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**DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
FINANCIAL REPORT
DECEMBER 31, 1998**

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 MAY 26 1999

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MANY, LOUISIANA
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DECEMBER 31, 1998

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GENERAL PURPOSE FINANCIAL STATEMENTS

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INDEPENDENT AUDITORS' REPORT

Honorable Don M. Burkett, District Attorney
of the Eleventh Judicial District
P. O. Box 1557
Many, Louisiana 71449

We have audited the accompanying general purpose financial statements of the District Attorney of the Eleventh Judicial District, Many, Louisiana, as of and for the year then ended December 31, 1998, as listed in the table of contents. These financial statements are the responsibility of the District Attorney of the Eleventh Judicial District and his management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and 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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney of the Eleventh Judicial District, Many, Louisiana, as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated May 6, 1999, on our consideration of the District Attorney of the Eleventh 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 performed for the purpose of forming an opinion on the general purpose financial statements of the District Attorney of the Eleventh Judicial District, Many, Louisiana, taken as a whole. The accompanying supplementary information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements of the general purpose financial statements. 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.

The financial information for the year ended December 31, 1997, which is included for comparative purposes, was taken from the financial report for that year in which we expressed an unqualified opinion dated June 15, 1998, on the general purpose financial statements of the District Attorney of the Eleventh Judicial District.

Hines, Jackson & Hines
Natchitoches, Louisiana
May 6, 1999

COMBINED STATEMENTS - OVERVIEW

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998

	Governmental Fund Type		
	General	Debt Service	Special Revenue
ASSETS			
Cash and cash equivalents	\$ 31,501	\$ 3,524	\$ 41,599
Receivables			
Commissions on fines, forfeitures, and court costs	16,821	0	0
LACE	19,898	0	0
Federal grant	0	0	12,268
State grant	0	0	5,423
Bail bond fees	4,604	0	0
Other	1,041	0	0
Due from other governments	0	0	0
Prepaid expenditures	7,728	0	0
Equipment	0	0	0
Amount to be provided for the retirement of long-term debt	0	0	0
 Total Assets	 \$ 81,593	 \$ 3,524	 \$ 59,290
 LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable	\$ 14,331	\$ 0	\$ 0
Due to law enforcement agencies and others	0	0	0
Payroll and payroll related payables	9,202	0	871
Certificate of Indebtness	0	0	0
 Total Liabilities	 23,533	 0	 871
 Fund Equity			
Investment in general fixed assets	0	0	0
Fund balance			
Reserved for prepaid expenditures	7,728	0	0
Reserved for Debt Service	0	3,524	0
Unreserved	50,332	0	58,419
 Total Fund Equity	 58,060	 3,524	 58,419
 Total Liabilities and Fund Equity	 \$ 81,593	 \$ 3,524	 \$ 59,290

EXHIBIT A

<u>Fiduciary</u>	<u>Account Group</u>		<u>Totals</u>		
	<u>Agency Fund</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	<u>(Memorandum Only)</u>	
			<u>1998</u>	<u>1997</u>	
\$ 330	\$ 0	\$ 0	\$ 76,954	\$ 118,810	
0	0	0	16,821	15,065	
0	0	0	19,898	9,863	
0	0	0	12,268	8,914	
0	0	0	5,423	2,657	
0	0	0	4,604	0	
0	0	0	1,041	275	
18,417	0	0	18,417	6,722	
0	0	0	7,728	6,356	
0	300,795	0	300,795	247,526	
0	0	42,000	42,000	61,000	
<u>\$ 18,747</u>	<u>\$ 300,795</u>	<u>\$ 42,000</u>	<u>\$ 505,949</u>	<u>\$ 477,188</u>	
\$ 0	\$ 0	\$ 0	\$ 14,331	\$ 25,171	
18,747	0	0	18,747	6,722	
0	0	0	10,073	11,600	
0	0	42,000	42,000	61,000	
18,747	0	42,000	85,151	104,493	
0	300,795	0	300,795	247,526	
0	0	0	7,728	6,356	
0	0	0	3,524	1,863	
0	0	0	108,751	116,950	
0	300,795	0	420,798	372,695	
<u>\$ 18,747</u>	<u>\$ 300,795</u>	<u>\$ 42,000</u>	<u>\$ 505,949</u>	<u>\$ 477,188</u>	

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES
YEAR ENDED DECEMBER 31, 1998

	General	Debt Service	Special Revenue	Totals	
				(Memorandum Only)	
	1998	1997			
Revenues					
Fees, charges, and commissions for services	\$ 423,723	\$ 0	\$ 64,341	\$ 488,064	\$ 406,299
Intergovernmental	104,681	0	148,018	252,699	155,920
Fines and forfeitures	8,647	0	0	8,647	3,253
Interest revenue	1,982	0	410	2,392	239
Miscellaneous	5,304	0	0	5,304	5,338
Total Revenues	544,337	0	212,769	757,106	571,049
Expenditures					
Personal services & related benefits	226,115	0	79,787	305,902	275,853
Operating services	195,402	8	8,509	203,919	173,603
Materials and supplies	27,502	0	3,206	30,708	23,077
Travel and other charges	17,065	0	2,005	19,070	23,440
Parochial retirement credit	77,037	0	0	77,037	0
Debt service	0	22,367	0	22,367	20,320
Capital outlay	53,171	0	98	53,269	62,622
Total Expenditures	596,292	22,375	93,605	712,272	578,915
Excess of Revenues Over/(Under)					
Expenditures	(51,955)	(22,375)	119,164	44,834	(7,866)
Other Financing Sources/(Uses)					
Proceeds from Certificate of Indebtness	0	0	0	0	80,000
Operating transfers in/(out)	75,964	24,036	(100,000)	0	0
Intergovernmental transfers in/(out)	(50,000)	0	0	(50,000)	0
Total Other Financing Source/(Uses)	25,964	24,036	(100,000)	(50,000)	80,000
Excess/(Deficiency) of Revenues					
and Other Sources Over/(Under)					
Expenditures and Other Uses	(25,991)	1,661	19,164	(5,166)	72,134
(Increase)/decrease in reserves					
Prepaid expenditures	(1,372)	0	0	(1,372)	(652)
Debt service	0	(1,661)	0	(1,661)	(1,863)
Net change in unreserved fund					
balance for the year	(27,363)	0	19,164	(8,199)	69,619
Fund Balances-Unreserved, Beginning of year	77,695	0	39,255	116,950	47,331
Fund Balances-Unreserved, End of year	\$ 50,332	\$ 0	\$ 58,419	\$ 108,751	\$ 116,950

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL
GENERAL AND SPECIAL REVENUE FUNDS
YEAR ENDED DECEMBER 31, 1998

	General Fund		
	Budget	Actual	Variance Fav./((Unfav.)
Revenues			
Fees, charges, and commissions for services	\$ 428,000	\$ 423,723	\$ (4,277)
Intergovernmental	106,000	104,681	(1,319)
Fines and forfeitures	10,000	8,647	(1,353)
Interest revenue	2,000	1,982	(18)
Miscellaneous	6,000	5,304	(696)
Total Revenues	552,000	544,337	(7,663)
Expenditures			
Personal services and related benefits	220,776	226,115	(5,339)
Operating services	190,000	195,402	(5,402)
Materials and supplies	23,000	27,502	(4,502)
Travel and other charges	14,000	17,065	(3,065)
Parochial retirement credit	77,000	77,037	(37)
Capital outlay	53,188	53,171	17
Total expenditures	577,964	596,292	(18,328)
Excess of Revenues Over/(Under) Expenditures	(25,964)	(51,955)	(25,991)
Other Financing Sources/(Uses)			
Proceeds from certificate of indebtedness	0	0	0
Operating transfers in/(out)	75,964	75,964	0
Intergovernmental transfers in/(out)	(50,000)	(50,000)	0
Total Other Financing Sources/(Uses)	25,964	25,964	0
Excess of Revenues and Other Sources Over/ (Under) Expenditures and Other Uses	<u>\$ 0</u>	(25,991)	<u>\$ (25,991)</u>
(Increase)/Decrease in Reserve for Prepaid Expenditures		(1,372)	
Net Change in Unreserved Fund Balance for the Year		77,695	
Fund Balances-Unreserved, Beginning of year		<u>\$ 50,332</u>	
Fund Balances-Unreserved, End of year			

EXHIBIT C

<u>Special Revenue Funds</u>		
<u>Budget</u>	<u>Actual</u>	<u>Variance Fav./Unfav.</u>
\$ 66,000	\$ 64,341	\$ (1,659)
144,000	148,018	4,018
0	0	0
500	410	(90)
<u>0</u>	<u>0</u>	<u>0</u>
210,500	212,769	2,269
79,000	79,787	(787)
8,000	8,509	(509)
1,800	3,206	(1,406)
1,700	2,005	(305)
0	0	0
<u>0</u>	<u>98</u>	<u>(98)</u>
<u>90,500</u>	<u>93,605</u>	<u>(3,105)</u>
120,000	119,164	(836)
0	0	0
(100,000)	(100,000)	0
<u>0</u>	<u>0</u>	<u>0</u>
<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>
<u>\$ 20,000</u>	19,164	<u>\$ (836)</u>
	<u>0</u>	
	19,164	
	<u>39,255</u>	
	<u>\$ 58,419</u>	

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The accounting and reporting policies of the District Attorney of the Eleventh Judicial District of Sabine and DeSoto Parishes conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial principles. Such accounting and reporting procedures also conform to the requirements set forth in the Louisiana Governmental Audit Guide and to Louisiana Revised Statutes 24:513 and 24:517, and to the industry audit guide, Audits of State and Local Governmental Units.

A. Financial Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the District Attorney of the Eleventh Judicial District is a part of the district court system of the State of Louisiana. However, the state statutes that create the district attorneys, also give the district attorneys control over their 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.

As the governing authority of the parish, for reporting purposes, the respective parish police jury is the financial reporting entity for each 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 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 Statement No. 14 established criteria for determining which component units should be considered part of the 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 or 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.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Financial Reporting Entity (Continued)

The District Attorney of the Eleventh Judicial District is not financially dependent on either police jury and does not impose specific financial burdens on either police jury. For these reasons, the district attorney was determined not to be a component unit of either parish police jury. 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 that government unit, or the other governmental units that comprise the financial reporting entity.

B. Fund Accounting

The accounts of the District Attorney are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Fund accounting is designated to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The funds are grouped in this report into generic fund types and broad fund categories as follows:

Governmental Funds

General Fund - The general operating fund of the district attorney is used to account for all financial resources that are not required to be accounted for in another fund. It was established in compliance with Louisiana Revised Statute 15:571.11 as amended, which provides that twelve percent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenditures of his office.

Special Revenue - The special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or other major capital projects) that are legally restricted to expenditures for specific purposes. The special revenue funds of the District Attorney of the Eleventh Judicial District consist of the following:

Title IV-D Fund - consists of 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.

Incentive payments are provided to individual states as a motivating device to increase both AFDC and non-AFDC child support collections. The amount and the distribution of the incentive payments are governed by the Code of Federal Regulations (CFR) 303.52 which requires the State to pass through an appropriate share of the payments to political subdivisions based on criteria which take into account the efficiency and effectiveness of the activities carried out under the State plan.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Fund Accounting (Continued)

Worthless Checks Collection Fee Fund - consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides that the District Attorney receives, from the principal to the offense, a prescribed amount upon collection of a worthless check. The funds may be used only to defray the salaries and expenses of the office of the District Attorney, and may not be used to supplement the salary of the District Attorney.

Victim Assistance Fund - To account for the activities provided by the District Attorney under Louisiana Revised Statute 16:17, which provides for the creation of a victim assistance coordinator within the district. The purpose of the victim assistance coordinator is to assist victims and their families through the entire criminal justice process and to facilitate the delivery of victims services and rights as provided by law.

Fiduciary Fund

Agency funds - funds used to account for assets held by the government as an agent for individuals, private organizations, other governments and other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The agency funds of the District Attorney of the Eleventh Judicial District consist of the following:

Asset Forfeiture Fund - used as a depository for assets seized by local law enforcement agencies. Upon order of the district court, these funds are either refunded to the litigants or distributed to the appropriate recipient, in accordance with applicable laws.

The Bail Bond Fee Fund - used as a depository for the two percent (2%) fee on the premium of all criminal bail bonds written by commercial surety underwriters in the State of Louisiana as established by Louisiana Revised Statute 22:1065.1. These funds are distributed by the district attorney in accordance to applicable statutes.

Account Groups - An account group is a financial reporting device designed to provide accountability for certain assets and liabilities not recorded in the funds because they do not directly affect net expendable available financial resources.

General fixed assets account group - This is not a fund but rather an account group that is used to account for general fixed assets acquired principally for general purposes and excludes fixed assets in the Enterprise Fund.

General long-term debt account group - This is not a fund but rather an account group that is used to account for the outstanding principal balances of general obligation bonds and other long-term debt not reported in the proprietary funds.

C. General Fixed Assets and Long-Term Debt

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources".

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. General Fixed Assets and Long-Term Debt (Continued)

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund types when purchased. All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. None of the District Attorney's fixed asset costs have been estimated. No depreciation has been provided on general fixed assets.

Long-term liabilities expected to be financed from governmental fund types are accounted for in the General Long-Term Debt Account Group.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

D. Basis of Accounting

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

The governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period. The primary revenue sources which are susceptible to accrual under the modified accrual basis of accounting include fees, charges, and commissions for services, intergovernmental revenue, and interest revenue. Commissions on fines and bond forfeitures and court costs are recorded in the year they are collected by the tax collector. Grants and asset forfeitures are recorded when the District Attorney is entitled to the funds. Fees on worthless checks are recorded in the year in which the worthless check is paid. Interest income is accrued, when its receipt occurs soon enough after the end of the accounting period so as to be both measurable and available.

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

Transfers between funds which are not expected to be repaid are accounted for as other financing sources/(uses).

E. Budget Practice

The district attorney adopts a budget prior to January 1 of each year for the General Fund and the Special Revenue Funds in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated increase therein for the current year, using the modified accrual basis of accounting.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Budget Practice (Continued)

The district attorney is not required to publish the budget, but the budget must be adopted and available for public inspection. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. All budget appropriations lapse at year end.

F. Vacation and Sick Leave

Full-time employees of the District Attorney's office earn ten days vacation leave and six days sick leave each year. Leave cannot be accumulated from one calendar year to the next, and there are no vesting privileges. Therefore no liability for compensated absences has been recorded in the accompanying financial statements. Sick leave may be accumulated up to a maximum of 20 days, but lapses at termination of employment.

G. Cash and Cash Equivalents

Consistent with GASB Statement 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that use Proprietary Fund Accounting", the district attorney defines cash and cash equivalents as follows:

Cash - includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the customer may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents - all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. Generally, only investments which, at the day of purchase, have a maturity date no longer than three months qualify under this definition.

H. Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible.

I. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as "interfund receivables/payables" and are recorded by all funds affected in the period in which transactions are executed.

J. Prepaid Items

Payments made for services that will benefit periods beyond December 31, 1998, are recorded as prepaid items.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Fund Equity

The unreserved fund balances for governmental funds represent the amount available for budgeting future operations.

Reserved for prepaid expenditures: This reserve was created to represent those portions of fund equity not appropriate for expenditure because the District Attorney expects to use these resources within the next budgetary period for the designated purpose.

Reserved for debt service: This reserve was created to represent those portions of fund equity not appropriate for expenditure because the District Attorney expects to use these resources within the next budgetary period of the designated purpose.

L. Comparative Data

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

M. Total Columns on Combined Statements - Overview

Total columns on the general purpose financial 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. Interfund eliminations have not been made in the aggregation of this data. Certain amounts from prior year financial statements have been reclassified to conform to current year classifications.

N. Estimates

The presentation 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 disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.* Actual results could differ from those estimates.

O. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by District Attorney of the Eleventh Judicial District.

P. Sabine Program For At-Risk Kids

The District Attorney was awarded a grant under Title V, a federally financed program whose objective is to increase the capacity of state and local governments to support the development of more effective preventive programs to improve the juvenile justice system through a risk and protective factors focused programming approach. The key components

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Sabine Program For At-Risk Kids (Continued)

of the program are the creation of an alternative school program for students at-risk of expulsion and to increase family and community protective factors through governmental agencies to develop new recreational and employment opportunities for area youth. Although the grant was awarded to the District Attorney, the program is being run by the Sabine Parish School Board with all grant revenues and related expenses included in their audit report.

NOTE 2 CASH AND CASH EQUIVALENTS

Louisiana Revised Statutes authorize the District Attorney to invest in United States bonds, treasury notes or certificates, or to deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Deposits 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.

As reflected on Exhibit A, the District Attorney had cash and cash equivalents totaling \$76,954 at December 31, 1998, as follows:

	<u>General</u>	<u>Debt Service</u>	<u>Special Revenue</u>	<u>Agency</u>	<u>Total</u>
Demand deposits	\$ <u>31,501</u>	\$ <u>3,524</u>	\$ <u>41,599</u>	\$ <u>330</u>	\$ <u>76,954</u>

Under state law, these deposits must be secured by Federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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, 1998, the District Attorney had \$78,375 in bank deposits of which \$78,375 were secured by federal deposit insurance.

NOTE 3 RECEIVABLES

The following are revenues receivable at December 31, 1998:

	<u>General</u>	<u>Title IV-D</u>	<u>Agency</u>	<u>Total</u>
	<u>Fund</u>	<u>Special Revenue</u>	<u>Fund</u>	<u>Fund</u>
Commissions on fines, forfeitures, and court costs	\$ 16,821	\$ 0	\$ 0	\$ 16,821
Federal grant	0	12,268	0	12,268
State grant	0	5,423	0	5,423
LACE	19,898	0	0	19,898
Bail Bond Fees	4,604	0	0	4,604
Other	<u>1,041</u>	<u>0</u>	<u>0</u>	<u>1,041</u>
Total	<u>\$ 42,364</u>	<u>\$ 17,691</u>	<u>\$ 0</u>	<u>\$ 60,055</u>

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 4 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance December 31, 1997</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 1998</u>
Equipment	\$ 247,526	\$ 53,269	\$ 0	\$ 300,795

NOTE 5 GENERAL LONG-TERM DEBT

The following is a summary of debt transactions of the District Attorney for the year ended December 31, 1998:

	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount Issued</u>	<u>Amount Outstanding</u>
Certificate of Indebtedness, Series 1996	5.5%	2000	\$ 80,000	\$ 42,000
Total			<u>\$ 80,000</u>	<u>\$ 42,000</u>

The annual requirements to amortize all debt outstanding as of December 31, 1998, including interest payments are as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	\$ 20,000	\$ 2,310	\$ 22,310
2000	<u>22,000</u>	<u>1,210</u>	<u>23,210</u>
Total	<u>\$ 42,000</u>	<u>\$ 3,520</u>	<u>\$ 45,520</u>

NOTE 6 OBLIGATIONS UNDER LEASES AGREEMENTS

The District Attorney is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights of lease obligations, and therefore, the results of the lease agreements are not reflected in the General Fixed Assets Account Group.

Following is a schedule of future minimum rental payments required under leases that have initial or remaining noncancellable lease items as of December 31, 1998:

<u>Year Ending December 31,</u>	<u>Auto #1</u>	<u>Auto #2</u>	<u>Total</u>
2000	\$ 2,747	\$ 3,392	\$ 6,139
2001	2,747	3,392	6,139
2002	<u>229</u>	<u>1,413</u>	<u>1,642</u>
Total	<u>\$ 5,723</u>	<u>\$ 8,197</u>	<u>\$ 13,920</u>

The District Attorney was not obligated under any capital lease agreements at December 31, 1998.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 7 PENSION PLANS

The district attorney participates in two cost-sharing, multiple-employer, public employee retirement systems (PERS). The District Attorney and assistant district attorney are members of the District Attorneys' Retirement System. Secretaries of the district attorney's office are members of the Parochial Employees Retirement System of Louisiana, Plan A. These retirement systems are cost-sharing, multiple employer, statewide retirement systems which are administered by separate boards of trustees. The contributions of participating agencies are pooled within each system to pay the accrued benefits of their respective participants. The contribution rates are approved by the Louisiana Legislature.

Each system provides for employer and employee contributions based on a percentage of gross earnings as follows:

	<u>Employer</u>	<u>Employee</u>
Parochial Employees' Retirement System	5.75%	7.00%
District Attorneys' Retirement System	1.25%	7.00%

A. District Attorneys' Retirement System

Generally, all persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by the retirement system or the Louisiana District Attorneys' Association, are eligible to participate in this system.

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 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 23 or more years of creditable service regardless of age may retire with a 3 percent 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 percent benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3 percent of the member's average compensation multiplied by the number of years of his membership service, not to exceed 100 percent 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 percent for each year the member retires in advance of normal retirement age. Benefits may not exceed 100 percent of final compensation.

The System also provides death and disability benefits. Benefits are established by state statute.

Contributions to the System include .2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The .2 percent is the statutory set rate that can be adjusted by the Public Retirement Systems' Actuarial Committee. State statute requires covered employees to contribute a percentage of their salaries to the System.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 7 PENSION PLANS (CONTINUED)

A. District Attorneys' Retirement System (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the District Attorneys' Retirement System, 1645 Nicholson Drive, Baton Rouge, Louisiana, 70802-8143, or by calling (504) 267-4824.

Plan members are required by state statute to contribute 7.00% of earnable compensation. Employer contributions for the year were 1.25% of members' earnings, as set by the Public Retirement Systems' Actuarial Committee. The employees' contributions are deducted from the employees' salaries and are remitted by the District Attorney on a quarterly basis. The District Attorney's contributions to the System for the year ended December 31, 1998, was \$6,185, equal to the required contributions for the year.

B. Parochial Employees' Retirement System

Substantially all employees of the District Attorney of the Eleventh Judicial District are members of the Parochial Employees' Retirement System of Louisiana (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and 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 members participate in 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 percent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined 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.

Contributions to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. State statute requires covered employees to contribute a percentage of their salaries to the System.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-471619, or by calling (504) 928-1361.

Plan members are required by state statute to contribute 7.00% of earnable compensation. Employer contributions for the year were 5.75% of members' earnings, as set by the Public Retirement Systems' Actuarial Committee. The employees' contributions are deducted from the employees' salaries and are remitted by the District Attorney on a quarterly basis. The District Attorney's contributions to the System for the year ended December 31, 1998, was \$11,634, equal to the required contributions for the year.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

NOTE 8 LITIGATION

The District Attorney was not involved in any litigation at December 31, 1998.

NOTE 9 EXPENDITURES NOT INCLUDED IN THE FINANCIAL STATEMENTS

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the criminal court, the parish police jury, or directly by the state.

NOTE 10 RISK MANAGEMENT

The District Attorney is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District Attorney maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the district.

NOTE 11 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 Number 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.

The reimbursement payments are restricted by a formal agreement between the District Attorney and the Department of Social Services and includes a budget of expected expenditures for each fiscal year ending June 30. The 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.

SUPPLEMENTAL INFORMATION SCHEDULES

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

The special revenue funds are used to account for the following specific resources:

Title IV-D Fund - To account for the receipt and expenditure of reimbursement and incentive grants from the Louisiana Department of Social Services, a pass-through agency for the Federal Department of Health and Human Services. Reimbursement grants are 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 reimbursement grants 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. Incentive grants are awarded to the Louisiana DDS by the Federal Government for the collection of child support payments. These incentive grants are then passed through to each individual parish based upon the amount of child support collected in that parish. Incentive grants may be used for any lawful purpose.

Worthless Checks Collection Fee Fund - Fees collected in accordance with Louisiana Revised Statute 16:15, which provides that the District Attorney receive, from the principal to the offense, a prescribed amount upon collection of a worthless check. These funds may be used to defray the salaries and expenses of the District Attorney's office.

Victim Assistance Fund - To account for the activities provided by the District Attorney under Louisiana Revised Statute 16:17, which provides for the creation of a victim assistance coordinator within the district. The purpose of the victim assistance coordinator is to assist victims and their families through the entire criminal justice process and to facilitate the delivery of victims services and rights as provided by law.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
DECEMBER 31, 1998

ASSETS	<u>Title IV-D</u>	<u>Worthless Checks Collection Fee</u>	<u>Victim Assistance</u>	<u>Totals</u>
Cash and cash equivalents	\$ 8,831	\$ 28,101	\$ 4,667	\$ 41,599
Receivables				
Federal grants	12,268	0	0	12,268
State grants	<u>0</u>	<u>0</u>	<u>5,423</u>	<u>5,423</u>
 Total Assets	 <u>\$ 21,099</u>	 <u>\$ 28,101</u>	 <u>\$ 10,090</u>	 <u>\$ 59,290</u>
 LIABILITIES AND FUND BALANCES				
Liabilities				
Payroll and payroll related payables	<u>\$ 79</u>	<u>\$ 0</u>	<u>\$ 792</u>	<u>\$ 871</u>
 Total Liabilities	 79	 0	 792	 871
 Fund balances				
Unreserved	<u>21,020</u>	<u>28,101</u>	<u>9,298</u>	<u>58,419</u>
 Total Liabilities and Fund Balances	 <u>\$ 21,099</u>	 <u>\$ 28,101</u>	 <u>\$ 10,090</u>	 <u>\$ 59,290</u>

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENDED DECEMBER 31, 1998

	<u>Title IV-D</u>	<u>Worthless Checks Fee</u>	<u>Victim Assistance</u>	<u>Totals</u>
Revenues				
Fees on worthless checks	\$ 0	\$ 64,341	\$ 0	\$ 64,341
Intergovernmental				
Federal grants	60,106	0	0	60,106
State grants	40,691	0	47,221	87,912
Interest revenue	<u>0</u>	<u>410</u>	<u>0</u>	<u>410</u>
Total Revenues	100,797	64,751	47,221	212,769
Expenditures				
Personal services and related benefits	27,979	0	51,808	79,787
Operating services	8,509	0	0	8,509
Materials and supplies	0	3,042	164	3,206
Travel and other charges	801	0	1,204	2,005
Capital Outlay	<u>0</u>	<u>98</u>	<u>0</u>	<u>98</u>
Total Expenditures	<u>37,289</u>	<u>6,140</u>	<u>53,176</u>	<u>93,605</u>
Excess of Revenues Over/(Under) Expenditures	63,508	61,611	(5,955)	119,164
Other Financing Sources/ (Uses) Operating transfers in/(out)	<u>(60,000)</u>	<u>(55,000)</u>	<u>15,000</u>	<u>(100,000)</u>
Excess/(deficiency) of Revenues over/ (Under) Expenditures and Other Uses	3,508	6,611	9,045	19,164
Fund Balances, Beginning of year	<u>17,512</u>	<u>21,490</u>	<u>253</u>	<u>39,255</u>
Fund Balances, End of year	<u>\$ 21,020</u>	<u>\$ 28,101</u>	<u>\$ 9,298</u>	<u>\$ 58,419</u>

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
TITLE IV-D SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL
YEAR ENDED DECEMBER 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Fav./(Unfav.)</u>
Revenues			
Intergovernmental			
Federal grants	\$ 60,000	\$ 60,106	\$ 106
State grants	<u>40,000</u>	<u>40,691</u>	<u>691</u>
Total Revenues	100,000	100,797	797
Expenditures			
Personal services and related benefits			
Salaries and related benefits	27,000	27,979	(979)
Operating services			
Accounting	1,400	1,400	0
Rent	3,600	3,866	(266)
Miscellaneous	500	396	104
Telephone	1,500	1,705	(205)
Utilities	1,000	1,142	(142)
Materials and supplies			
Office supplies	0	0	0
Travel and other charges			
Miscellaneous	0	0	0
Travel	<u>700</u>	<u>801</u>	<u>(101)</u>
Total Expenditures	<u>35,700</u>	<u>37,289</u>	<u>(1,589)</u>
Excess of Revenues Over Expenditures	64,300	63,508	(792)
Other Financing Sources/(Uses)			
Operating transfers out	<u>(60,000)</u>	<u>(60,000)</u>	<u>0</u>
Excess of Revenues Over/(Under) Expenditures and Other Uses	<u>\$ 4,300</u>	3,508	<u>\$ (792)</u>
Fund Balances, Beginning of year		<u>17,512</u>	
Fund Balances, End of year		<u>\$ 21,020</u>	

The notes to the financial statements are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
WORTHLESS CHECKS COLLECTION FEE SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL
YEAR ENDED DECEMBER 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance Fav./Unfav.</u>
Revenues			
Charges for services			
Fees on worthless checks	\$ 66,000	\$ 64,341	\$ (1,659)
Interest income	<u>500</u>	<u>410</u>	<u>(90)</u>
Total Revenues	66,500	64,751	(1,749)
Expenditures			
Personal and operating services			
Dues and subscriptions	0	0	0
Utilities	0	0	0
Materials and supplies			
Office supplies	1,700	3,042	(1,342)
Travel and other charges			
Meals	0	0	0
Other	0	0	0
Capital Outlay	<u>0</u>	<u>98</u>	<u>(98)</u>
Total Expenditures	<u>1,700</u>	<u>3,140</u>	<u>(1,440)</u>
Excess of Revenues Over/(Under) Expenditures	64,800	61,611	(3,189)
Other Financing Sources/(Uses)			
Operating transfers in/(out)	<u>(55,000)</u>	<u>(55,000)</u>	<u>0</u>
Excess/(deficiency) of Revenues Over/(Under) Expenditures and Other Uses	<u>\$ 9,800</u>	6,611	<u>\$ (3,189)</u>
Fund Balances, Beginning of year		<u>21,490</u>	
Fund Balances, End of year		<u>\$ 28,101</u>	

The notes to the financial statements are an integral part of this statement.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
VICTIM ASSISTANCE SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL
YEAR ENDED DECEMBER 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Fav./(Unfav.)</u>
Revenues			
State grants	\$ 44,000	\$ 47,221	\$ 3,221
Total Revenues	44,000	47,221	3,221
Expenditures			
Personal services and related benefits			
Salaries	47,500	47,443	57
Payroll	700	688	12
Pension	3,800	3,677	123
Material and supplies			
Office expense	100	164	(64)
Travel and other charges			
Travel	<u>1,000</u>	<u>1,204</u>	<u>(204)</u>
Total Expenditures	<u>53,100</u>	<u>53,176</u>	<u>(76)</u>
Excess of Revenues Over/ (Under) Expenditures	(9,100)	(5,955)	3,145
Other Financing Sources/(Uses)			
Operating transfers in/(out)	<u>15,000</u>	<u>15,000</u>	<u>0</u>
Excess/(deficiency) of Revenues over/(under) Expenditures and Other Uses	<u>\$ 5,900</u>	9,045	<u>\$ 3,145</u>
Fund Balances, Beginning of year		<u>253</u>	
Fund Balances, End of year		<u>\$ 9,298</u>	

AGENCY FUNDS

Agency funds are used to account for assets held by the government as an agent for individuals, private organizations, other governments and other funds.

Asset Forfeiture Fund - This fund is used as a depository for assets seized by local law enforcement agencies. Upon order of the district court, these funds are either refunded to the litigants or distributed to the appropriate recipient, in accordance with applicable laws.

Bail Bond Fee Fund - This fund is used as a depository for the two percent (2%) fee on the premium of all criminal bail bonds written by commercial surety underwriters in the State of Louisiana, as established by Louisiana Revised Statute 22: 1065.1. Bail bond fees are required to be distributed by the district attorney as follows:

- (1) Twenty-five percent (25%) to the Judicial Court fund or its equivalent.
- (2) Twenty-five percent (25%) to the Sheriff's operating fund.
- (3) Twenty-five percent (25%) to the District Attorney's operating fund.
- (4) Twenty-five percent (25%) to the Indigent Defenders Program.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
AGENCY FUNDS
COMBINING BALANCE SHEET
DECEMBER 31, 1998

	Asset Forfeiture Fund	Bail Bond Fee Fund	Totals
ASSETS			
Cash	\$ 330	\$ 0	\$ 330
Cash held by DeSoto Parish Sheriff	0	0	0
Bail bond fees receivable	0	18,417	18,417
 Total Assets	\$ 330	\$ 18,417	\$ 18,747
 LIABILITIES			
Due to law enforcement agencies and others	\$ 330	\$ 18,417	\$ 18,747
 Total Liabilities	\$ 330	\$ 18,417	\$ 18,747

SCHEDULE 7

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
AGENCY FUNDS
ASSET FORFEITURE FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
DECEMBER 31, 1998

	<u>Balance</u> <u>December 31,</u> <u>1997</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31,</u> <u>1998</u>
ASSETS				
Cash	\$ 0	\$ 330	\$ 0	\$ 330
Cash held by DeSoto Parish Sheriff	<u>6,722</u>	<u>47,517</u>	<u>54,239</u>	<u>0</u>
Total Assets	<u>\$ 6,722</u>	<u>\$ 47,847</u>	<u>\$ 54,239</u>	<u>\$ 330</u>
LIABILITIES				
Due to law enforcement agencies and others	<u>\$ 6,722</u>	<u>\$ 47,847</u>	<u>\$ 54,239</u>	<u>\$ 330</u>
Total Liabilities	<u>\$ 6,722</u>	<u>\$ 47,847</u>	<u>\$ 54,239</u>	<u>\$ 330</u>

SCHEDULE 8

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
AGENCY FUND
BAIL BOND FEE FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>Balance</u> <u>December 31,</u> <u>1997</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31,</u> <u>1998</u>
ASSETS				
Cash and cash equivalents	\$ 0	\$ 0	\$ 0	\$ 0
Bail bond fees receivable	<u>0</u>	<u>72,883</u>	<u>54,466</u>	<u>18,417</u>
Total assets	<u>\$ 0</u>	<u>\$ 72,883</u>	<u>\$ 54,466</u>	<u>\$ 18,417</u>
LIABILITIES				
Due to law enforcement agencies and others	<u>\$ 0</u>	<u>\$ 72,883</u>	<u>\$ 54,466</u>	<u>\$ 18,417</u>
Total liabilities	<u>\$ 0</u>	<u>\$ 72,883</u>	<u>\$ 54,466</u>	<u>\$ 18,417</u>

The accompanying notes are an integral part of this statement.

SCHEDULE 9

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
SCHEDULE OF EXPENDITURES - ALL GOVERNMENTAL
FUND TYPES - GENERAL FUND AND DEBT SERVICE FUND
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>General</u>	<u>Debt Service</u>
Salaries and Related Benefits		
Salaries	\$ 205,670	\$ 0
Payroll taxes	5,774	0
Pension	13,163	0
Workmens compensation	1,508	0
Total Salaries and Related Benefits	<u>226,115</u>	<u>0</u>
Operating Services		
Advertising	435	0
Accounting and legal	3,500	0
Contract services	6,734	0
Dues and subscriptions	13,046	0
Insurance	10,702	0
Investigative expense	2,240	0
LACE program	126,686	0
Lease payment	5,082	0
Miscellaneous	1,968	8
Rent	5,913	0
Repairs & maintenance	9,354	0
Telephone	6,553	0
Utilities	3,189	0
Total Operating Services	<u>195,402</u>	<u>8</u>
Materials and Supplies		
Office supplies	16,618	0
Other supplies	1,348	0
Postage	9,536	0
Total Materials and Supplies	<u>27,502</u>	<u>0</u>
Travel and Other Charges		
Auto expense	1,260	0
Travel & conventions	15,805	0
Total Travel and Other Charges	<u>17,065</u>	<u>0</u>
Parochial Retirement Credit	77,037	0
Debt Service		
Principal	0	19,000
Interest	0	3,367
Total Debt Service	<u>0</u>	<u>22,367</u>
Capital Outlay	<u>53,171</u>	<u>0</u>
Total Expenditures	<u>\$ 596,292</u>	<u>\$ 22,375</u>

The accompanying notes are an integral part of this statement.

HINES, JACKSON & HINES

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JAY H. SHEFFIELD, 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

Honorable Don M. Burkett, District Attorney
of the Eleventh Judicial District
Post Office Box 1557
Many, Louisiana 71449

We have audited the financial statements of the District Attorney of the Eleventh Judicial District, Many, Louisiana, for the year ended December 31, 1998, and have issued our report thereon dated May 6, 1999. 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 Eleventh Judicial District's financial statements are free of material misstatement, we 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District Attorney of the Eleventh Judicial District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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 financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

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

Hines, Jackson & Hines

Natchitoches, Louisiana
May 6, 1999

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED
DECEMBER 31, 1998

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
1	12/31/97	The bank deposit balances of the District Attorney of the Eleventh Judicial District exceeded federal deposit insurance corporation (FDIC) coverage and the depositing bank did not pledge securities to cover the amount exceeding the FDIC's coverage.	Yes	This findings has been resolved.

DISTRICT ATTORNEY OF THE ELEVENTH JUDICIAL DISTRICT
MANY, LOUISIANA
CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS
FOR THE YEAR ENDED
DECEMBER 31, 1998

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Correct Action Planned</u>	<u>Name(s) of Contact Person(s)</u>	<u>Anticipated Completion Date</u>
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Nothing came to our attention that would require disclosure under Government Auditing Standards.