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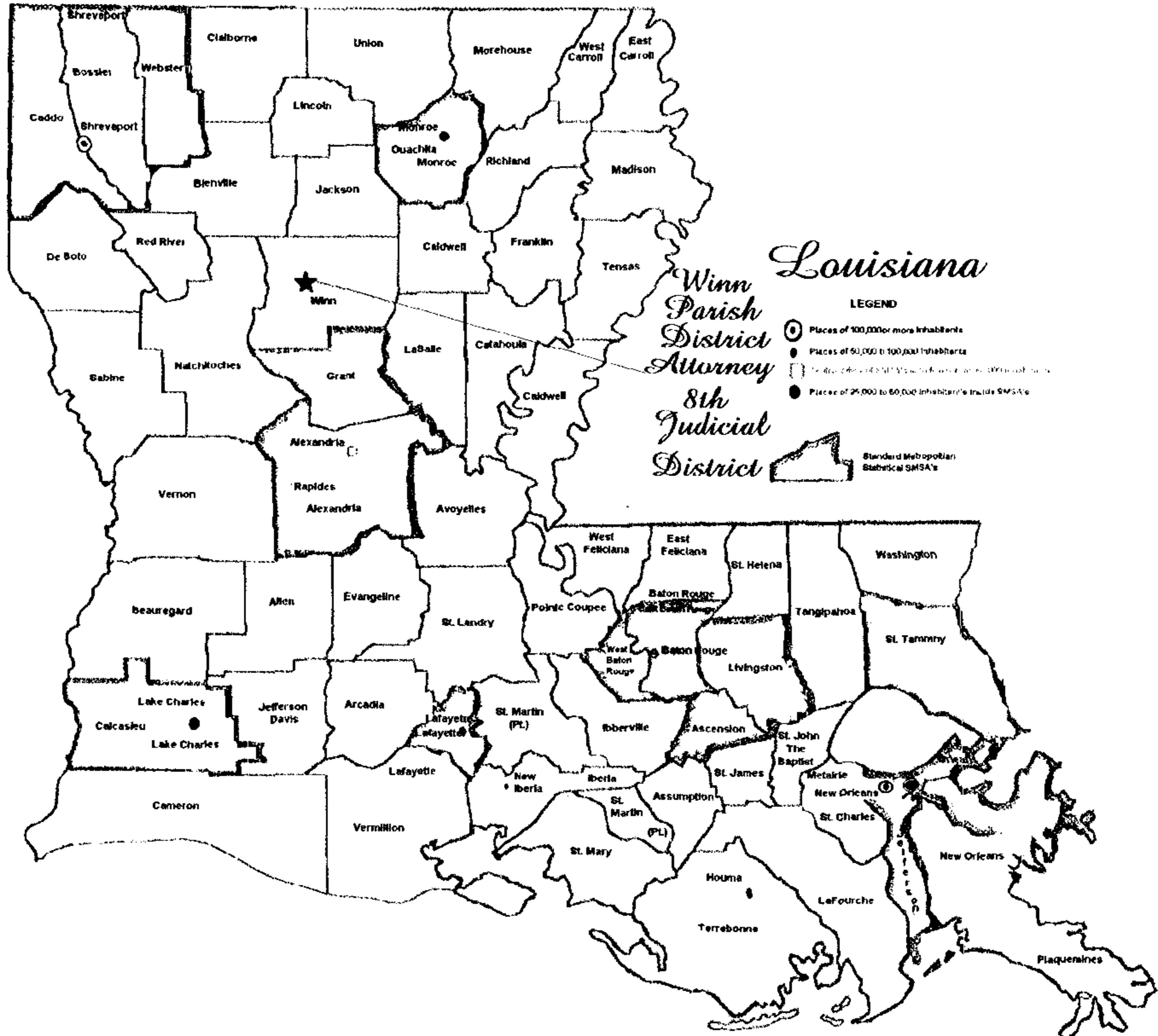
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**DISTRICT ATTORNEY
OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH
FINANCIAL REPORT
For The Year Ended December 31, 1998**

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 JUL 4 1999

**DISTRICT ATTORNEY
OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**



*** District Attorney of the Eighth Judicial District**

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 Eighth Judicial District encompasses the parish of Winn, Louisiana.

**DISTRICT ATTORNEY
OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

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**DISTRICT ATTORNEY
OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

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JOHN R. VERCHER PC

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INDEPENDENT AUDITOR'S REPORT ON THE COMPONENT UNIT FINANCIAL STATEMENTS

Honorable Terry Reeves, District Attorney
of the Eighth Judicial District
P. O. Drawer 1384
Winnfield, Louisiana

I have audited the accompanying component unit financial statements of the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, a component unit of the Winn Parish Police Jury, as of December 31, 1998 and for the year then ended as listed in the table of contents. These financial statements are the responsibility of the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, and management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I 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. I believe that my audit provides a reasonable basis for my opinion.

I was unable to determine what effect, if any, the year 2000 will have on the District Attorney's computer system or what effect it will have on the District's Attorney's financial condition.

In my opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had I been able to satisfy myself as to the effects of the year 2000 question as discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney of the Eighth Judicial District as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The other supplementary information and the graphs 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 District Attorney of the Eighth Judicial District, Winn Parish, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

John R. Vercher
Jena, Louisiana
May 24, 1999

JOHN R. VERCHER PC

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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

The Honorable Terry Reeves, District Attorney
of the Eighth Judicial District
P.O. Drawer 1384
Winnfield, Louisiana

I have audited the component unit financial statements of the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, as of and for the year ended December 31, 1998, and have issued my report thereon dated May 24, 1999. 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 the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, 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 Standard*, except as follows and as discussed in "Schedule of Findings and Questioned Costs" on page 41.

98-C-1 Amended Budgets
98-C-2 Bonuses Paid To Employees

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

John R. Vercher

Jena, Louisiana

May 24, 1999

**COMPONENT UNIT
FINANCIAL STATEMENTS**

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998**

	<u>Governmental Fund Type</u>		<u>Fiduciary Fund</u>	<u>Account Groups</u>	<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Agency Fund</u>	<u>General Fixed Assets</u>	
ASSETS					
Cash and Cash Equivalents	\$ -0-	\$ 438	\$ 26	\$ -0-	\$ 464
Receivables:					
Due From Other Governments:					
Commissions On Fines & Forfeitures	937	-0-	-0-	-0-	937
Commissions On Court Costs	2,075	-0-	-0-	-0-	2,075
Federal Grants	6,628	52,796	-0-	-0-	59,424
Other	1,012	-0-	-0-	-0-	1,012
General Fixed Assets	-0-	-0-	-0-	93,207	93,207
TOTAL ASSETS	<u>\$ 10,652</u>	<u>\$ 53,234</u>	<u>\$ 26</u>	<u>\$ 93,207</u>	<u>\$ 157,119</u>
LIABILITIES & FUND EQUITY					
Liabilities					
Bank Overdraft	\$ 60,734	\$ 123	\$ -0-	\$ -0-	\$ 60,857
Accounts Payable	50	2,178	-0-	-0-	2,228
Accrued Payroll Taxes	53,028	-0-	-0-	-0-	53,028
Due To Law Enforcement Agencies And Others	66,108	-0-	26	-0-	66,134
TOTAL LIABILITIES	<u>\$ 179,920</u>	<u>\$ 2,301</u>	<u>\$ 26</u>	<u>\$ -0-</u>	<u>\$ 182,247</u>
Fund Equity -					
Investment In General Fixed Assets	\$ -0-	\$ -0-	\$ -0-	\$ 93,207	\$ 93,207
Fund Balance - Unreserved/Undesignated	<u>(169,268)</u>	<u>50,933</u>	<u>-0-</u>	<u>-0-</u>	<u>(118,335)</u>
Total Fund Equity	<u>\$ (169,268)</u>	<u>\$ 50,933</u>	<u>\$ -0-</u>	<u>\$ 93,207</u>	<u>\$ (25,128)</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 10,652</u>	<u>\$ 53,234</u>	<u>\$ 26</u>	<u>\$ 93,207</u>	<u>\$ 157,119</u>

The accompanying notes are an integral part of the financial statement.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES-ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	General Fund	Special Revenue Fund	Total (Memorandum Only)
REVENUES			
Charges For Services	\$ -0-	\$ 79,424	\$ 79,424
Intergovernmental -			
City Attorney Fees	12,000	-0-	12,000
Commissions On Fines & Forfeitures	15,699	-0-	15,699
Commissions On Court Costs	19,513	-0-	19,513
Federal And Other Grants	99,826	263,831	363,657
Other Revenues	3,868	-0-	3,868
TOTAL REVENUES	\$ 150,906	\$ 343,255	\$ 494,161
EXPENDITURES			
General Government – Judicial			
Current:			
Automobile Expense	\$ 8,811	4,071	12,882
Bank Fees	4,279	139	4,418
Conventions And Seminars	35,526	2,554	38,080
Criminal Court Fund Reimbursement	23,333	-0-	23,333
Dues And Subscriptions	6,203	100	6,303
Legal And Accounting Fees	3,554	66	3,620
Legal Library	189	-0-	189
Office Supplies And Postage	5,969	688	6,657
Other Miscellaneous	8,827	7,876	16,703
Public Education	13,675	8,528	22,203
Repairs And Maintenance	109	604	713
Salaries And Related Benefits	284,690	22,236	306,926
Travel	23,773	5,328	29,101
Telephone	12,992	-0-	12,992
Victim Restitution	-0-	500	500
TOTAL EXPENDITURES	\$ 431,930	\$ 52,690	\$ 484,620
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ (281,024)	\$ 290,565	\$ 9,541
Other Financing Sources (Uses)			
Asset Forfeiture Transfer In	\$ 59	\$ -0-	\$ 59
Operating Transfers In	259,645	2,500	262,145
Operating Transfers Out	2,500)	(259,645)	(262,145)
Total Other Financing Sources (Uses)	\$ 257,204	\$ (257,145)	\$ 59
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ (23,820)	\$ 33,420	\$ 9,600
FUND BALANCE – BEGINNING OF YEAR	(145,448)	17,513	(127,935)
FUND BALANCE – END OF YEAR	\$ (169,268)	\$ 50,933	\$ 118,335

The accompanying notes are an integral part of the financial statement.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
WINNFIELD, LOUISIANA**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET (GAAP) BASIS AND ACTUAL – ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	General Fund		
	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Charges For Services	\$ -0-	\$ -0-	\$ -0-
Intergovernmental -			
City Attorney Fees	12,000	12,000	-0-
Commissions On Fines & Forfeitures	20,000	15,699	(4,301)
Commissions On Court Costs	25,000	19,513	(5,487)
Federal And Other Grants	209,000	99,826	(109,174)
Other Revenue	4,100	3,868	(232)
TOTAL REVENUES	\$ 270,100	\$ 150,906	\$ (119,194)
EXPENDITURES			
General Government - Judicial			
Current:			
Automobile Expense	\$ 13,950	\$ 8,811	\$ 5,139
Bank Fees	-0-	4,279	(4,279)
Conventions And Seminars	16,400	35,526	(19,126)
Criminal Court Fund Reimbursement	-0-	23,333	(23,333)
Dues And Subscriptions	2,400	6,203	(3,803)
Legal And Accounting Fees	-0-	3,554	(3,554)
Legal Library	2,400	189	2,211
Office Supplies And Postage	8,852	5,969	2,883
Other Miscellaneous	2,575	8,827	(6,252)
Public Education	6,000	13,675	(7,675)
Repairs And Maintenance	3,600	109	3,491
Salaries And Related Benefits	260,267	284,690	(24,423)
Travel & Mileage	4,800	23,773	(18,973)
Telephone	18,000	12,992	5,008
Merchant Refunds	-0-	-0-	-0-
Victim Restitution	-0-	-0-	-0-
Case Collection Fees	-0-	-0-	-0-
TOTAL EXPENDITURES	\$ 339,244	\$ 431,930	\$ (92,686)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ (69,144)	\$ (281,024)	\$ (211,880)
Other Financing Sources (Uses)			
Asset Forfeiture Transfer In	\$ -0-	\$ 59	\$ 59
Operating Transfers In	236,350	259,645	23,295
Operating Transfers Out	-0-	(2,500)	(2,500)
Total Other Financing Sources (Uses)	\$ 236,350	\$ 257,204	\$ 20,854
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ 167,206	\$ (23,820)	\$ (191,026)
FUND BALANCE – BEGINNING OF YEAR	(166,632)	(145,448)	21,184
FUND BALANCE – END OF YEAR	\$ 574	\$ (169,268)	\$ (169,842)

The accompanying notes are an integral part of the financial statement.

Special Revenue			Totals		
Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$ 71,800	\$ 79,424	\$ 7,624	\$ 71,800	\$ 79,424	\$ 7,624
-0-	-0-	-0-	12,000	12,000	-0-
-0-	-0-	-0-	20,000	15,699	(4,301)
-0-	-0-	-0-	25,000	19,513	(5,487)
212,500	263,831	51,331	421,500	363,657	(57,843)
-0-	-0-	-0-	4,100	3,868	(232)
<u>\$ 284,300</u>	<u>\$ 343,255</u>	<u>\$ 58,955</u>	<u>\$ 554,400</u>	<u>\$ 494,161</u>	<u>\$ (60,239)</u>
\$ -0-	\$ 4,071	\$ (4,071)	\$ 13,950	\$ 12,882	\$ 1,068
-0-	139	(139)	-0-	4,418	(4,418)
3,000	2,554	446	19,400	38,080	(18,680)
-0-	-0-	-0-	-0-	23,333	(23,333)
75	100	(25)	2,475	6,303	(3,828)
100	66	34	100	3,620	(3,520)
-0-	-0-	-0-	2,400	189	2,211
675	688	(13)	9,527	6,657	2,870
100	7,876	(7,776)	2,675	16,703	(14,028)
11,500	8,528	2,972	17,500	22,203	(4,703)
2,500	604	1,896	6,100	713	5,387
19,900	22,236	(2,336)	280,167	306,926	(26,759)
4,000	5,328	(1,328)	8,800	29,101	(20,301)
-0-	-0-	-0-	18,000	12,992	5,008
3,500	-0-	3,500	3,500	-0-	3,500
2,400	500	1,900	2,400	500	1,900
200	-0-	200	200	-0-	200
<u>\$ 47,950</u>	<u>\$ 52,690</u>	<u>\$ (4,740)</u>	<u>\$ 387,194</u>	<u>\$ 484,620</u>	<u>\$ (97,426)</u>
\$ 236,350	\$ 290,565	\$ 54,215	\$ 167,206	\$ 9,541	\$ (157,665)
\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 59	\$ 59
-0-	2,500	2,500	236,350	262,145	25,795
(236,350)	(259,645)	(23,295)	(236,350)	(262,145)	(25,795)
<u>\$ (236,350)</u>	<u>\$ (257,145)</u>	<u>\$ (20,795)</u>	<u>\$ -0-</u>	<u>\$ 59</u>	<u>\$ 59</u>
\$ -0-	\$ 33,420	\$ 33,420	\$ 167,206	\$ 9,600	\$ (157,606)
\$ 17,513	17,513	-0-	(149,119)	(127,935)	21,184
<u>\$ 17,513</u>	<u>\$ 50,933</u>	<u>\$ 33,420</u>	<u>\$ 18,087</u>	<u>\$ (118,335)</u>	<u>\$ (136,422)</u>

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements

INTRODUCTION

The financial statements of the District Attorney of the Eighth Judicial District, Winn Parish, Winnfield, Louisiana, have been prepared in conformity with generally accepted accounting principles as applied to government units. The Government Accounting Standards Board is the accepted standard - setting body for establishing governmental accounting and financial reporting principles. The following notes to the financial statements are an integral part of the financial report.

(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 Eighth Judicial District encompasses the parish of Winn, Louisiana.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements, is recognized as generally accepted accounting principles for state and local governments.

The accounting and reporting policies of the District Attorney of the Eighth Judicial District of Winn Parish conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements set forth in the Louisiana Governmental Audit Guide and to Louisiana Revised Statute 24:517, and to the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies.

B. REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Codification Section 2100, the District Attorney of the Eighth 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 all 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 Winn Parish Police Jury is the financial reporting entity for Winn 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 exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

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

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

The District Attorney of the Eighth Judicial District is financially dependent on the police jury and has the ability to impose specific financial burdens on the police jury. In addition, the reporting entity financial statements would be misleading if data of the District Attorney is not included because of the nature and significance of the relationship. For these reasons, the District Attorney was determined to be a component unit of the Winn Parish 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 that governmental unit, or the other governmental units that comprise the financial reporting entity.

A. 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. 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. 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. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and three broad fund categories as follows:

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

A. FUND ACCOUNTING - (Cont.)

Governmental Funds

General Fund (District Attorney's Expense) –

The General Fund is the general operating fund of the District Attorney. It is used to account for all financial resources except those required to be accounted for in another fund.

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11 as amended, which provides that twelve per cent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenditures of his office.

Special Revenue –

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 Eighth Judicial district consist of the following:

Title IV-D Fund

The 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 these funds 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.

Title IV-D Incentive Fund

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.

Incentive payments are not considered to be federal financial assistance and may be used for any purpose at the discretion of the District Attorney.

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

A. FUND ACCOUNTING - (Cont.)

Governmental Funds – (Cont.)

Worthless Checks Collection Fee Fund

The Worthless Check 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. Expenditures from this fund are at the sole discretion of the District Attorney and may be used to defray the salaries and expenses of the office of the District Attorney, but may not be used to supplement the salary of the District Attorney.

Pre-Trial Intervention Fund

The pre-trial intervention program is a diversion program which is offered to selected offenders as an alternative to prosecution. Individuals who volunteer to participate in the program are assessed a fee and receive coordinated assistance in job placement, educational and vocational referrals, personal and group counseling, and referrals to other community agencies appropriate to their needs. Fees received may be used for any purpose at the sole discretion of the District Attorney.

Fiduciary Fund

Agency Fund –

Agency funds are 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.

Asset Forfeiture Fund –

The Asset Forfeiture 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.

Fixed Assets and Long-Term Liabilities

General Fixed Assets Account Group

Fixed Assets used in the 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.

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

A. FUND ACCOUNTING - (Cont.)

Fixed Assets and Long-Term Liabilities- (Cont.)

General Fixed Assets Account Group – (Cont.)

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 assets costs have been estimated. No depreciation has been provided on general fixed assets.

Long-term liabilities expected to be financed from the governmental fund are accounted for in the general long-term debt account group, not in the general 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. 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." 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.

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.

B. 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. Their revenues are recognized when they become measurable and available as net current assets. 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 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

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (Continued)

B. BASIS OF ACCOUNTING – (Cont.)

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).

C. BUDGETARY PRACTICES

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. 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.

D. COMPENSATED ABSENCES

Full-time employees of the District Attorney's office earn ten days vacation leave and six days sick leave each year. Vacation leave may not be accumulated and lapses at the end of each fiscal year. Sick leave may be accumulated up to a maximum of thirty days. GASB Statement 16 provides for the accrual of earned sick leave only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness. Since the District Attorney does not provide termination payments for sick leave, no accrual of liability for earned sick leave has been presented in the financial statements. The cost of current leave privileges is recognized as a current-year expenditure in the General fund when leave is actually taken.

E. CASH, 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 – included 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.

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Continued)

E. CASH, CASH EQUIVALENTS -(Cont.)

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.

F. RECEIVABLES

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

G. 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 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.

H. FUND EQUITY

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

I. TOTAL COLUMNS ON COMBINED STATEMENTS - OVERVIEW

Total columns on the combined 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 operation 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.

(2) CASH AND CASH EQUIVALENTS

Louisiana Revised Statutes authorized 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. They 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.

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(2) CASH AND CASH EQUIVALENTS – (Cont.)

As reflected on Exhibit A, the District Attorney had cash and cash equivalents totaling \$464 at December 31, 1998 as follows:

	General Fund	Special Revenue Fund	Agency Funds	Total
Demand Deposits	\$ -0-	\$ 438	\$ 26	\$ 464

Cash and cash equivalents are stated at cost, which approximates market. These bank deposits must be secured under state law by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. These bank deposits were fully secured from risk by FDIC insurance (GASB Category 1) on December 31, 1998.

(3) RETIREMENT COMMITMENTS

The District Attorney participates in two cost-sharing multiple employer, statewide retirement systems (PERS) for its employees. The District Attorney and the Assistant District Attorneys are members of the Louisiana District Attorney's Retirement System. Other employees 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:

	EMPLOYER	EMPLOYEE
Parochial Employees Retirement System	8.25%	9.5%
District Attorney's Retirement System	1.25%	7.00%

In addition to the contributions shown above, each system receives a share of the aggregate amount of the ad valorem taxes shown to be collected by the tax roll of each respective parish.

District Attorney's 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 of the Louisiana District Attorney's Association are eligible to participate in this system.

Assistant District Attorneys who earn, 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

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

((3) RETIREMENT COMMITMENTS - (Cont.)

District Attorney's Retirement System - (Cont.)

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 3 per cent benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with 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.

Contributions to the System include .2 per cent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The .2 per cent is the statutory set rate that can be adjusted by the Public Retirement System's Actuarial committee. State statute requires covered employees to contribute 7 per cent of their salaries to the System and requires each District Attorney to provide employer contributions as needed to actuarially fund the System.

The District Attorney's Retirement 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, 2109 Decatur Street, New Orleans, Louisiana 70116-2091, or by calling (504) 947-5551.

Parochial Employees Retirement System

Substantially all employees of the District Attorney of the Eighth 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 employee 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 50 with a least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with a 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 before January 1, 1980, the benefit is equal to one per cent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
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Notes to the Financial Statements (Continued)

(3) RETIREMENT COMMITMENTS - (Cont.)

Parochial Employees Retirement System - (Cont.)

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. 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 results of the valuation for the prior fiscal year.

The Parochial Employees Retirement 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 Parochial Employees' Retirement System, P. O. Box 14619, Baton Rouge, Louisiana, 70898-4619, or by calling (504) 928-1361.

(4) LEASES

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

The minimum annual commitments under non-cancelable operating leases are as follows:

YEAR ENDED DECEMBER 31,	AUTOMOBILE
<u>1999</u>	<u>\$ 8,371</u>

(5) RECEIVABLES

As of December 31, 1998, amounts due to the District Attorney of the Eighth Judicial District consisted of the following:

	<i>General Fund</i>	<i>Special Revenue</i>
Commissions On Fines & Forfeitures	\$ 937	\$ -0-
Commissions On Court Costs	2,075	-0-
Federal Grant	6,628	52,796
Total Receivables	\$ 9,640	\$ 52,796

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(5) 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.

(6) LITIGATION

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

(7) FUND DEFICITS

The General Fund of the District Attorney of the Eighth Judicial District has a deficit in unreserved fund balance at December 31, 1998 in the amount of \$169,268.

Management plans to eliminate this fund balance through a combination of various actions:

- a. The District Attorney plans to request the police jury to pay a larger portion of the expenses incurred by the office through the Criminal Court and Police Jury General Fund.
- b. The District Attorney has implemented strict cost control procedures to reduce expenses incurred by his office.
- c. Excess monies will be transferred from the various special revenue funds in order to provide a positive fund balance in the General Fund as quickly as possible.

Management feels that these actions will quickly relieve the existing deficit in the General Fund.

(8) ABILITY TO CONTINUE AS A GOING CONCERN

The District Attorney of the Eighth Judicial District has a combined government fund balance deficit of \$118,335. Although this is a significant deficit, the legal obligation of the Winn Parish Police Jury to fund the operation of the district court system, including the office of the District Attorney, makes the possibility of failure of the district Attorney to continue as a going concern remote.

(9) CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

**DISTRICT ATTORNEY OF THE
EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

Notes to the Financial Statements (Continued)

(9) CHANGES IN GENERAL FIXED ASSETS --(Cont.)

	Balance 12/31/97	Additions	Deletions	Balance 12/31/98
General Fixed Assets, at Cost:				
Building Renovations	\$ 7,431	\$ -0-	\$ -0-	\$ 7,431
Furniture & Fixtures	16,114	-0-	-0-	16,114
Office Equipment	63,975	-0-	-0-	63,975
Other Miscellaneous Equipment	5,687	-0-	-0-	5,687
Total Fixed Assets	\$ 93,207	\$ -0-	\$ -0-	\$ 93,207
Investment in General Fixed Assets:				
General Fund Revenues	\$ 77,508	\$ -0-	\$ -0-	\$ 77,508
Pre-trial Intervention Fund	2,368	-0-	-0-	2,368
IV-D Grant Fund	13,331	-0-	-0-	13,331
Total Investments in Fixed Assets	\$ 93,207	\$ -0-	\$ -0-	\$ 93,207

(9) EXPENSES AND DEBT SERVICE OF THE DISTRICT ATTORNEY NOT INCLUDED IN THE FINANCIAL STATEMENTS

The accompanying financial statements do not include certain expenses and debt service of the District Attorney paid out of the funds of the criminal court, the Police Jury of Winn Parish, or directly by the State of Louisiana.

(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 Number 93.563. 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, 1998, the District Attorney for the Eighth Judicial District expended \$252,048 and \$4,988 in reimbursement and incentive payments, respectively.

The reimbursement payments are restricted by a formal agreement between the District Attorney and Department of Social Services and include 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.

(11) AGENCY FUND

The agency fund account for assets held by the government as an agent for individuals, private organizations, other governments and other funds.

**COMBINING INDIVIDUAL FUND
AND
ACCOUNT GROUP
FINANCIAL STATEMENTS**

GENERAL FUND

The general fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

The general fund is used to account for the following specific resources:

- (1) Twelve per cent commission on fines collected and bonds forfeited as provided in Louisiana Revised Statute 15:571.11; to be used to defray the necessary expenses of the District Attorney's Office.
- (2) Commissions on court costs as provided by Act 293 of the 1986 legislative session which may be used to defray costs of maintaining the District Attorney's office.
- (3) Various Other Grants

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**BALANCE SHEET
GENERAL FUND
DECEMBER 31, 1998**

ASSETS

Cash and Cash Equivalents	\$ -0-
Receivables:	
Due From Other Governments:	
Commission On Fines And Forfeitures	937
Commission On Court Costs	2,075
Federal Grants	6,628
Other	1,012
	<hr/>
TOTAL ASSETS	\$ 10,652

LIABILITIES & FUND BALANCES

Liabilities:	
Bank Overdraft	\$ 60,734
Accounts Payable	50
Retirement Payable	8,062
Taxes Payable	44,966
Due To Law Enforcement Agencies And Other	66,108
	<hr/>
TOTAL LIABILITIES	\$ 179,920
Fund Balances	
Unreserved – Undesignated (Deficit)	<hr/> \$ (169,268)
	<hr/>
TOTAL LIABILITIES & FUND BALANCE	\$ 10,652

The accompanying notes are an integral part of the financial statements.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
WINNFIELD, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET (GAAP) BASIS AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Intergovernmental -			
City Attorney Fees	\$ 12,000	\$ 12,000	\$ -0-
Commissions On Fines & Forfeitures	20,000	15,699	(4,301)
Commissions On Court Costs	25,000	19,513	(5,487)
Grants	209,000	99,826	(109,174)
Other Revenue	\$ 4,100	3,868	(232)
TOTAL REVENUES	\$ 270,100	\$ 150,906	\$ (119,194)
EXPENDITURES			
General Government – Judicial			
Current:			
Automobile Expense	\$ 13,950	\$ 8,811	\$ 5,139
Bank Fees	-0-	4,279	(4,279)
Conventions And Seminars	16,400	35,526	(19,126)
Criminal Court Fund Reimbursement	-0-	23,333	(23,333)
Dues And Subscriptions	2,400	6,203	(3,803)
Legal And Accounting Fees	-0-	3,554	(3,554)
Legal Library	2,400	189	2,211
Office Supplies And Postage	8,852	5,969	2,883
Other Miscellaneous	2,575	8,827	(6,252)
Public Education	6,000	13,675	(7,675)
Repairs And Maintenance	3,600	109	3,491
Salaries And Related Benefits	260,267	284,690	(24,423)
Travel	4,800	23,773	(18,973)
Telephone	18,000	12,992	5,008
TOTAL EXPENDITURES	\$ 339,244	\$ 431,930	\$ (92,686)
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ (69,144)	\$ (281,024)	\$ (211,880)
Other Financing Sources (Uses)			
Asset Forfeiture Transfer In	\$ -0-	\$ 59	\$ 59
Operating Transfers In	236,350	259,645	23,295
Operating Transfers Out	-0-	(2,500)	(2,500)
Total Other Financing Sources (Uses)	\$ 236,350	\$ 257,204	\$ 20,854
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ 167,206	\$ (23,820)	\$ (191,026)
FUND BALANCE – BEGINNING OF YEAR	(166,632)	(145,448)	21,184
FUND BALANCE – END OF YEAR	\$ 574	\$ (169,268)	\$ (169,842)

The accompanying notes are an integral part of the financial statement.

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 Reimbursement Program – Grants from the Louisiana Department of Health and Human Resources, 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 these 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.

Title IV-D Incentive Program – Incentive grants from the Louisiana Department of Health and Human Resources. Incentive grants are awarded to the Louisiana DHHR 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 – 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.

Pre-Trial Intervention Program – The pretrial intervention program is a diversion program which is offered to selected offenders as an alternative to prosecution. Individuals who volunteer to participate in the program 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 program is designed to meet the needs of certain non-violent offenders in an attempt to deter future criminal or disorderly behavior; to minimize loss to victims through restitution; to reduce the court's case load supervising the accused following arrest until final disposition of the case.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA**

**COMBINING BALANCE SHEET
SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	Title IV-D	Title IV-D Incentive	Worthless Check Collection	Pre-Trial Intervention	TOTAL
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 133	\$ 47	\$ 258	\$ -0-	\$ 438
Receivables:					
Federal Grant	45,496	-0-	-0-	7,300	52,796
TOTAL ASSETS	\$ 45,629	\$ 47	\$ 258	\$ 7,300	\$ 53,234
<u>LIABILITIES AND FUND EQUITY</u>					
Liabilities:					
Bank Overdraft	\$ -0-	\$ -0-	\$ -0-	\$ 123	\$ 123
Accounts Payable	-0-	-0-	-0-	2,178	2,178
TOTAL LIABILITIES	\$ -0-	\$ -0-	\$ -0-	\$ 2,301	\$ 2,301
Fund Balances:					
Unreserved – Undesignated (Deficit)	\$ 45,629	\$ 47	\$ 258	\$ 4,999	\$ 50,933
TOTAL LIABILITIES AND FUND BALANCES	\$ 45,629	\$ 47	\$ 258	\$ 7,300	\$ 53,234

The accompanying notes are an integral part of the financial statements.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES,
& CHANGES IN FUND BALANCES
SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	Title IV-D	Title IV-D Incentive	Worthless Check Collection	Pre-Trial Intervention	TOTAL
REVENUES					
Charges For Services:					
Fees	\$ -0-	\$ -0-	\$ 31,469	\$ 47,955	\$ 79,424
Intergovernmental Grants	252,048	4,988	-0-	6,795	263,831
TOTAL REVENUES	\$ 252,048	\$ 4,988	\$ 31,469	\$ 54,750	\$ 343,255
EXPENDITURES:					
General Governmental – Judicial					
Current:					
Bank Fees	\$ 40	\$ 76	\$ 10	\$ 13	\$ 139
Conventions And Seminars	-0-	-0-	-0-	2,554	2,554
Dues And Subscriptions	-0-	-0-	-0-	100	100
Legal And Accounting	-0-	-0-	-0-	66	66
Mileage	-0-	-0-	428	4,900	5,328
Office Supplies	-0-	-0-	-0-	688	688
Other Miscellaneous	-0-	-0-	6,959	4,988	11,947
Public Education	-0-	-0-	1,717	6,811	8,528
Repairs And Maintenance	-0-	-0-	604	-0-	604
Salaries And Related Benefits	-0-	-0-	-0-	22,236	22,236
Victim Restitution	-0-	-0-	-0-	500	500
TOTAL EXPENDITURES	\$ 40	\$ 76	\$ 9,718	\$ 42,856	\$ 52,690
EXCESS OF REVENUES OVER EXPENDITURES	\$ 252,008	\$ 4,912	\$ 21,751	\$ 11,894	\$ 290,565
OTHER FINANCING SOURCES (USES):					
Operating Transfers In	\$ -0-	\$ -0-	\$ -0-	\$ 2,500	\$ 2,500
Operating Transfers Out	(222,223)	(5,422)	(22,000)	(10,000)	(259,645)
TOTAL OTHER FINANCING SOURCES (USES)	\$ (222,223)	\$ (5,422)	\$ (22,000)	\$ (7,500)	\$ (257,145)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ 29,785	\$ (510)	\$ (249)	\$ 4,394	\$ 33,420
FUND BALANCE – BEGINNING	15,844	557	507	605	17,513
FUND BALANCE - ENDING	\$ 45,629	\$ 47	258	\$ 4,999	\$ 50,933

The accompanying notes are an integral part of the financial statements.

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
STATE OF LOUISIANA**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES,
& CHANGES IN FUND BALANCE
BUDGET (GAAP) BASIS & ACTUAL
SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 1998**

	TITLE IV-D			TITLE IV-D INCENTIVE		
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
REVENUES						
Charges for Services:						
Fees	\$ -0-	\$ -0-	\$ -0-	\$ 300	\$ -0-	\$ (300)
Intergovernmental Grants	175,000	252,048	77,048	12,500	4,988	(7,512)
TOTAL REVENUES	\$ 175,000	\$ 252,048	\$ 77,048	\$ 12,800	\$ 4,988	\$ (7,812)
EXPENDITURES						
Government – Judicial Current:						
Bank Fees	\$ -0-	\$ 40	\$ (40)	\$ -0-	\$ 76	\$ (76)
Case Collection Fees	-0-	-0-	-0-	200	-0-	200
Auto Lease	-0-	-0-	-0-	-0-	-0-	-0-
Auto Insurance	-0-	-0-	-0-	-0-	-0-	-0-
Conventions And Seminars	-0-	-0-	-0-	-0-	-0-	-0-
Dues And Subscriptions	-0-	-0-	-0-	-0-	-0-	-0-
Legal And Accounting	-0-	-0-	-0-	-0-	-0-	-0-
Merchant Refunds	-0-	-0-	-0-	-0-	-0-	-0-
Mileage	-0-	-0-	-0-	-0-	-0-	-0-
Office Supplies	-0-	-0-	-0-	25	-0-	25
Other Miscellaneous	-0-	-0-	-0-	-0-	-0-	-0-
Public Education	-0-	-0-	-0-	-0-	-0-	-0-
Repairs And Maintenance	-0-	-0-	-0-	-0-	-0-	-0-
Salaries And Related Benefits	-0-	-0-	-0-	-0-	-0-	-0-
Victim Restitution	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL EXPENDITURES	\$ -0-	\$ 40	\$ (40)	\$ 225	\$ 76	\$ 149
Excess (Deficiency) Of Revenues Over (Under) Expenditures Before Other Financing Sources (Uses)	\$ 175,000	\$ 252,008	\$ 77,008	\$ 12,575	\$ 4,912	\$ (7,663)
Other Financing Sources (Uses)						
Operating Transfers In	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Operating Transfers Out	(175,000)	(222,223)	(47,223)	(12,575)	(5,422)	7,153
Total Other Financing Sources (Uses)	\$(175,000)	\$(222,223)	\$ (47,223)	\$ (12,575)	\$ (5,422)	\$ 7,153
Excess (Deficiency) Of Revenues Over (Under) Expenditures & Other Financing Sources (Uses)	\$ -0-	\$ 29,785	\$ 29,785	\$ -0-	\$ (510)	\$ (510)
FUND BALANCE-BEGINNING	15,844	15,844	-0-	557	557	-0-
FUND BALANCE-ENDING	\$ 15,844	\$ 45,629	\$ 29,785	\$ 557	\$ 47	\$ (510)

The accompanying notes are an integral part of the financial statements.

WORTHLESS CHECK COLLECTION FEE			PRE-TRIAL INTERVENTION			TOTALS		
BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
\$ 18,500	\$ 31,469	\$ 12,969	\$ 53,000	\$ 47,955	\$ (5,045)	\$ 71,800	\$ 79,424	\$ 7,624
-0-	-0-	-0-	25,000	6,795	(18,205)	212,500	263,831	51,331
<u>\$ 18,500</u>	<u>\$ 31,469</u>	<u>\$ 12,969</u>	<u>\$ 78,000</u>	<u>\$ 54,750</u>	<u>\$ (23,250)</u>	<u>\$ 284,300</u>	<u>\$ 343,255</u>	<u>\$ 58,955</u>
\$ -0-	\$ 10	\$ (10)	\$ -0-	\$ 13	\$ (13)	\$ -0-	\$ 139	\$ (139)
-0-	-0-	-0-	-0-	-0-	-0-	200	-0-	200
-0-	3,390	(3,390)	-0-	-0-	-0-	-0-	3,390	(3,390)
-0-	681	(681)	-0-	-0-	-0-	-0-	681	(681)
-0-	-0-	-0-	3,000	2,554	446	3,000	2,554	446
-0-	-0-	-0-	75	100	(25)	75	100	(25)
-0-	-0-	-0-	100	66	34	100	66	34
3,500	-0-	3,500	-0-	-0-	-0-	3,500	-0-	3,500
-0-	428	(428)	4,000	4,900	(900)	4,000	5,328	(1,328)
500	-0-	500	150	688	(538)	675	688	(13)
-0-	2,888	(2,888)	100	4,988	(4,888)	100	7,876	(7,776)
-0-	1,717	(1,717)	11,500	6,811	4,689	11,500	8,528	2,972
-0-	604	(604)	2,500	-0-	2,500	2,500	604	1,896
-0-	-0-	-0-	19,900	22,236	(2,336)	19,900	22,236	(2,336)
-0-	-0-	-0-	2,400	500	1,900	2,400	500	1,900
<u>\$ 4,000</u>	<u>\$ 9,718</u>	<u>\$ (5,718)</u>	<u>\$ 43,725</u>	<u>\$ 42,856</u>	<u>\$ 869</u>	<u>\$ 47,950</u>	<u>\$ 52,690</u>	<u>\$ (4,740)</u>
<u>\$ 14,500</u>	<u>\$ 21,751</u>	<u>\$ 7,251</u>	<u>\$ 34,275</u>	<u>\$ 11,894</u>	<u>\$ (22,381)</u>	<u>\$ 236,350</u>	<u>\$ 290,565</u>	<u>\$ 54,215</u>
\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 2,500	\$ 2,500	\$ -0-	\$ 2,500	\$ 2,500
(14,500)	(22,000)	(7,500)	(34,275)	(10,000)	24,275	(236,350)	(259,645)	(23,295)
<u>\$ (14,500)</u>	<u>\$ (22,000)</u>	<u>\$ (7,500)</u>	<u>\$ (34,275)</u>	<u>\$ (7,500)</u>	<u>\$ 26,775</u>	<u>\$ (236,350)</u>	<u>\$ (257,145)</u>	<u>\$ (20,795)</u>
\$ -0-	\$ (249)	\$ (249)	\$ -0-	\$ 4,394	\$ 4,394	\$ -0-	\$ 33,420	\$ 33,420
507	507	-0-	605	605	-0-	17,513	17,513	-0-
<u>\$ 507</u>	<u>\$ 258</u>	<u>\$ (249)</u>	<u>\$ 605</u>	<u>\$ 4,999</u>	<u>\$ 4,394</u>	<u>\$ 17,513</u>	<u>\$ 50,933</u>	<u>\$ 33,420</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.

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**BALANCE SHEET
AGENCY FUND
ASSET FORFEITURE FUND
DECEMBER 31, 1998**

ASSETS

Cash and Cash Equivalents	\$ 26
TOTAL ASSETS	<u>\$ 26</u>

LIABILITIES

Due To Law Enforcement Agencies And Others	\$ 26
TOTAL LIABILITIES	<u>\$ 26</u>

The accompanying notes are an integral part of the financial statements.

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**AGENCY FUND
ASSET FORFEITURE FUND
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Balance 12/31/97</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/98</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 105	\$ -0-	\$ (79)	\$ 26
TOTAL ASSETS	<u>\$ 105</u>	<u>\$ -0-</u>	<u>\$ (79)</u>	<u>\$ 26</u>
<u>LIABILITIES</u>				
Due To Law Enforcement Agencies And Others	\$ 105	\$ -0-	\$ (79)	\$ 26
TOTAL LIABILITIES	<u>\$ 105</u>	<u>\$ -0-</u>	<u>\$ (79)</u>	<u>\$ 26</u>

The accompanying notes are an integral part of the financial statements.

GENERAL FIXED ASSETS ACCOUNT GROUP

The general fixed assets account group is used to account for fixed assets not used in proprietary fund operations or accounted for in trust funds.

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**STATEMENT OF GENERAL FIXED ASSEST – BY SOURCE
DECEMBER 31, 1998**

GENERAL FIXED ASSETS, AT COST:

Building:	
Renovations	\$ 7,431
Furniture And Fixtures	16,114
Office Equipment	63,975
Other Miscellaneous	\$ 5,687
	<hr/>
TOTAL GENERAL FIXED ASSETS	\$ 93,207

INVESTMENT IN GENERAL FIXED ASSETS:

General Fund Revenues	\$ 77,508
Pre-Trial Intervention Revenues	2,368
IV-D Grant	13,331
	<hr/>
TOTAL INVESTMENT IN GENERAL FIXED ASSETS	\$ 93,207

The accompanying notes are an integral part of the financial statements.

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**STATEMENT OF CHANGES IN GENERAL FIXED ASSETS
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Balance 12/31/97</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/98</u>
Buildings:				
Renovations	\$ 7,431	\$ -0-	\$ -0-	\$ 7,431
Furniture And Fixtures	16,114	-0-	-0-	16,114
Office Equipment	63,975	-0-	-0-	63,975
Other Miscellaneous Equipment	5,687	-0-	-0-	5,687
TOTALS	<u>\$ 93,207</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 93,207</u>

The accompanying notes are an integral part of the financial statements.

OTHER SUPPLEMENTARY INFORMATION

JOHN R. VERCHER PC

Certified Public Accountant

P.O.Box 1608

Jena, Louisiana 71342

Tel: (318) 992-6348

Fax: (318) 992-4374

REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

The Honorable Terry Reeves, District Attorney
of the Eighth Judicial District
P.O. Drawer 1384
Winnfield, Louisiana

COMPLIANCE

I have audited the compliance of District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 1998. The District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's management. My responsibility is to express an opinion on District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's compliance based on my audit.

I conducted my audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's compliance with those requirements.

In my opinion, District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 1998.

Internal Control Over Compliance

The management of District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing my audit, I considered District Attorney of the Eighth Judicial District, Winn Parish, Louisiana's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of management, the Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

John R. Vercher

Jena, Louisiana

May 24, 1999

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Federal CFDA Number</u>	<u>Agency Or Pass-Through Number</u>	<u>Federal Disbursements/ Expenditures</u>
US Department of Health and Human Services			
Passed Through Louisiana Department Of Social Services, Office Of Family Security; Child Support Enforcement Program (Title IV-D of Social Security Act)	93.563	35570010403	\$ 252,049
US Department of Justice- Byrne Formula Grant Program			
Passed Through Louisiana Commission On Law Enforcement; Pre-Trial Intervention Program	16.579	B99-3001	6,795
Bureau Of Justice Assistance			
Passed Through Louisiana Commission On Law Enforcement; Domestic Violence	16.575	96-M3-M.05-0458	7,826
Bureau Of Justice Assistance			
Passed Through Louisiana Commission On Law Enforcement; Elderly Victim Assistance	16.575	97-C3-V.4-0354	19,525
Bureau Of Justice Assistance			
Passed Through St. Martin; Elderly Victim Assistance	16.575	SALLT-ECVA	11,313
Juvenile Justice And Delinquency Prevention			
Passed Through Louisiana Department Of Public Safety And Corrections; Youth Alcohol Program	16.54	9913	15,052
Juvenile Justice And Delinquency Prevention			
Passed Through Louisiana Department Of Education; Governor's Safe And Drug Free Schools And Communities Act Program	16.54	99-73-K5-D	21,110
			<u>\$ 333,670</u>

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
WINNFIELD, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended December 31, 1998**

I have audited the component unit financial statement of the District Attorney of the Eighth Judicial District, Winn Parish, Louisiana, as of and for the year ended December 31, 1998 and have issued my report thereon dated May 24, 1999. 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. My audit of the financial statements as of December 31, 1998 resulted in a qualified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Compliance

Compliance Material to Financial Statements Yes No

b. Federal Awards

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Type of Opinion On Compliance Unqualified Qualified
For Major Programs Disclaimer Adverse

Are the finding required to be reported in accordance with Circular A-133, Section .510(a)?

Yes No

c. Identification Of Major Programs:

CFDA Number (s)	Name Of Federal Program (or Cluster)
93.563	U. S. Department of Health and Human Resources IV-D

Dollar threshold used to distinguish between Type A and Type B Programs: \$ 300,000

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? Yes No

**DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
WINNFIELD, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)
For the Year Ended December 31, 1998**

Section II Financial Statement Findings Required To Be Reported In Accordance With GAGAS

Reference	Description of Finding	Recommendation
98-C-1	<p><u>Budgeted revenues in the general fund exceed actual revenues by more than 5% and actual expenditures exceed budgeted expenditures by more than 5%. LRS 39:1310.</u></p> <p>General fund budgeted revenues of \$270,100 exceed actual revenues of \$150,906 by \$119,194 or 45% and general fund actual expenditures of \$431,930 exceed budgeted expenditures of \$339,244 or 28% during the year. Revised Statute 39:1310 requires the budget to be amended whenever revenues fail to meet budgeted revenues by more than 5% or when expenditures exceed budgeted expenditures by more than 5% or more. The Office also had unfavorable variances with its special revenue budgets.</p>	<p>Prepare amended budget whenever there is a 5% unfavorable variance between actual and budgeted revenues or expenditures.</p>

Reference	Description of Finding	Recommendation
98-C-2	<p><u>Bonuses paid to employees.</u></p> <p>The District Attorney Office paid onetime bonuses of \$250 to five of its employees in December of 1998. Article V11R7 Section 14 of the Louisiana constitution of 1974 prohibits bonuses being paid to employees.</p>	<p>The District Attorney's Office should discontinue its practice of paying bonuses to its employees.</p>

JOHN R. VERCHER PC

Certified Public Accountant

P.O.Box 1608

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MANAGEMENT LETTER COMMENTS

Honorable Terry Reeves, District Attorney
of the Eighth Judicial District
P. O. Drawer 1374
Winnfield, Louisiana 71483

I have audited the component unit financial statements of the District Attorney of the Eighth Judicial District, Winn Parish, Winnfield, Louisiana, a component unit of the Winn Parish Police Jury, Winnfield, Louisiana, and the combining individual fund and account group of the Eighth Judicial District as of and for the year ended December 31, 1998, and have issued my report thereon dated May 24, 1999.

In planning and performing my audit, I considered the District Attorney of the Eighth Judicial District's compliance with laws and regulations and internal control over financial reporting in order to determine my procedures for the purpose of expressing an opinion on the component unit financial statements and not to provide assurance on the internal control over financial reporting or compliance with laws and regulations.

During performance of my audit procedures, I noted the following immaterial instances of non-compliance, internal control weaknesses, and opportunities to improve overall financial operations of the office of the District Attorney.

98-M-1 Finding: Documenting Travel Expenses

Travel expenses of the District Attorney's does not always indicate the reason expenditures are made or how many people are participating. Meals paid by the District Attorney's Office do not always indicate individuals being reimbursed or the number of people being fed.

Recommendation:

The District Attorney's Office should indicate on all travel and meal invoices the business purpose of the travel and the number and the names of the individuals whose meals are being reimbursed.

98-M-2 Finding: Monthly Financial Statements

The system used by the District Attorney's Office to account for revenues and expenditures does not allow a monthly budget comparison. It does not allow the District Attorney to monitor his revenues and expenditures on a current basis.

Recommendation:

I recommend that the District Attorney's Office purchase an accounting software program that will allow monthly financial statements with budget comparisons. This would also assist the District Attorney's Office in instituting a deficit reduction plan to eliminate the general fund deficit.

98-M-3 Finding: Payroll Taxes Paid Late

During 1998 the District Attorney's Office was paying some of its payroll taxes after the due date.

Recommendation:

The office should begin filing payroll forms and paying all payroll taxes when due. This will eliminate substantial penalties and interest charged by the Internal Revenue Service.

98-M-4 Finding: General Fund Deficit

The District Attorney's Office has a general fund deficit of \$169,268 at 12-31-98.

Recommendation:

The office should seek assistance from the Winn Parish Police Jury to assist in cutting its deficit. The office should also create a financial plan to bring the deficit down.

DISTRICT ATTORNEY OF THE EIGHTH JUDICIAL DISTRICT
WINNFIELD, LOUISIANA
DECEMBER 31, 1998

MANAGEMENT'S CORRECTIVE ACTION FOR CURRENT YEAR AUDIT FINDINGS

REFERENCE	DESCRIPTION OF FINDING	CORRECTIVE ACTION PLANNED	CONTACT PERSON	ANTICIPATED COMPLETION DATE
98-C-1	Amended Budget	The office will begin amending budgets after new accounting software has been installed that will allow the office to know when the budget has unfavorable variance.	Terry Reeves	December 31, 1999
98-C-2	Bonuses Paid To Employees	These payments represent salary increases for future services in accordance with A. G. Opinion No. 95-145 which says in part "that payments of additional compensation to public employees to be constitutionally valid must be in the form of salary increases for future services to be rendered, not extra compensation for past service already rendered and recompensed.	Terry Reeves	December 31, 1999
98-M-1	Documenting Travel Expenses	The office will begin better documentation of travel and meal expenses.	Terry Reeves	December 31, 1999
98-M-2	Monthly Financial Statements Not Being Prepared	The office will purchase accounting software that will allow monthly financial statements with budget comparisons.	Terry Reeves	December 31, 1999
98-M-3	Payroll Taxes Paid Late	The office will begin paying payroll taxes when due.	Terry Reeves	December 31, 1999
98-M-4	General Fund Deficit	The office will ask for assistance from the Winn Parish Police Jury and institute a financial plan to bring the deficit down.	Terry Reeves	December 31, 1999

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS**

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the District Attorney of the Eighth Judicial District, Winn Parish, Winnfield, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended December 31, 1997.

97-C-1 Audited Financial Statements Not Issued By June 30, - (Resolved)

The District Attorney's Office engaged a new certified public accountant to perform its annual audit.

97-C-2 Amended Budget Not Prepared When Actual Revenues Failed To Meet Budgeted Revenues By Five Percent - (Resolved)

The District Attorney's Office does not prepare a monthly financial statement of its operations with budget comparisons to allow it to know when expenditures are exceeding the budget or if revenues are failing to meet budgeted amounts. However, the office has purchased and put into place a new accounting system which should correct this situation in 1999.

97-I-1 Worthless Check Fund Software Inoperable - (Resolved)

The office has put in operation new software to assist in correcting this situation.

97-M-1 Errors In Improper Coding Of Disbursements And Revenues In General Fund - (Resolved)

The office hired a fulltime bookkeeper to handle accounting operations.

97-M-2 Significant Bank Service Charges Assessed In 1997 - (Resolved)

In the months of March, April, and May of 1999 service charges were all but eliminated.

97-M-3 Payroll Taxes Sometimes Paid After Due Date - (Partially Resolved)

Although the office has paid much of its delinquent taxes, it is still paying some payroll taxes late.

97-M-4 Employees Mileage Reimbursement Requests Not Fully Completed - (Resolved)

Mileage reimbursement request are completed before reimbursement is authorized.

**DISTRICT ATTORNEY OF THE EIGHTH
JUDICIAL DISTRICT
STATE OF LOUISIANA
WINN PARISH**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS –(Cont.)**

97-M-5 Meal Allowances Requested By Employees Are in Excess Of State Travel Guidelines – (Resolved)

The office reimburses meals to office support personnel using state travel guidelines and reimburses meals to assistant district attorneys at actual costs in accordance with a written travel policy.

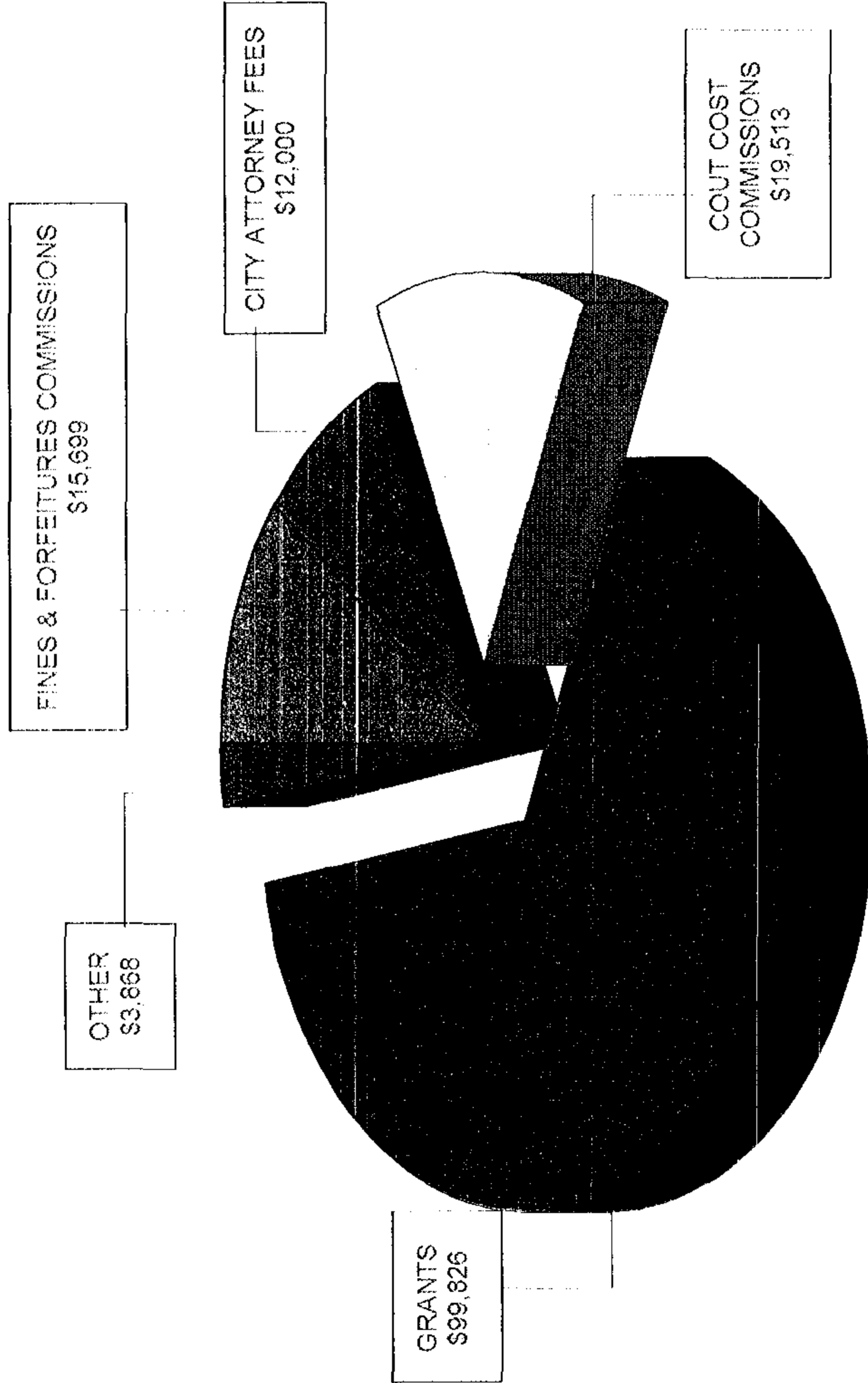
97-M-6 Improper Bank Service Charges – (Resolved)

The bank has discontinued charging improper service charges.

GRAPHS

DISTRICT ATTORNEY OF THE 8TH DISTRICT

GENERAL FUND REVENUES 1998



DISTRICT ATTORNEY OF THE 8TH DISTRICT

GENERAL FUND EXPENDITURES 1998

