

OFFICIAL  
FILE COPY  
DO NOT SEND OUT  
(Xerox necessary  
copies from this  
copy and PLACE  
BACK in FILE)

**DISTRICT ATTORNEY OF THE  
SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

**FINANCIAL REPORT,  
INTERNAL CONTROL AND  
COMPLIANCE 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 12/31/98

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT***

**Lafourche Parish, Louisiana**

FINANCIAL REPORT,  
INTERNAL CONTROL AND COMPLIANCE REPORT

As of and for the year ended December 31, 1998

*TABLE OF CONTENTS*

	<u>Statement</u>	<u>Page No.</u>
<b><u>FINANCIAL SECTION</u></b>		
Independent Auditor's Report		1
<b>General Purpose Financial Statements:</b>		
Combined Balance Sheet - All Fund Types and Account Groups	A	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund	C	5
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - Special Revenue Funds	C-1	6
Notes to Financial Statements		7
<b><u>SUPPLEMENTAL INFORMATION SECTION</u></b>		
Combining Balance Sheet - Special Revenue Funds	D	26
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Special Revenue Funds	E	27

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

**FINANCIAL REPORT,  
INTERNAL CONTROL AND COMPLIANCE REPORT**

As of and for the year ended December 31, 1998

***TABLE OF CONTENTS (CONTINUED)***

	<b><u>Page No.</u></b>
<b><u>INTERNAL CONTROL AND COMPLIANCE SECTION</u></b>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	28
Summary Schedule of Findings and Questioned Costs	30

# ***FINANCIAL SECTION***



# STAGNI & COMPANY, LLC

## *INDEPENDENT AUDITOR'S REPORT*

Honorable Walter Naquin, Jr.  
District Attorney of the Seventeenth Judicial District  
Lafourche Parish, Louisiana

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

Except as discussed in the following paragraph, 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.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. The District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana has included such disclosures in Note 14. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana's disclosures with respect to the year 2000 issue made in Note 14. Further, we do not provide assurance that the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana is or will be year 2000 ready, that the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana does business

Honorable Walter Naquin, Jr.  
District Attorney of the Seventeenth Judicial District  
Lafourche Parish, Louisiana  
Page 2

will be year 2000 ready.

In our opinion, except for the effects of such adjustment, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney of the Seventeenth Judicial District, Lafourche Parish, 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 our report dated February 12, 1999 on our consideration of the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

*Stagni & Company*

Thibodaux, Louisiana  
February 12, 1999



**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Combined Balance Sheet - All Fund Types and Account Groups

December 31, 1998

	Governmental Fund Types		Account Groups		Totals
	General Fund	Special Revenue Funds	General Fixed Assets	Long-Term Debt	(Memorandum Only)
<b>ASSETS</b>					
Cash and Cash Equivalents	\$99,935	\$463,218			\$563,153
Due from Other Funds	1,028	6,474			7,502
Due from Lafourche Parish Sheriff	7,371	13,908			21,279
Grant Receivable		27,981			27,981
Fixed Assets			\$175,197		175,197
Amount to be provided for general long-term debt				\$6,245	6,245
<b>TOTAL ASSETS</b>	<b>\$108,334</b>	<b>\$511,581</b>	<b>\$175,197</b>	<b>\$6,245</b>	<b>\$801,357</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>					
Liabilities:					
Accounts Payable	\$ 7,180	\$ 233			\$ 7,413
Due to Lafourche Parish Council	5,126	20,480			25,606
Due to Other Funds		7,502			7,502
Note Payable				\$6,245	6,245
Total liabilities	12,306	28,215		6,245	46,766
Equity and other credits:					
Investment in General Fixed Assets			\$175,197		175,197
Fund Balance:					
Reserved for debt service	\$ 5,137				5,137
Designated for:					
FINS program		33,008			33,008
IV-D program		247			247
Victims assistance program		41			41
Unreserved - undesignated	90,891	450,070			540,961
Total equity and other credits	96,028	483,366	175,197		754,591
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$108,334</b>	<b>\$511,581</b>	<b>\$175,197</b>	<b>\$6,245</b>	<b>\$801,357</b>

See notes to financial statements.



**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
All Governmental Fund Types

For the year ended December 31, 1998

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total (Memorandum Only)</u>
<b>REVENUES</b>			
Commissions	\$84,825	\$411,634	\$496,459
Grant income		96,099	96,099
Interest	<u>2,387</u>	<u>7,460</u>	<u>9,847</u>
Total Revenues	<u>87,212</u>	<u>515,193</u>	<u>602,405</u>
<b>EXPENDITURES</b>			
Current:			
General government - judicial			
Personnel services		247,897	247,897
Travel and conventions	23,752		23,752
Office operations	46,761	13,666	60,427
Dues and subscriptions	19,183		19,183
Postage	352	9,000	9,352
Pension benefits		541	541
Insurance	73,502	2,231	75,733
IV-D program expenditures		<u>125,848</u>	<u>125,848</u>
Total current expenditures	<u>163,550</u>	<u>399,183</u>	<u>562,733</u>
Capital outlay	20,807		20,807
Debt Service:			
Principal	4,751		4,751
Interest	<u>386</u>		<u>386</u>
Total Expenditures	<u>189,494</u>	<u>399,183</u>	<u>588,677</u>
Excess (Deficiency) of Revenues Over Expenditures	(102,282)	116,010	13,728
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in (out)	<u>81,000</u>	<u>(80,998)</u>	<u>2</u>
Total other financing sources (uses)	<u>81,000</u>	<u>(80,998)</u>	<u>2</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	(21,282)	35,012	13,730
<b>FUND BALANCES</b>			
Beginning of year	117,310	448,354	565,664
End of year	<u>\$96,028</u>	<u>\$483,366</u>	<u>\$579,394</u>

See notes to financial statements.



**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Statement of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Non-GAAP) and Actual - General Fund

For the year ended December 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Commissions	\$85,000	\$77,455	(\$7,545)
Interest	2,000	2,387	387
Total Revenues	<u>87,000</u>	<u>79,842</u>	<u>(7,158)</u>
<b>EXPENDITURES</b>			
Current:			
<i>General government - judicial</i>			
Travel and conventions	22,200	23,752	(1,552)
Office operations	67,850	45,897	21,953
Dues and subscriptions	12,500	13,183	(683)
Postage	700	352	348
Court costs	300	(315)	615
Insurance	74,300	69,404	4,896
Total current expenditures	<u>177,850</u>	<u>152,273</u>	<u>25,577</u>
Capital outlay	5,000	20,807	(15,807)
Debt Service:			
Principal	0	4,751	(4,751)
Interest	0	386	(386)
Total Expenditures	<u>182,850</u>	<u>178,217</u>	<u>4,633</u>
Excess (Deficiency) of Revenues Over Expenditures	(95,850)	(98,375)	(2,525)
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in (out)	<u>81,000</u>	<u>81,000</u>	<u>0</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(14,850)	(17,375)	(2,525)
<b>FUND BALANCES</b>			
Beginning of year	91,200	117,310	26,110
End of year	<u>\$76,350</u>	<u>\$99,935</u>	<u>\$23,585</u>

See notes to financial statements.

**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Non-GAAP) and Actual -Special Revenue Funds

For the year ended December 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Commissions	\$ 373,400	\$ 369,746	\$ (3,654)
Grant Income	77,000	96,099	19,099
Interest	6,675	7,460	785
Total Revenues	<u>457,075</u>	<u>473,305</u>	<u>16,230</u>
<b>EXPENDITURES</b>			
Current:			
General government - judicial			
Personnel services	245,548	243,805	1,743
Office operations	17,700	16,046	1,654
Postage	750	9,000	(8,250)
Pension benefits	0	541	(541)
Insurance	3,000	2,231	769
IV-D program expenditures	96,200	97,897	(1,697)
Total current expenditures	<u>363,198</u>	<u>369,520</u>	<u>(6,322)</u>
Excess (Deficiency) of Revenues Over Expenditures	93,877	103,785	9,908
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in (out)	<u>(68,000)</u>	<u>(81,000)</u>	<u>(13,000)</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	25,877	22,785	(3,092)
<b>FUND BALANCES</b>			
Beginning of year	430,054	448,354	18,300
End of year	<u>\$ 455,931</u>	<u>\$ 471,139</u>	<u>\$ 15,208</u>

See notes to financial statements.

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements

*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 judicial district encompasses Lafourche Parish, Louisiana.

The financial statements of the District Attorney of the Seventeenth Judicial District (District Attorney), Lafourche Parish, Louisiana have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the District Attorney are described below:

A. Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the District Attorney is a part of the district court system of the State of Louisiana. The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, The District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana is an independently elected official, is legally separate and fiscally independent, the District Attorney of the Seventeenth Judicial District is a separate governmental reporting entity. There are unrecorded financial transactions between the Lafourche Parish Council (the Council) and the District Attorney where the Council provides office space and certain other operating expenditures for the District Attorney.

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

A.      Reporting Entity, (Continued)

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Fiscally dependent

The above identified transactions between the District Attorney and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability. The other three criteria of financial accountability do not pertain to the District Attorney of the Seventeenth Judicial District when applying them as a means of identifying potential component units of the Lafourche Parish Council.

The District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana, includes all funds, account groups and activities, et cetera, that are within the oversight responsibility of the District Attorney. Other local governmental units over which the District Attorney exercises no oversight responsibility are excluded from the accompanying financial statements. These units are considered separate reporting entities and issue financial statements separate from those of the parish District Attorney.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

B.      Fund Accounting

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

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, 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.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Furthermore, each category is divided into separate "fund types." The funds which the District Attorney use are governmental funds. Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. The District Attorney's governmental funds include:

General Fund - The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that 12 per cent of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenses of his office.



**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

B.      Fund Accounting (Continued)

Special Revenue Funds:

Assessment Fund - The Assessment Fund is used to account for all fees collected in accordance with Louisiana Revised Statute 16:16, which authorizes the collection of an amount not to exceed \$20.00 from every defendant who is convicted after trial or other plea of guilty or who forfeits his bond. These costs are to be in addition to all other fines, costs, or forfeitures imposed by law.

Worthless Checks Fund - The Worthless Check Collection Fee Special Revenue Fund consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the District Attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the District Attorney and may be used to defray the salaries and the expenses of the office of the District Attorney, but may not be used to supplement the salary of the District Attorney.

Child Support Incentive Fund - The Child Support Incentive Fund is used to account for payments received from the Louisiana Department of Social Services which consist of 15 per cent of all amounts collected and required to be distributed, as provided in Section 456 of the Social Security Act, to reduce or repay assistance payments.

Asset Forfeiture Fund - The Asset Forfeiture Fund is used to account for the District Attorney's portion of monies and proceeds from the sale of property seized or obtained by judgment or settlement as a result of drug-related activities.

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

B.      Fund Accounting (Continued)

Special Revenue Funds: (Continued)

Bond Forfeiture Fund – The Bond Forfeiture Fund is used to account for the collection and disbursement of proceeds from the forfeiture of District, Parish, and City Court bail and surety bonds for failure by a defendant to appear in court. The district attorney distributes the proceeds of the bond forfeitures in accordance with Louisiana Revised Statute 15:571.11 (L) and (M). The District Attorney of the Seventeenth Judicial District's portion of these proceeds are left in this fund until such time these funds are needed in his general operating fund.

FINS Fund – The FINS Fund consists of grant payments received from the Louisiana Department of Social Services to allow the District Attorney of the Seventeenth Judicial District to administer and implement Families in Need of Services Program provided by Title VII of the Louisiana's Children's Code. This program provides a comprehensive family-systems approach to addressing the social needs of juvenile offenders and their families.

Title IV-D Office Fund - The Title IV-D Office Fund consists of reimbursement grant payments 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.



**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

B.      Fund Accounting (Continued)

Special Revenue Funds: (Continued)

Intervention Fund - The Intervention Fund accounts for a program that handles cases that the District Attorney's Office feels would be better served out of the court system. These cases consist of people charged with misdemeanors, traffic tickets, or minor felonies. The offenders agree to serve a probation period rather than entering the court system and having a criminal conviction on their record. The revenues are generated through fees paid by the offenders placed in this program. The expenditures will consist of salaries of investigators assigned to this program and various office expenditures.

Victims Assistance Fund – The Victims Assistance Fund accounts for amounts received from the State in accordance with Louisiana Revised Statute 16:17 to create in each judicial district a victims assistance program. The purpose of this program 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. The expenditures of this fund consist of salary and related benefits for a full-time victims assistance coordinator.

The account groups presented in the accompanying financial statements are the General Fixed Asset Account Group and the General Long-Term Debt Account Group. The general fixed asset account group is established to account for all fixed assets of the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana. The general long-term debt account group is established to account for all unmatured general long-term liabilities of the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana.

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

C.      Basis of Accounting

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

All governmental fund types use 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 both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred.

Those revenues susceptible to accrual include: grant revenues and fines and assessments that are collected by another governmental body on the District Attorney's behalf. Interest earned is recorded when credited to the District Attorney's account. Fees for collecting worthless checks and for pre-trial intervention are recorded when collected by the District Attorney's office. Bond forfeitures and Asset forfeitures are also recorded when collected by the District Attorney's office.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

D.      Budgets

Budgets are adopted on a cash basis which is not consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the general fund and special revenue funds. All annual appropriations lapse at fiscal year end. Formal budgetary integration is employed as part of the accounting system, and the budget is amended by supplemental appropriations as needed to comply with state law.

Encumbrances represent commitments related to unperformed contracts for goods or services. The District Attorney's office does not use an encumbrance system.

E.      Cash and Cash Equivalents

Cash and cash equivalents include demand deposits of the District Attorney of the Seventeenth Judicial District.

F.      Receivables

The receivable amounts are made up of fines and fees collected by other governments to be remitted to the District Attorney's Office and amounts due on reimbursement grants. No reserve for uncollectables is considered necessary for these receivables.

G.      Fixed Assets

General fixed assets are not capitalized in the governmental funds used to acquire them. Instead, capital acquisition is reflected as an expenditure in the governmental funds, and the related assets are reported in the general fixed asset account group. All purchased fixed assets by the District Attorney are valued at acquisition cost. All other fixed assets used in the District Attorney's office are provided by the Lafourche Parish Council

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

G.      **Fixed Assets (Continued)**

and are accounted for in the general fixed asset account group of the Council.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Assets in the general fixed asset account group are not depreciated.

H.      **Long-Term Debt**

Long-term obligations expected to be financed from the General Fund are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

I.      **Compensated Absences**

The District Attorney has an informal policy for vacation and sick leave. Present clerical employees are allowed 10 days of vacation each year and 10 days of sick leave each year. Vacation and sick leave do not accumulate or vest; therefore, no liability for compensated absences is recorded.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 1*      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

J.      **Interfund Transactions**

Quasi-external transactions are accounted for as revenues or expenditures. Interfund transactions on the other hand are reported as transfers. Non-recurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

K.      **Fund Equity**

**Reserves**

Reserves represented those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

**Designated Fund Balances**

Designated fund balances represent tentative plans for future use of financial resources.

L.      **Memorandum Only - Total Columns**

The total column on the component unit financial statements is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position 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.



**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 2*      **DEPOSITS**

Under state law, the District Attorney may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. Furthermore, the District Attorney may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

State law also requires that deposits be fully collateralized at all times. Acceptable collateralization includes the \$100,000 FDIC/FSLIC insurance and the market value of securities purchased and pledged. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the District Attorney or with an unaffiliated bank or trust company for the account of the District Attorney of the Seventeenth Judicial District.

Under the provision of GASB, pledged securities, which are not in the name of the governmental unit, are considered uncollateralized.

A summary of cash and cash equivalents and the security pledged to them are listed as follows:

<b>Cash and cash equivalents - carrying amount</b>	<b>\$ 563,153</b>
<b>Bank balance of deposits</b>	<b>573,347</b>
<b>Portion insured by FDIC/FSLIC</b>	<b>108,942</b>
<b>Balance unsecured and uncollateralized under GASB provision</b>	<b>464,405</b>
<b>Pledged securities under Louisiana law</b>	<b>523,829</b>
<b>Amount unsecured under Louisiana law</b>	<b>\$ 0</b>

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

**Note 3**      **FIXED ASSETS**

Changes in the general fixed asset account group during the year are summarized as follows:

	BALANCE 12/31/97	ADDITIONS	RETIREMENTS	BALANCE 12/31/98
Automobiles	\$ 16,929	\$ 16,032	\$ 0	\$ 32,961
Furniture & Fixtures	133,257	4,775	0	138,032
Leasehold Improvements	4,204	0	0	4,204
Totals	\$ 154,390	\$ 20,807	\$ 0	\$ 175,197

**Note 4**      **POST-EMPLOYMENT HEALTH CARE AND LIFE INSURANCE  
BENEFITS**

The District Attorney currently pays the employee portion of health care and life insurance benefits and the parish council pays the employer portion. There is no formal policy concerning retiree benefits, but the District Attorney will continue to pay the retiree's portion upon request. The District Attorney paid \$3,340 in post-retirement benefits for health insurance on behalf of one retiree at December 31, 1998.

**Note 5**      **LITIGATION AND CLAIMS**

At December 31, 1998, there is no litigation pending against the District Attorney that is susceptible to accrual in accordance with statements of Financial Accounting Standards No. 5.



***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements (Continued)

*Note 6*      **PENSION PLANS**

All individuals who work at the District Attorney's offices are paid by the Lafourche Parish Council and are consequently members of the Lafourche Parish Employees Retirement System. The District Attorney and assistant District Attorneys are members of the Louisiana District Attorneys Retirement System. GASB requires certain disclosure for employers who maintain retirement plans for their employees. All individuals at the District Attorney's office are compensated by others who disclose the required retirement plan information in their separately issued financial statements. Both retirement plans mentioned above are administered and controlled by separate boards of trustees.

*Note 7*      **EXPENDITURES OF THE DISTRICT ATTORNEY  
NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the funds from the Lafourche Parish Criminal Court Fund, the Lafourche Parish Council or directly by the state. The salaries of the District Attorney and the assistant District Attorneys are paid by the state and the Lafourche Parish Council. The salaries of the office staff are paid by the Lafourche Parish Council. Also portions of rent, health insurance, and IV-D program expenditures are paid or absorbed by the Lafourche Parish Council. At December 31, 1998, the amount of the expenses paid or absorbed by these other agencies has not been determined.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

**Note 8      BUDGETARY REPORTING**

The accompanying Statements of Revenues, Expenditures and Changes in Fund Balances – Budget (Non-GAAP Basis) and Actual, presents comparisons of the District Attorney’s adopted budget (more fully described in Note 1) with actual data on a budgetary basis. The budget is prepared on a cash basis which is not GAAP.

	General Fund	Special Revenue Funds
Excess (Deficiency) of Revenue and Other Financing Sources over Expenditures and Other Financing Uses (GAAP Basis)	(\$ 21,282)	\$ 35,012
(Increase) decrease in revenues and receivables	( 8,399)	( 41,888)
Increase (decrease) in notes payable, accounts payable and accrued liabilities	12,306	29,661
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Financing Uses (Budgetary Basis)	(\$ 17,375)	\$ 22,785

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

**Note 9**      **EXPENDITURES - EXCESS OF ACTUAL OVER BUDGETED**

Individual funds had actual expenditures over budgeted expenditures for the year ended December 31, 1998 as described below:

Fund	Budget	Actual	Unfavorable Variance
Special Revenue Funds Assessment Fund	\$ 135,358	\$ 138,287	\$ (2,929)
Worthless Check Fund	\$ 1,250	\$ 9,023	\$ (7,773)
Asset Forfeiture Fund	\$ 1,500	\$ 1,692	\$ (192)
F.I.N.S. Fund	\$ 13,450	\$ 13,773	\$ (323)
Victims Assistance Fund	\$ 25,956	\$ 26,912	\$ (956)

**Note 10**      **DEFERRED COMPENSATION PLAN**

In 1993, employees of the District Attorney's Office, through the Parish, began to participate in a deferred compensation program. The District Attorney's office contributed to this deferred compensation plan in 1995 on behalf of their employees, regardless of whether the employee participated in the program.

The practice of the District Attorney's office contributing to the deferred compensation plan was discontinued during the 1995 fiscal year; however, employees are still able to continue through payroll deductions through their parish payroll.



**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

**Note 10**      **DEFERRED COMPENSATION PLAN (Continued)**

The Louisiana Deferred Compensation Plan serves as administrator and has the responsibility for maintaining a deferred account with respect to each participant's account in accordance with the participant's investment specification.

**Note 11**      **INTERFUND RECEIVABLES/PAYABLES**

Interfund receivables and payables for the individual funds at December 31, 1998 were:

INDIVIDUAL FUND	INTERFUND RECEIVABLE	INTERFUND PAYABLE
General Fund	\$ 1,028	
Assessment Fund	4,093	
Bond Forfeiture	2,381	
IV-D Office Fund		\$ 7,502
Totals	\$ 7,502	\$ 7,502

**Note 12**      **OPERATING LEASES**

The District Attorney of the Seventeenth Judicial District maintained operating leases for five automobiles. The lease term for each of these leases is for 36 months beginning on the date the lease is signed. Lease payments made for the five vehicles totaled \$20,281 for the year ending December 31, 1998. The monthly minimum lease rental for the five vehicles totaled \$1,729.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 13*      **RISK MANAGMENT**

**LIABILITY INSURANCE**

The District Attorney is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omission; injuring to employees; and natural disasters. The District Attorney purchased the following commercial insurance policies for any and all claims relating to the above types of risks:

<b>TYPE OF INSURANCE</b>	<b>LIMITS</b>	<b>DEDUCTIBLE</b>
Professional Liability	\$ 100,000/claim \$ 300,000 aggregate	\$ 1,250/ claim
Personal Injury	\$ 100,000/claim \$ 300,000 aggregate	\$ 1,250/claim
Criminal Proceedings	\$ 50,000/claim	\$ 500/claim
Disciplinary Proceedings	\$ 10,000/claim	\$ 500/claim

The District Attorney's payment of the deductible is the only liability associated with his general liability insurance. The Lafourche Parish Council is responsible for obtaining general liability, auto liability and worker's compensation insurance for the District Attorney's office and employees.

**HEALTH INSURANCE**

The Lafourche Parish Council provides health and life insurance to the District Attorney's employees. However, the District Attorney does reimburse the Lafourche Parish Council for 50% of 95% of medical and life insurance premiums paid on behalf of the District Attorney's clerical staff and 100% of the District Attorney and Assistant District Attorney's medical and life insurance premiums. Settlements have not exceeded insurance coverage in any of the three proceeding years.

**DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana**

Notes to the Financial Statements (Continued)

*Note 14*      **LONG TERM DEBT**

The District Attorney entered into a promissory note for the purchase of a car during the fiscal year ending December 31, 1998. The interest on the noted is simple interest assessed on a variable rate basis at the rate per annum equal to 2% over the index, resulting in an initial rate of 4.25% per annum with monthly installments of \$428. The note matures March 2000. The issuer holds as collateral security for repayment of the note one of the District Attorney's deposit accounts in general fund. The issuer drafts the monthly installments from this deposit account; the deposit account balance at December 31, 1998 was \$12,628.

The following is a summary of changes in the long-term obligations of the District Attorney for the year ending December 31, 1998:

	PAYABLE 12/21/97	INCURRED	RETIRED	PAYABLE 12/31/98
Note Payable	\$10,995	\$ 0	\$4,750	\$6,245

The annual requirements to amortize all notes outstanding at December 31, 1998 are as follows:

YEAR	PRINCIPAL	INTEREST	TOTAL
1999	4,965	172	5,137
2000	1,280	9	1,289
TOTALS	\$6,245	\$ 181	\$6,426

***DISTRICT ATTORNEY OF THE SEVENTEENTH  
JUDICIAL DISTRICT  
Lafourche Parish, Louisiana***

Notes to the Financial Statements (Continued)

***NOTE 15      YEAR 2000 ISSUE***

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999.

The District Attorney is in the remediation stage in that a programmer has been contracted with in preparation for year 2000 compliance.. The costs are not known at this time. Testing and validation of the systems will need to be completed after the remediation.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the District Attorney is or will be Year 2000 ready, the District Attorney's remediation efforts will be successful in whole or in part, or that parties with whom the District Attorney, Lafourche Parish, Louisiana does business will be year 2000 ready.



***SUPPLEMENTAL INFORMATION***

***SECTION***

**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Combining Balance Sheet - Special Revenue Funds

December 31, 1998

	Assessment Fund	Worthless Check Collection Fund	Child Support Incentive Fund	Intervention Fund	Asset Forfeiture Fund	Bond Forfeiture Fund	FINS Fund	IV-D Office Fund	Victims Assistance Fund	Total
<b>ASSETS</b>										
Cash and Cash Equivalents	\$78,709	\$125,981	\$126,838	\$18,344	\$24,018	\$58,031	\$33,008	\$248	\$41	\$463,218
Due from Other Funds	4,094					2,380				6,474
Due from Lafourche Parish Sheriff	13,908									13,908
Grant Receivables								27,981		27,981
<b>TOTAL ASSETS</b>	<b>\$96,711</b>	<b>\$125,981</b>	<b>\$126,838</b>	<b>\$18,344</b>	<b>\$24,018</b>	<b>\$58,411</b>	<b>\$33,008</b>	<b>\$28,229</b>	<b>\$41</b>	<b>\$511,581</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>										
Liabilities:										
Accounts Payable	\$ 233									\$233
Due to Lafourche Parish Council								\$20,480		20,480
Due to Other Funds								7,502		7,502
<b>Total liabilities</b>	<b>233</b>							<b>27,982</b>		<b>28,215</b>
Equity and other credits:										
Fund Balance:										
Designated for:										
FINS program							\$33,008			33,008
IV-D program								247		247
Victims assistance program									\$ 41	41
Unreserved - undesignated	96,478	\$125,981	\$126,838	\$18,344	\$24,018	\$58,411				450,070
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$96,711</b>	<b>\$125,981</b>	<b>\$126,838</b>	<b>\$18,344</b>	<b>\$24,018</b>	<b>\$58,411</b>	<b>\$33,008</b>	<b>\$28,229</b>	<b>\$41</b>	<b>\$511,581</b>

See notes to financial statements.

**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT  
LAFOURCHE PARISH, LOUISIANA**

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances  
Special Revenue Funds

For the year ended December 31, 1998

	Assessment Fund	Worthless Check Collection Fund	Child Support Incentive Fund	Intervention Fund	Asset Forfeiture Fund	Bond Forfeiture Fund	FINS Fund	IV-D Office Fund	Victims Assistance Fund	Totals
<b>REVENUES:</b>										
Commissions	\$149,571	\$63,865	\$46,099	\$12,270	\$13,868	\$46,213		\$125,847	\$25,000	\$411,634
Grant income	1,387	1,646	2,200	422	302	794		78	28	96,099
Interest										7,460
<b>Total Revenues</b>	<u>150,958</u>	<u>65,511</u>	<u>48,299</u>	<u>12,692</u>	<u>14,170</u>	<u>47,007</u>		<u>125,925</u>	<u>25,028</u>	<u>515,193</u>
<b>EXPENDITURES:</b>										
Current:										
General government - judicial										
Personnel services	133,610		48,256	25,492			13,627		26,914	247,899
Office operations	2,281	23	408		1,692	9,161	101			13,666
Postage		9,000								9,000
Pension benefits	165		214	117			45			541
Insurance	2,231									2,231
IV-D program expenditures								125,848		125,848
<b>Total Current Expenditures</b>	<u>138,287</u>	<u>9,023</u>	<u>48,878</u>	<u>25,609</u>	<u>1,692</u>	<u>9,161</u>	<u>13,773</u>	<u>125,848</u>	<u>26,914</u>	<u>399,185</u>
Excess (Deficiency) of Revenues Over Expenditures	12,671	56,488	(579)	(12,917)	12,478	37,846	11,830	77	(1,886)	116,008
<b>OTHER FINANCING SOURCES (USES):</b>										
Operating transfers in (out)	<u>12,300</u>	<u>(55,000)</u>	<u>(15,000)</u>	<u>5,000</u>	<u>(900)</u>	<u>(28,000)</u>	<u>0</u>	<u>0</u>	<u>604</u>	<u>(80,996)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	24,971	1,488	(15,579)	(7,917)	11,578	9,846	11,830	77	(1,282)	35,012
<b>FUND BALANCES</b>										
Beginning of year	71,507	124,493	142,417	26,261	12,440	48,565	21,178	170	1,323	448,354
End of year	<u>\$96,478</u>	<u>\$125,981</u>	<u>\$126,838</u>	<u>\$18,344</u>	<u>\$24,018</u>	<u>\$58,411</u>	<u>\$33,008</u>	<u>\$247</u>	<u>\$ 41</u>	<u>\$483,366</u>

See notes to financial statements.

**INTERNAL CONTROL  
AND  
COMPLIANCE SECTION**



# STAGNI & COMPANY, LLC

## 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 Walter Naquin, Jr.  
District Attorney of the Seventeenth Judicial District  
Lafourche Parish, Louisiana

We have audited the financial statements of the District Attorney of the Seventeenth Judicial District, Lafourche Parish Louisiana as of and for the year ended December 31, 1998, and have issued our report thereon dated February 12, 1999, which was qualified because insufficient audit evidence exists to support the District Attorney of the Seventeenth Judicial District, Lafourche Parish Louisiana's disclosures with respect to the year 2000 issue. Except as discussed in the preceding sentence, 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 Seventeenth Judicial District, Lafourche Parish Louisiana'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 Seventeenth Judicial District, Lafourche Parish Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our

Honorable Walter Naquin, Jr.  
District Attorney of the Seventeenth Judicial District  
Lafourche Parish Louisiana  
Page 2

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 a material weakness. 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, management. However, this report is a matter of public record and its distribution is not limited.

*Stagni & Company*

February 12, 1999  
Thibodaux, Louisiana



**DISTRICT ATTORNEY OF THE SEVENTEENTH JUDICIAL DISTRICT,  
LAFOURCHE PARISH, LOUISIANA**  
Summary Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 1998

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses a qualified opinion on the general-purpose financial statements of the District Attorney of the Seventeenth Judicial District, Lafourche Parish, Louisiana. The report was qualified due to the unprecedented nature of the effects of the year 2000 issue.
2. No reportable conditions relating to the audit of the financial statements are reported in the Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the District Attorney of the Seventeenth Judicial District were disclosed during the audit.
4. A management letter was not issued in connection with the audit of the financial statements.

- B.** There were no findings relating to the financial statements that are required to be reported in accordance with GAGAS.



**DISTRICT ATTORNEY OF THE  
SEVENTEENTH JUDICIAL DISTRICT,  
LAFOURCHE PARISH, LOUISIANA**

Management's Corrective Action Plan  
For the Year Ended December 31, 1998

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS	
NONE NECESSARY	
SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
NOT APPLICABLE	
SECTION III - MANAGEMENT LETTER	
NONE NECESSARY	

**DISTRICT ATTORNEY OF THE  
SEVENTEENTH JUDICIAL DISTRICT,  
LAFOURCHE PARISH, LOUISIANA**

Summary Schedule of Prior Year Findings  
For the Year Ended December 31, 1998

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS		
NONE		
SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS		
NONE		
SECTION III - MANAGEMENT LETTER		
1997-1	BUDGET COMPLIANCE, UNFAVORABLE VARIANCES - We recommended that budget compliance be monitored more frequently in the funds (Assessment and IV-D Office) with unfavorable expenditure variances and all funds.	RESOLVED
1997-2	PUBLIC PARTICIPATION IN BUDGET PROCESS - We recommended that the District Attorney's office publish notice that the budget is available for public inspection and notification of the date, time and place of the public hearing.	UNRESOLVED The District Attorney did not publish notice not availability of the budget.