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DISTRICT ATTORNEY OF THE THIRTY-THIRD  
JUDICIAL DISTRICT  
ALLEN PARISH, LOUISIANA

A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY

GENERAL PURPOSE FINANCIAL STATEMENTS

For the Two Years Ended December 31, 1998 and 1997

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 7-28-99

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITORS' REPORT.....	1
GENERAL PURPOSE FINANCIAL STATEMENTS:	
Combined Balance Sheet - All Fund Types and Account Group.....	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Fund Types.....	4
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - All Governmental Fund Types.....	5
Notes to Financial Statements.....	6
SUPPLEMENTAL INFORMATION SCHEDULES:	
Schedule of Findings.....	13
Management's Corrective Action Plan for Current Year Audit Findings (Unaudited).....	14
Summary Schedule of Prior Audit Findings.....	15
INDEPENDENT AUDITORS' REPORT SECTION:	
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> .....	16



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A Professional Corporation  
Certified Public Accountants

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American Institute of Certified Public Accountants  
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Private Company Practice Section AICPA

#### INDEPENDENT AUDITORS' REPORT

Honorable Douglas L. Hebert, Jr.  
District Attorney of the Thirty-Third  
Judicial District  
A Component Unit of the Allen Parish Police Jury  
Allen Parish, Louisiana

We have audited the accompanying general purpose financial statements of the District Attorney of the Thirty-Third Judicial District, a component unit of the Allen Parish Police Jury, as of and for the two years ended December 31, 1998 and 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the District Attorney of the Thirty-Third Judicial District, 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 Thirty-Third Judicial District has included such disclosures in Note 7. 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 Thirty-Third Judicial District's disclosures with respect to the year 2000 issue made in Note 7. Further, we do not provide assurance that the District Attorney of the Thirty-Third Judicial District is or will be year 2000 ready, that the District Attorney of the Thirty-Third Judicial District's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the District Attorney of the Thirty-Third Judicial District does business will be year 2000 ready.

Honorable Douglas L. Hebert, Jr.  
District Attorney of the Thirty-Third  
Judicial District  
A Component Unit of the Allen Parish Police Jury  
Allen Parish, Louisiana  
June 15, 1999

In our opinion, except for the effects of such adjustments, 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 Thirty-Third Judicial District, a component unit of the Allen Parish Police Jury, as of December 31, 1998 and 1997, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 1999 on our consideration of the District Attorney of the Thirty-Third Judicial District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the District Attorney of the Thirty-Third Judicial District. Such information, except for that portion marked "unaudited" on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the general purpose financial statements, and, in our opinion, the information is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Mires & Company, CPAs, APC*  
Mires & Company, CPAs, APC  
June 15, 1999

M & C.  
Co.

GENERAL PURPOSE FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
December 31, 1998

	Governmental Fund Type <u>General Fund</u>	Account Group <u>General Fixed Assets</u>	Totals (Memorandum Only)
ASSETS			
Cash .....	\$ 306,047	\$ -	\$ 306,047
Receivables:			
Government grants .....	20,297	-	20,297
Interest .....	1,074	-	1,074
Restricted assets:			
Cash .....	20,817	-	20,817
Fixed assets.....	<u>-</u>	<u>101,484</u>	<u>101,484</u>
TOTAL ASSETS	<u>\$ 348,235</u>	<u>\$ 101,484</u>	<u>\$ 449,719</u>
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable .....	<u>\$ 20,339</u>	<u>\$ -</u>	<u>\$ 20,339</u>
TOTAL LIABILITIES	<u>20,339</u>	<u>-</u>	<u>20,339</u>
Fund equity			
Investment in general fixed assets ...	-	101,484	101,484
Fund balances:			
Reserved .....	20,817	-	20,817
Unreserved .....	<u>307,079</u>	<u>-</u>	<u>307,079</u>
TOTAL FUND EQUITY	<u>327,896</u>	<u>101,484</u>	<u>429,380</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 348,235</u>	<u>\$ 101,484</u>	<u>\$ 449,719</u>

See accompanying notes.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES  
Years Ended December 31, 1998 and 1997

	<u>1998</u>	<u>1997</u>
<b>REVENUES</b>		
Fines and court costs .....	\$ 136,112	\$ 161,570
Child support enforcement reimbursement .....	69,679	52,226
Child support enforcement incentive .....	7,620	15,739
Forfeitures, net .....	10,927	36
Gaming revenue .....	298,674	177,289
Interest income .....	4,203	4,923
Allen Parish Police Jury .....	63,609	70,396
Miscellaneous .....	1,865	19,752
TOTAL REVENUES	<u>592,689</u>	<u>501,931</u>
<b>EXPENDITURES</b>		
General government:		
Auto allowance.....	16,247	12,401
Auto expenses.....	7,209	2,356
Bank charges.....	549	470
Contract labor.....	3,912	882
Drug education.....	2,524	680
Dues and subscriptions.....	2,263	1,836
Insurance.....	23,596	21,009
Joint service agreement.....	7,560	7,560
Medical.....	3,816	-
Miscellaneous.....	443	5,660
Office.....	17,051	9,037
Postage.....	3,340	3,133
Professional fees.....	-	-
Public relations.....	1,163	469
Rent.....	53	53
Repairs.....	100	-
Retirement.....	15,251	13,167
Salaries.....	300,088	248,412
Seminars.....	3,237	3,050
Taxes.....	6,883	5,297
Telephone.....	4,451	4,334
Travel.....	21,031	11,199
Uniforms.....	4,067	1,855
Capital outlay .....	37,201	15,270
TOTAL EXPENDITURES	<u>482,035</u>	<u>368,130</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	110,654	133,801
FUND BALANCE - BEGINNING	<u>217,242</u>	<u>83,441</u>
FUND BALANCE - ENDING	<u>\$ 327,896</u>	<u>\$ 217,242</u>

See accompanying notes.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL - ALL  
GOVERNMENTAL FUND TYPES

Years Ended December 31, 1998 and 1997

	1998 BUDGET	1998 ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES:</b>			
Fines and court costs.....	\$ 147,500	\$ 136,112	\$ (11,388)
Child support enforcement reimbursement.....	65,000	69,679	4,679
Child support enforcement incentive.....	-	7,620	7,620
Forfeitures, net.....	3,500	10,927	7,427
Gaming revenue.....	250,000	298,674	48,674
Interest income.....	-	4,203	4,203
Allen Parish Police Jury.....	70,000	63,609	(6,391)
Miscellaneous.....	2,000	1,865	(135)
TOTAL REVENUES	<u>538,000</u>	<u>592,689</u>	<u>54,689</u>
<b>EXPENDITURES:</b>			
General government:			
Auto allowance.....	20,000	16,247	3,753
Auto expenses.....	20,000	7,209	12,791
Bank charges.....	-	549	(549)
Contract labor.....	3,000	3,912	(912)
Drug education.....	500	2,524	(2,024)
Dues and subscriptions.....	3,500	2,263	1,237
Insurance.....	29,000	23,596	5,404
Joint service agreement.....	7,800	7,560	240
Medical.....	3,500	3,816	(316)
Miscellaneous.....	1,000	443	557
Office.....	15,000	17,051	(2,051)
Postage.....	3,500	3,340	160
Professional fees.....	4,000	-	4,000
Public relations.....	3,000	1,163	1,837
Rent.....	-	53	(53)
Repairs.....	500	100	400
Retirement.....	-	15,251	(15,251)
Salaries.....	300,000	300,088	(88)
Seminars.....	5,000	3,237	1,763
Taxes.....	-	6,883	(6,883)
Telephone.....	6,500	4,451	2,049
Travel.....	20,000	21,031	(1,031)
Uniforms.....	-	4,067	(4,067)
Capital outlay.....	25,000	37,201	(12,201)
TOTAL EXPENDITURES	<u>470,800</u>	<u>482,035</u>	<u>(11,235)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	67,200	110,654	43,454
FUND BALANCE-BEGINNING	<u>217,242</u>	<u>217,242</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 284,442</u>	<u>\$ 327,896</u>	<u>\$ 43,454</u>

See accompanying notes.



1997 BUDGET	1997 ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
\$ 115,000	\$ 161,570	\$ 46,570
65,000	52,226	(12,774)
-	15,739	15,739
-	36	36
150,000	177,289	27,289
-	4,923	4,923
70,000	70,396	396
2,000	19,752	17,752
<u>402,000</u>	<u>501,931</u>	<u>99,931</u>

6,000	12,401	(6,401)
6,000	2,356	3,644
-	470	(470)
3,000	882	2,118
500	680	(180)
3,500	1,836	1,664
19,000	21,009	(2,009)
7,800	7,560	240
-	-	-
1,000	5,660	(4,660)
6,000	9,037	(3,037)
1,500	3,133	(1,633)
3,000	-	3,000
3,000	469	2,531
-	53	(53)
500	-	500
-	13,167	(13,167)
250,000	248,412	1,588
5,000	3,050	1,950
-	5,297	(5,297)
6,500	4,334	2,166
15,000	11,199	3,801
3,500	1,855	1,645
25,000	15,270	9,730
<u>365,800</u>	<u>368,130</u>	<u>(2,330)</u>

36,200	133,801	97,601
<u>83,441</u>	<u>83,441</u>	<u>-</u>

\$ 119,641	\$ 217,242	\$ 97,601
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DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

INTRODUCTION

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. He is also the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury, and 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 the parish of Allen, Louisiana.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

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

B. Reporting Entity

The District Attorney is a component unit of the Allen Parish Police Jury, the financial reporting entity. The District Attorney is fiscally dependent on the police jury. The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund Accounting

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

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the District Attorney are classified as governmental funds. Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of general fixed assets. Governmental funds of the District Attorney include:

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PAIRSH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. General Fund—the general operating fund of the District Attorney and accounts for all financial resources, except those required to be accounted for in other funds.

Governmental Fund Types:

The General Fund is the general operating fund of the District Attorney. All financial resources are accounted for in the General Fund.

Individual funds in the General Fund are as follows:

Expense Account - To account for fines collected and bonds forfeited used to operate the District Attorney's office. Also to account for the State Department of Social Service's grant reimbursement and incentive payments used to fund family and child support enforcement services.

Worthless Checks - To account for the collection and processing of worthless checks. Fees collected vary according to the check amount.

Intervention - To account for the pre-trial intervention program.

Forfeiture - To account for the collection and distribution of seized and forfeited assets.

General Fixed Assets Account Group:

The General Fixed Assets Account Group is used to account for fixed assets used in governmental fund type operations for control purposes. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. No depreciation is recorded on general fixed assets.

D. Basis of Accounting

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

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

F. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the District Attorney's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Restricted Assets

Restricted assets represent forfeiture assets which have not had a final court decree for distribution.

H. Fixed Assets

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are reported in the general fixed assets account group. Public domain or infrastructures are not capitalized. Interest cost incurred during construction are capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost.

I. Compensated Absences

The District Attorney's leave policy does not provide for the accumulation and vesting of leave.

J. Budget and Budgetary Accounting

A budget is adopted on a basis consistent with generally accepted accounting principles. All annual appropriations lapse at fiscal year end.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

In December of each year, the budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

K. Fund Equity

Reserved fund balance represents that portion of fund equity legally segregated for the forfeiture account.

L. Total Columns on Statements

The total columns on the statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation.

NOTE 2 - CASH AND CASH EQUIVALENTS

At December 31, 1998, the District Attorney has cash and cash equivalents (book balances) totaling \$326,864 as follows:

Demand deposits	\$ -
Interest-bearing demand deposits	151,455
Time deposits	175,409
Other	-
Total	<u>\$ 326,864</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1998, the District Attorney has \$371,558 in deposits (collected bank balances). These deposits are secured from risk by \$330,389 of federal deposit insurance and \$41,169 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District Attorney that the fiscal agent has failed to pay deposited funds upon demand.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 3 - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets for the two years ended December 31, 1998 and 1997 are as follows:

	12/31/96	NET	12/31/97			12/31/98
	<u>BALANCE</u>	<u>ADDITIONS</u>	<u>BALANCE</u>	<u>ADDITIONS</u>	<u>(DELETIONS)</u>	<u>BALANCE</u>
Equipment....	\$ 49,919	\$ 15,270	\$ 65,189	\$ 23,301	\$ (4,317)	\$ 84,173
Vehicles.....	19,468	-	19,468	13,900	(16,057)	17,311
	<u>\$ 69,387</u>	<u>\$ 15,270</u>	<u>\$ 84,657</u>	<u>\$ 37,201</u>	<u>\$ (20,374)</u>	<u>\$101,484</u>

NOTE 4 - 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. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE 5 - PENSION PLANS

*Plan Description.* The District Attorney and assistants of the District Attorney of the Thirty-Third Judicial District are members of the District Attorneys' Retirement System, a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

*Membership* - All District Attorneys', Assistant District Attorneys', (who earn more than the minimum salary specified by the board), and persons employed by this retirement system and the Louisiana District Attorneys' Association, are required to be members of the system as a condition of their employment. Elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits are not eligible to become members of the system.

*Contribution Rates* - The fund is financed by employee contributions of 7.0% of salary for active members, and .5% for DROP participants. In addition, the fund receives revenue sharing funds as appropriated by the legislature and ad valorem taxes as determined by the Public Retirement Systems' Actuarial Committee up to a maximum of .2% of the ad valorem taxes shown to be collected. In the event that the contributions from ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement Systems' Actuarial Committee. The rate so determined for fiscal 1997 was 2.50% of

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 5 - PENSION PLANS

payroll and 1.25% for 1998 through June 30, 1998 and 0.00% thereafter. The District Attorney's contribution to the system for the years ending December 31, 1998, 1997, and 1996 were \$566, \$1,563, and \$1,622 respectively.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the District Attorneys' Retirement System.

*Plan Description.* Substantially all employees of the District Attorney are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the District Attorney are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% 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 1% of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

*Funding Policy.* Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the District Attorney is required to contribute at an actuarially determined rate. The current rate is 7.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the District Attorney are established

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1998 and 1997

NOTE 5 - PENSION PLANS

and may be amended by state statute. As provided by R.S. 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 District Attorney's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$14,685, \$11,604, and \$ 0, respectively, equal to the required contributions for each year.

NOTE 6 - JOINT SERVICE AGREEMENT

On June 1, 1996, the District Attorney entered into a joint service agreement with the Allen Parish Police Jury to defray some of the costs of the office building which the District Attorney occupied after May 31, 1996. The amount contributed for 1998 and 1997 was \$7,560 and \$7,560, respectively.

NOTE 7 - YEAR 2000

The District Attorney is aware of the possible problems that the year 2000 could cause. Management has assessed its computer system and is in the process of instituting procedures that will ensure compliance by December 31, 1999.



DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
 SUPPLEMENTAL INFORMATION SCHEDULE  
 SCHEDULE OF FINDINGS  
 For the Years Ended December 31, 1998 and 1997

We have audited the financial statements of the District Attorney of the Thirty-Third Judicial District as of and for the two years ended December 31, 1998 and 1997, and have issued our report dated June 15, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 1998 and 1997 resulted in a qualified opinion.

**Section I Summary of Auditors' Reports**

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

Internal Control:

Material Weaknesses	<u> X </u>	Yes	___	No
Reportable Conditions	<u> X </u>	Yes	___	No

Compliance:

Compliance Material to Financial Statements	___	Yes	<u> X </u>	No
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**Section II Financial Statement Findings**

**98-1 I/C (Material weakness)**

Segregation of duties: Because of the lack of a large staff, more specifically accounting personnel, there is a problem with segregation of duties necessary for proper controls. One person is currently performing the function of preparing disbursements, and reconciling the bank statements. We do note that this situation is inherent to most entities of this type and is difficult to solve due to the funding limitations of the District Attorney. We recommend that the District Attorney take an active interest in the review of all of the financial information. This was also a prior year finding.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
SUPPLEMENTAL INFORMATION SCHEDULE  
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS (UNAUDITED)  
For the Years Ended December 31, 1998 and 1997

**Section I Internal Control and Compliance Material to the Financial Statements:**

**98-1 I/C Segregation of duties:**

This is an ongoing finding that cannot be corrected due to lack of financial resources.

Contact person - Douglas L. Hebert, Jr., District Attorney

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
SUPPLEMENTAL INFORMATION SCHEDULE  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
For the Years Ended December 31, 1998 and 1997

Section 1 - Internal Control and Compliance Material to the Financial Statements

96-1 I/C (Ongoing finding) Segregation of duties:

Corrective action taken - Due to lack of sufficient financial resources, this finding cannot be resolved. See 98-1 I/C.

96- C Expenditures and other uses exceeded budget by 9%.

Corrective action taken - Yes.

INDEPENDENT AUDITORS' REPORT SECTION

M & Co.

Mires & Company  
A Professional Corporation

Certified Public Accountants

Members:  
American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants  
Private Company Practice Section AICPA

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 Douglas L. Hebert, Jr.  
District Attorney of the Thirty-Third Judicial District  
A Component Unit of the  
Allen Parish Police Jury  
Allen Parish, Louisiana

We have audited the general purpose financial statements of the District Attorney of the Thirty-Third Judicial District, a component unit of the Allen Parish Police Jury, as of and for the two years ended December 31, 1998 and 1997, and have issued our report thereon dated June 15, 1999, which was qualified because insufficient audit evidence exists to support the District Attorney of the Thirty-Third Judicial District'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 Thirty-Third Judicial District's general purpose 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 test 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 Thirty-Third Judicial District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect

Honorable Douglas L. Hebert, Jr.  
District Attorney of the Thirty-Third Judicial District  
A Component Unit of the  
Allen Parish Police Jury  
Page 2

the District Attorney of the Thirty-Third Judicial District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. The reportable conditions are described in the accompanying schedule of findings as item 98-1 I/C.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider item 98-1 I/C to be a material weakness.

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

*Mires & Company, CPAs, APC*

Mires and Company, CPAs, APC  
June 15, 1999

*M & C.*