

**SIXTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
PARISHES OF EAST CARROLL,
MADISON, AND TENSAS, LOUISIANA**

General Purpose Financial Statements

Year Ended December 31, 2003

with

Accountant's Report

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 6.2.04

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
GENERAL PURPOSE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2003**

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ACCOUNTANT'S REPORT

Board of Directors
Sixth Judicial District Indigent Defender Board
Parishes of East Carroll, Madison, and Tensas, Louisiana

We have compiled the accompanying financial statements of Sixth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003, as listed in the table of contents, in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated April 30, 2004, on the results of our agreed-upon procedures.

May & Company
Vicksburg, Mississippi
May 6, 2004

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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Monday, May 17, 2004.max

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
BALANCE SHEET- ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 2003**

	<u>Governmental Fund Types</u>		<u>Account Groups</u>	<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>General Fixed Assets</u>	
ASSETS:				
Cash	\$ 34,320	\$ -	\$ -	\$ 34,320
Receivables-court costs and bail bond	24,238	-	-	24,238
Equipment	<u>-</u>	<u>-</u>	<u>663</u>	<u>663</u>
TOTAL ASSETS	<u>\$ 58,558</u>	<u>\$ -</u>	<u>\$ 663</u>	<u>\$ 59,221</u>
LIABILITIES AND EQUITY:				
Liabilities:				
Accrued payables	\$ -	\$ -	\$ -	\$ -
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CONTINGENCIES				
Equity:				
Investment in general fixed assets	-	-	663	663
Fund balances:				
Unreserved-undesignated	<u>58,558</u>	<u>-</u>	<u>-</u>	<u>58,558</u>
Total equity	<u>58,558</u>	<u>-</u>	<u>663</u>	<u>59,221</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 58,558</u>	<u>\$ -</u>	<u>\$ 663</u>	<u>\$ 59,221</u>

See accountant's report and accompanying notes to the financial statements.

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE-
GOVERNMENTAL FUNDS-GENERAL FUND
AND SPECIAL REVENUE FUND
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental</u>	
	<u>General</u>	<u>Special Revenue</u>
REVENUES:		
Court costs on fines and forfeitures	\$ 160,539	\$ -
District attorney bail bond revenues	6,224	-
LIDB Felony Defense grant	-	22,778
Interest earnings	<u>287</u>	<u>-</u>
Total revenues	<u>167,050</u>	<u>22,778</u>
EXPENDITURES:		
Current:		
General government-judicial:		
Felony Defense expense	-	22,778
Professional services	161,527	-
Investigative services	23,714	-
Payroll tax expense	1,387	-
Dues, seminars and literature	2,981	-
Accounting and auditing	3,560	-
Miscellaneous	<u>369</u>	<u>-</u>
Total expenditures	<u>193,538</u>	<u>22,778</u>
DEFICIENCY OF REVENUES UNDER EXPENDITURES	(26,488)	-

Continued

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE-
GOVERNMENTAL FUNDS-GENERAL FUND
AND SPECIAL REVENUE FUND - CONTINUED
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental</u>	
	<u>General</u>	<u>Special Revenue</u>
OTHER FINANCING SOURCES (USES):		
Transfer in (out)	-	-
Deficiency of revenues and other financing sources under expenditures and other financing uses	(26,488)	-
FUND BALANCE AT BEGINNING OF YEAR	<u>85,046</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 58,558</u>	<u>\$ -</u>

See accountant's report and accompanying notes to the financial statements.

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2003**

INTRODUCTION

The Sixth Judicial District Indigent Defender Board ("The Board"), established in compliance with Louisiana Revised Statutes 15:144-149, provides counsel to represent indigents (needy individuals) in criminal and quasi-criminal cases at the district court level. The judicial district encompasses the Parishes of East Carroll, Madison, and Tensas, Louisiana. The Board is composed of three members who are appointed by the district court. The Board members serve without compensation. Revenues to finance the Board's operations are provided primarily from court costs on fines imposed by the various courts within the district, bail bond revenues and Louisiana Indigent Defender Board grants. The Board has one employee who serves as an investigator and three attorneys who serve as indigent defenders.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying general purpose financial statements of the Sixth Judicial District Indigent Defender Board 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

As the governing authority of the parish, for reporting purposes, the East Carroll, Madison, and Tensas Parish Police Juries are the financial reporting entities for the respective Parishes. The financial reporting entity consists of (a) the primary government (Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Continued

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2003**

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 East Carroll, Madison and Tensas Parish Police Juries for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

- 1) Appointing a voting majority of an organization's governing body, and
 - a) The ability of the Police Jury to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits 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's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Police Jury's relationship with the district court system includes indigent defender boards, the Indigent Defender Board was determined to be a component unit of the East Carroll, Madison, and Tensas Parish Police Juries, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Indigent Defender Board 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.

Continued

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

C. Fund Accounting

The Board uses a general fund, special revenue fund, and an account group 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.

D. General Fixed Assets

Fixed assets (equipment) are capitalized in the general fixed assets account group rather than in the General Fund. Public domain or infrastructures are not capitalized. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost and recorded as expenditures at the time of purchase and the related assets are capitalized (reported) in the general fixed assets account group. The account group is not a fund. It is concerned only with the measurement of results of operations.

E. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund and Special Revenue Fund are accounted for using current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund and Special Revenue Fund. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

In the General Fund, court costs on fines and forfeitures imposed by the district and city courts and bail bond revenues are recorded in the year they are collected by the tax collectors or Parish Sheriff.

Continued

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

In the Special Revenue Fund, all of the Felony Defense revenues are recognized when received since they have also been earned.

Expenditures

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

F. Budget Practices

The Indigent Defender Board complied with the Local Government Budget Act.

G. Cash

Cash includes amounts in demand deposits. Under state law, the district may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or of any other state of the United States or under the laws of the United States.

H. Vacation, Sick Leave, and Pension Plan

The Indigent Defender Board has one employee who is not currently under a formal vacation, sick leave, or pension plan.

I. Encumbrances

The Board does not utilize encumbrance accounting.

J. Total Column on Balance Sheet

The total column on the statement is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

Continued

**SIXTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD PARISHES OF
EAST CARROLL, MADISON, AND TENSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2003**

2. CASH

At December 31, 2003, the Board has cash (collected bank balances and carrying value) totaling \$12,311 in demand deposits and \$22,009 in interest-bearing demand deposits. 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 to be held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. These deposits are secured from risk by federal deposit insurance at December 31, 2003.

3. CHANGES IN GENERAL FIXED ASSETS

There were no changes in general fixed assets (equipment) for the year ended December 31, 2003.

4. LEASES

The Indigent Defender Board does not have any capital or operating leases at December 31, 2003.

5. LITIGATION AND CLAIMS

There is no pending litigation against the Indigent Defender Board at December 31, 2003.

6. CONTINGENCIES

The Board receives State Grants for specific purposes that are subject to review and audit by State agencies. Such audits could result in a request for reimbursement by the State for expenditures disallowed under the terms and conditions of the appropriate agency. In the opinion of the Board, such disallowances, if any, will not be significant.

7. PER DIEM

There were no per diem amounts paid during the year to Board members for their service on the Board. Board members may serve as indigent defenders and are compensated for their professional services.

**SIXTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
PARISHES OF EAST CARROLL,
MADISON, AND TENSAS, LOUISIANA**

**Independent Accountant's Report
On Applying Agreed Upon Procedures**

Year Ended December 31, 2003



WE BRING EXCELLENCE AND INNOVATION TO THE EQUATION

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Sixth Judicial District Indigent Defender Board
and Legislative Auditor, State of Louisiana
P.O. Box 1269
Tallulah, Louisiana 71284-1269

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Sixth Judicial District Indigent Defender Board ("The Board") and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Sixth Judicial District Indigent Defender Board's compliance with certain laws and regulations during the year ended December 31, 2003, included in the accompanying *Louisiana Attestation Questionnaire*. Management is responsible for the Board's compliance with these requirements. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures for materials or supplies exceeding \$15,000, nor any public works exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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Monday, May 17, 2004 (2).max

To the Sixth Judicial District Indigent Defender Board
and Legislative Auditor, State of Louisiana

Page Two

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

The Board complied with the Local Government Budget Act by adopting a budget.

6. Trace the budget adoption and amendments to the minute book.

The Board complied with the Local Government Budget Act by adopting a budget.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual total expenditures exceed budgeted total amounts by more than 5%.

The Board complied with the Local Government Budget Act by adopting a budget.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

Accounting and Reporting - Continued

- (b) determine if payments were properly coded to the correct fund and general ledger account;

All of the six payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities;

Per review of cancelled checks and supporting documentation, it was noted that the appropriate approval signature for payment of the invoices was present.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Sixth Judicial District Indigent Defender Board is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. We could find no evidence supporting or denying such assertion.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

To the Sixth Judicial District Indigent Defender Board
and Legislative Auditor, State of Louisiana

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Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advances, or gifts.

We inspected payroll records and minutes for the year and noted no instances indicating payments to employees would constitute bonuses, advances, or gifts.

12. Test compliance with Louisiana Defenders Board District Assistance Fund.

We reviewed the transactions associated with the fund and noted no instances of non-compliance.

Our prior year report, dated April 30, 2003, included a comment for failure to comply with the Local Government Budget Act by not adopting a budget. It was noted in the current year the Board adopted a budget for 2003.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of the Sixth Judicial District Indigent Defender Board and the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than those specified parties.

Mays Company

Vicksburg, Mississippi
May 6, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)
May 31, 2004

May & Company, LLP
P.O. Box 821568
Vicksburg, MS 39182-1568

In connection with your compilation of our financial statements as of December 31, 2003 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of May 31, 2004.

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date
Jerome D. Bialy President 5-10-04 Date