

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana**

**General Purpose Financial Statements
With Accountant's Compilation Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2003**

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 5-26-04

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL CORPORATION

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana

General Purpose Financial Statements
With Accountant's Compilation Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2003

CONTENTS

	<u>Statement</u>	<u>Page No.</u>
Accountant's Compilation Report		2
General Purpose Financial Statements:		
Balance Sheet, All Fund Types and Account Groups	A	4
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance	B	5
Notes to the Financial Statements		6
Accountant's Report on Applying Agreed-Upon Procedures		11
Louisiana Attestation Questionnaire		16

Mary Jo Finley, CPA

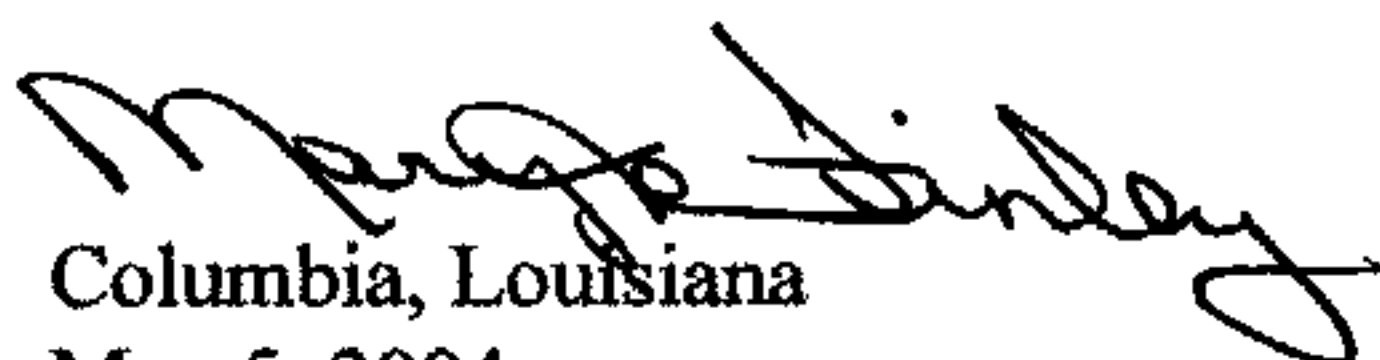
**A Professional Corporation
129 Chambola Drive
Columbia, LA 71418
Phone (318) 649-5089**

Accountant's Compilation Report

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana**

I have compiled the general purpose financial statements, as listed in the foregoing table of contents, of the Eighth Judicial District Indigent Defender Board, a component unit of the Winn Parish Police Jury, as of December 31, 2003, and for the year then ended, in accordance with standards established by *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 and schedules information that is the representation of management. I have not audited or reviewed the accompanying financial statements and schedules and, accordingly, do not express an opinion or any other form of assurance on them.


Columbia, Louisiana
May 5, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS
(Overview)**

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 2003

GOVERNMENTAL
FUND TYPE -
GENERAL FUND

ASSETS

Cash	\$5,061
Receivables	29,545
Total assets	<u>\$34,606</u>

LIABILITIES AND FUND EQUITY

Liabilities - accounts payable	\$9,742
Fund equity - fund balance - unreserved - undesignated	24,864
TOTAL LIABILITIES AND FUND EQUITY	<u>\$34,606</u>

See accompanying notes and Accountant's compilation report.

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended December 31, 2003**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Intergovernmental revenue - state grant	\$40,000	\$37,906	(\$2,094)
Fees, charges, and commissions for services - court costs	28,000	43,222	15,222
Use of money and property-interest earnings		47	47
Miscellaneous Revenues	<u>18,000</u>	<u>13,054</u>	<u>(4,946)</u>
Total revenues	<u>86,000</u>	<u>94,229</u>	<u>8,229</u>
EXPENDITURES			
Current - general government - judicial:			
Personal services and related benefits - attorney salaries	90,000	79,450	10,550
Operating services	3,150	987	2,163
Materials and supplies	<u>1,788</u>	<u>2,421</u>	<u>(633)</u>
Total expenditures	<u>94,938</u>	<u>82,858</u>	<u>12,080</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(8,938)	11,371	20,309
FUND BALANCE AT BEGINNING OF YEAR	<u>8,938</u>	<u>13,493</u>	<u>4,555</u>
FUND BALANCE AT END OF YEAR	<u><u>NONE</u></u>	<u><u>\$24,864</u></u>	<u><u>\$24,864</u></u>

See accompanying notes and Accountant's compilation report.

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana**

Notes to the Financial Statements
As of and for the Year Ended December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Eighth Judicial District Indigent Defender Board is established in compliance with Louisiana Revised Statutes 15:144-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parish of Winn, Louisiana. The indigent defender board is composed of five members who are appointed by the district court. The board members serve without compensation.

A. REPORTING ENTITY

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

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

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana
Notes to the Financial Statements (Continued)**

3. *Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.*

Board members are appointed by the district judge. However, the police jury is ultimately responsible for the fiscal operations of the Eighth Judicial District court system, which includes the Indigent Defender Board. Further, because of this relationship, the police jury's primary government financial statements would be misleading without inclusion of the board's financial statements. Therefore, the indigent defender board is considered a component unit of the parish reporting entity.

B. FUND ACCOUNTING

The board 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 that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing service to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The board's current operations require the use of only a governmental fund (General Fund). The General Fund is the general operating fund of the indigent defender board and accounts for all of its financial resources.

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana
Notes to the Financial Statements (Continued)

**C. GENERAL FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

The indigent defender board has no fixed assets or long-term obligations at December 31, 2003.

D. BASIS OF ACCOUNTING

The 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 current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary 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*. The board uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Court costs on fines and forfeitures imposed by the district are recorded in the year they are collected by the tax collector. Based on that criteria, court costs on fines and forfeitures are treated as susceptible to accrual.

Expenditures

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

E. CASH

Under state law, the indigent defender board 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

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana
Notes to the Financial Statements (Continued)**

union, or the laws of the United States. Further, the board may invest in time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2003, the Eighth Judicial District Indigent Defender Board has cash (book balances) totaling \$5,061.

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. Deposit balances (bank balances) at December 31, 2003, total \$5,061, and are fully secured by federal deposit insurance.

F. VACATION AND SICK LEAVE

The indigent defender board has no employees; therefore, no vacation and sick leave policy is required.

2. RECEIVABLES

The indigent defender board receivables of \$29,545 at December 31, 2003, are as follows:

Court costs	\$1,693
State grant	<u>27,852</u>
Total	<u>\$29,545</u>

3. INDIGENT DEFENDER ATTORNEYS

As provided by Louisiana Statutes 15:145(b)(3), the indigent defender board entered into an agreement with Herman A. Castete, attorney, to provide legal representation to indigents in the Eighth Judicial District. The agreement provides for a monthly salary of \$4,000 for the chief defender plus city court costs.

4. LITIGATION

At December 31, 2003, the indigent defender board is not involved in any litigation nor is it aware of any unasserted claims.

**Independent Accountant's Report on Applying
Agreed-Upon Procedures**

The following independent Accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Mary Jo Finley, CPA

A Professional Corporation

129 Chambola Drive

Columbia, LA 71418

Phone (318) 649-5089

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

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Winnfield, Louisiana**

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed upon by the management of the Eighth Judicial District Indigent Defender Board and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Eighth 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*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I 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 each 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).

A review was made of all disbursement for the year. That review disclosed no expenditures made during the period under examination for materials and supplies exceeding \$15,000. No expenditures were disclosed for public works exceeding \$100,000.

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2003**

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.

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

The district has no employees. Legal services are provided on a contractual basis.

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

As stated above, the district has no employees. However, I determined that the contractor attorney did not appear on the list provided by management in number 2 above.

Budgeting

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

I obtained a copy of the original budget. There were no budget amendments.

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

I traced the adoption of the original budget to the minutes of meetings held on December 12, 2002, which indicated that the budget had been adopted by the Board of Commissioners of the Eighth Judicial District Indigent Defender Board by votes of all in favor and none opposed. There were no amendments.

7. Compare the revenues and expenditures of the final budgets to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budgets to actual revenues and expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more, nor did actual expenditures exceed budgeted amounts by 5% or more.

**EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2003**

Accounting and Reporting

8. Randomly select 6 disbursements made during each period under examination and;
- (a) trace payments to supporting documentation as to correct amount and payee;
 - (b) determine if payments were properly coded to the correct fund and general ledger account;
 - (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

- (a) The six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.
- (b) All six payments were coded to the correct fund and general ledger account.
- (c) Inspection of documentation supporting each of the six disbursements indicated that the board chairman examines all expenditures at time of payment.

Meetings

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

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted.

Debt

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

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

EIGHTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2003

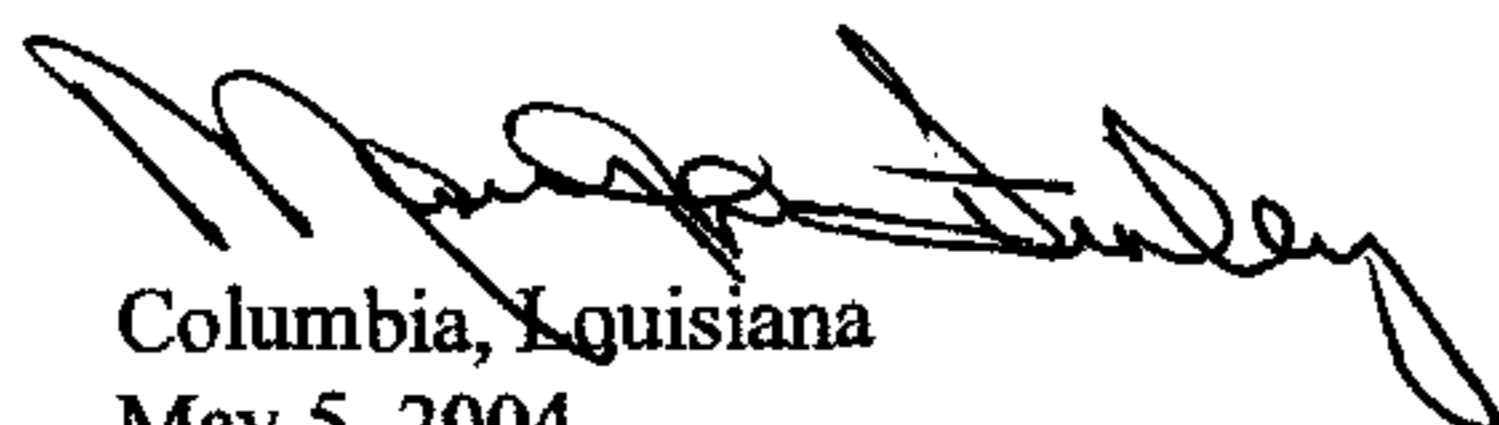
Advances and Bonuses

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.

As stated in number 3 above, the district has no paid employees. A reading of the minutes of the board for the year indicated no approval for the payments noted. I also inspected disbursements journals for the year and noted no instances which would indicate payments to the individuals under contract which would constitute bonuses, advances, or gifts.

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

This report is intended solely for the use of management of the Eighth Judicial District Indigent Defender Board and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Columbia, Louisiana
May 5, 2004

Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc
129 Chambola Drive
Columbia, LA 71418

In connection with your compilation of our financial statements of the Eighth Judicial District Indigent Defender Board 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 regulations 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 information available to us as of May 5, 2004

PUBLIC BID LAW

1. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes [] No [] N/A [X]

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. No employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-RS 42:1101-1124.

Yes [X] No [] N/A []

3. 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 which would constitute a violation of LSA-RS 42:1119.

Yes [X] No [] N/A []

BUDGETING

4. 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 39:43.

Yes [X] No [] N/A []

ACCOUNTING AND REPORTING

5. 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 [X] No [] N/A []

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

Yes [X] No [] N/A []

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

Yes [X] No [] N/A []

MEETINGS

8. We have complied with the provisions of the Opening Meetings Law, LSA-RS 42:1-12.

Yes [X] No [] N/A []

DEBT

9. 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 47:1410.60.

Yes [X] No [] N/A []

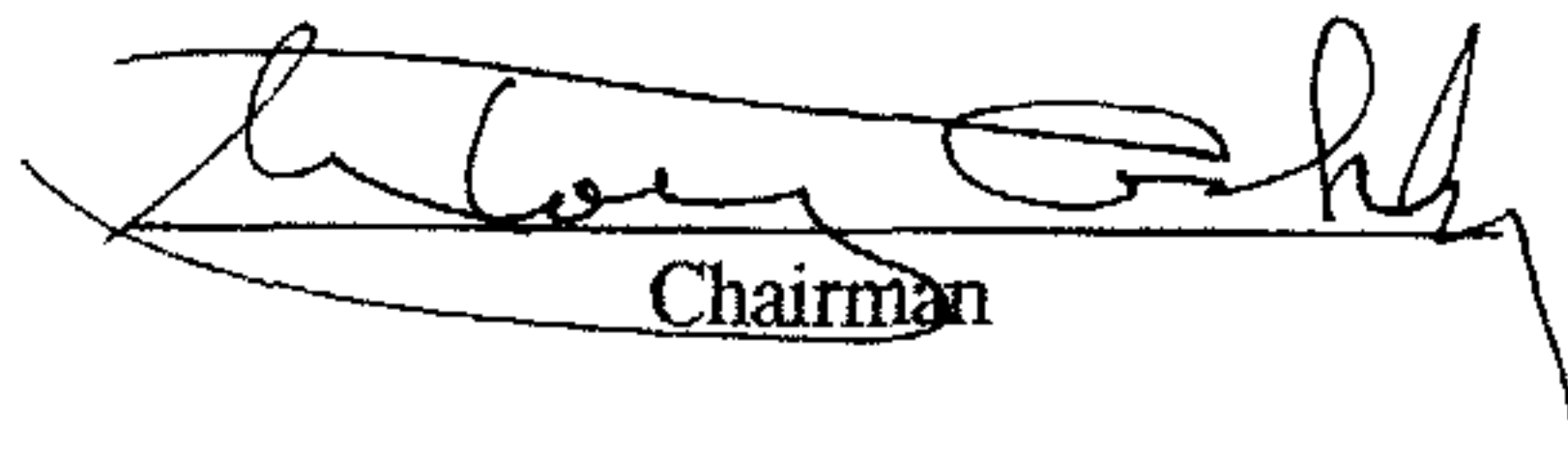
ADVANCES AND BONUSES

10. 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 [X] No [] N/A []

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 non-compliance which may occur subsequent to the issuance of your report.


Chairman

May 5, 2004
Date