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**North Louisiana Criministics Laboratory Commission
Shreveport, Louisiana**

Financial Statements

As of and For the Year Ended December 31, 2003

Under provisions of state law, this report is a public document. Copies 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 7-28-04

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana

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Independent Auditors' Report

To the Members of the
Board of Commissioners
North Louisiana Criministics Laboratory Commission

We have audited the accompanying general purpose financial statements of the North Louisiana Criministics Laboratory Commission (the "Commission"), as of and for the year ended December 31, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Commission as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2004, on our consideration of North Louisiana Criministics Laboratory Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Cook & Morehart
Certified Public Accountants
June 2, 2004

North Louisiana Criminalistics Laboratory Commission
 Shreveport, Louisiana
 Combined Balance Sheet - General Fund and Account Groups
 December 31, 2009

	General Fund	General Fixed Assets Account Group	General Long Term Debt Account Group	Totals - Memorandum Bully
Assets				
Cash	\$ 194,888			\$ 194,888
Accounts receivable	231,728			231,728
Investment in fixed assets known to be provided for retirement of long term debt		4,614,536		4,614,536
			88,374	88,374
Total assets	\$ 426,616	\$ 4,614,536	\$ 88,374	\$ 5,129,526
Liabilities, Fund Equity and Other Credit				
Liabilities:				
Accounts payable (Compensated absences)	\$ 8,628		\$ 88,374	\$ 96,992
Total liabilities	8,628		88,374	106,992
Fund Equity and Other Credit:				
Investment in general fixed assets		4,614,536		4,614,536
Fund balance - unreserved - unobligated	418,788			418,788
Total fund equity and other credit	418,788	4,614,536		5,033,324
Total liabilities, fund equity and other credit	\$ 426,616	\$ 4,614,536	\$ 88,374	\$ 5,129,526

The accompanying notes are an integral part of this statement.

North Louisiana Crime/Justice Laboratory Commission
 Shreveport, Louisiana
 General Fund
 Statement of Revenues, Expenditures, and Changes in Fund Balance
 For the Year Ended December 31, 2022

Revenues	
Court fees:	
District courts	\$ 981,735
City courts	485,013
Mayor courts	73,599
Grant revenues	29,884
Bond fees	21,284
State appropriation	108,000
Interest income	3,610
Miscellaneous	11,766
Total revenues	<u>1,719,801</u>
Expenditures	
Operations:	
Auto expenses	11,241
Building maintenance	22,241
Accrual/retiree expenses	1,288
Dues and subscriptions	3,199
Freight	1,871
Insurance - general	55,962
Insurance - health	108,248
Laboratory equipment maintenance	28,227
Laboratory supplies	258,548
Professional fees	14,000
Office supplies	21,467
Document examiner	21,806
Other services	18,494
Retirement expense	87,234
Salaries	1,120,808
Payroll taxes	10,294
Training	8,480
Travel	29,271
Utilities	64,735
Capital outlay	37,550
Total expenditures	<u>1,818,527</u>
Excess (deficiency) of revenues over (under) expenditures	(98,726)
Fund balance, beginning of year	<u>612,478</u>
Fund balance, end of year	<u>\$ 513,752</u>

The accompanying notes are an integral part of this statement.

North Louisiana Crime Laboratories Laboratory Commission
Shreveport, Louisiana
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (Cash Basis) and Actual
For the Year Ended December 31, 2003

	Actual	Budget	Variance - Favorable (Unfavorable)
Revenues			
Court fees:			
District courts	\$ 876,368	\$ 1,070,756	\$ (21,388)
City courts	481,808	480,308	1,500
Mayor courts	70,388	85,508	1,738
Grant revenue	426,804	89,875	336,929
Grant fees	15,828	14,363	(1,465)
Interest income	3,518	3,488	30
Miscellaneous	11,708	411,152	(399,444)
Total revenues	<u>1,897,412</u>	<u>2,085,488</u>	<u>(188,076)</u>
Expenditures			
Operations:			
Auto expense	11,241	10,000	(1,241)
Building maintenance	32,241	35,000	2,759
Accreditation expense	1,368	6,000	4,632
Dues and subscriptions	2,159	8,000	5,841
Freight	1,871	1,000	(871)
Insurance - general	16,962	73,000	56,038
Insurance - health	138,248	128,000	(10,248)
Laboratory equipment maintenance	354	25,000	24,646
Laboratory supplies	178,641	208,180	29,539
Professional fees	14,083	18,000	4,917
Office supplies	48,264	25,000	(23,264)
Document examiner	27,680	27,680	
Other services	18,483	12,000	(6,483)
Retirement expense	87,234	118,000	30,766
Salaries	1,728,889	1,760,000	31,111
Payroll taxes	18,784	12,000	(6,784)
Training	8,480	29,000	20,520
Travel	25,271	17,000	(8,271)
Utilities	64,788	60,000	(4,788)
Other expenses	68,051	43,000	(25,051)
Capital outlay	11,280	50,000	38,720
Total expenditures	<u>2,858,292</u>	<u>2,921,788</u>	<u>(63,496)</u>
Excess (deficiency) of revenues over (under) expenditures	63,720	34,688	29,032
Fund balance, beginning of year	189,458	189,458	
Fund balance, end of year	<u>\$ 253,178</u>	<u>\$ 224,146</u>	<u>\$ 29,032</u>

The accompanying notes are an integral part of this statement.

North Louisiana Crime/Intelligence Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2003

(7) Summary of Significant Accounting Policies

The North Louisiana Crime/Intelligence Laboratory Commission (the Commission) was created in accordance with Louisiana Revised Statutes 48:2067-2068.D, for crime detection, prevention, investigation and other related activities in connection with criminal investigations. The Laboratory Commission serves the Louisiana parishes of Avoyelles, Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeLisle, East Carroll, Franklin, Grant, Jackson, Lafayette, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tangipahoa, Union, Vernon, Webster, West Carroll and Winn.

The membership of the Commission consists of the coroner, sheriff, and district attorney of the parish in which the Commission is domiciled, which is Caddo Parish, to serve during their elective terms of office, together with one person from each of the twenty-nine (29) parishes which the Commission serves. These persons are appointed by the respective governing authorities of the parishes and serve for a period of two years or until a successor is appointed. The Commissioners serve without pay.

A. Basis of Presentation

The accompanying financial statements of the Commission 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

Louisiana Revised Statute 48:2265 states that the Commission is created as a body public with the right to sue and be sued, acquire any and all property necessary for its operations, to incur debt, to accept gifts and donations, and to establish rules and regulations for the conduct of its affairs. For these reasons and due to the nature of its operations covering twenty-nine (29) parishes, the Commission is considered a legally separate local public entity and it is not considered a component unit of any parish or other local government.

C. Fund Accounting

The Commission 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 governmental 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.

(Continued)

North Louisiana Criministics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2000
(Continued)

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

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

The **General Fixed Asset Account Group** establishes accounting controls and accountability for the Commission's general fixed assets.

The **General Long-Term Debt Account Group** accounts for long-term liabilities to be financed from governmental funds.

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.

Governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). "Available" means collectible within the current period or within 90 days after year-end. Expenditures are recognized when the related fund liability is incurred.

E. Budgets

The System Director and Executive Secretary prepare a proposed budget and do the following:

- (1) Submit it to the Board of Commissioners for approval.
 - (2) Submit it to all governing authorities of the parishes which the Commission serves in order to obtain at least a majority approval.
 - (3) All budgetary appropriations lapse at the end of each fiscal year.
- (4) The basis of accounting applied to budgetary data is presented on the cash basis of accounting.

(Continued)

North Louisiana Criminology Laboratory Commission
 Shreveport, Louisiana
 Notes to Financial Statements
 December 31, 2003
 (Continued)

The budget comparison statement included in the accompanying financial statements includes the original adopted budget and the subsequent amendment. The following schedule reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the statement on page 4 (budget basis) with the amounts shown on the statement on page 3 (GAAP basis):

	General Fund
Excess (deficiency) of revenues over expenditures (budget basis)	\$ 80,125
Adjustments:	
Revenue accounts -- net	(238,125)
Expenditures accrued -- net	<u> 7,225</u>
Excess (deficiency) of revenues over expenditures (GAAP basis)	<u>\$ 1,022,125</u>

F. Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Under state law, the Commission may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, 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.

Investments are limited by Louisiana Revised Statute (R.S.) 33:2055. 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. The Commission had no investments at December 31, 2003.

G. Fixed Assets

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost, if purchased, and at fair market value at date of gift, if donated.

(Continued)

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2003
(Continued)

H. Compensated Absences

The Commission has the following policy relating to vacation and sick leave:

Employees of the Commission earn from 3 hours to 15 hours per month of sick leave each year and from 6 hours to 14 hours per month of vacation leave each year, depending on their lengths of service. Upon separation of employment unused vacation leave can be paid to the employee. Sick leave will not be paid upon separation of service. Effective January 1, 1998, vacation leave unused in a given year in excess of 40 hours may not be carried forward. Accumulated unused vacation leave as of December 31, 1997 was allowed to be carried forward. Unused sick leave is allowed to accumulate. The cost of leave privileges, computed in accordance with the above policy, is recognized as a current-year expenditure within the general fund when leave is actually taken.

I. Total Columns on Combined 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 is such data comparable to a consolidation.

J. Court Fees

The Commission's primary revenue source consists of fees assessed in accordance with Louisiana Revised Statute 48:2284 on criminal cases prosecuted under state statutes, parish ordinances, or city ordinances in any mayor's, city, or district court of the State of Louisiana sitting within a parish served by the Commission. The fees are assessed in accordance with fee schedule as listed in Louisiana Revised Statute 48:2284 and are \$10 and \$50 per case depending on the type of offense. Revenue is recorded based upon the period collected by various courts.

K. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could differ from those estimates.

(Continued)

North Louisiana Crime Laboratory Commission
 Shreveport, Louisiana
 Notes to Financial Statements
 December 31, 2003
 (Continued)

(2) Cash and Cash Equivalents

At December 31, 2003, the Commission has cash (bank balances) totaling \$154,869 in an interest bearing demand deposit account.

These deposits are stated at cost. 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 custodial bank that is mutually acceptable to both parties. At December 31, 2003, the Commission had \$298,630 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$198,630 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GAO Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GAO Statement No. 3, Louisiana Revised Statute 26:1229 imposes a statutory requirement on the custodial bank to advertise and call the pledged securities within 10 days of being notified by the Commission that the fiscal agent has failed to pay deposited funds upon demand.

(3) Receivables

The following is a summary of receivables at December 31, 2003:

Court fees	\$ 118,384
Bond fees	7,344
State appropriation	<u>138,080</u>
	<u>\$ 263,808</u>

(4) Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	Balance <u>1/01/2003</u>	Additions	Deductions	Balance <u>12/31/2003</u>
Land	\$ 78,161	\$ -	\$ -	\$ 78,161
Buildings	898,532	-	-	898,532
Furniture and fixtures	137,530	-	-	137,530
Laboratory & office equipment	3,277,488	21,568	-	3,299,056
Automobiles	135,389	-	-	135,389
	<u>\$ 4,528,080</u>	<u>\$ 21,568</u>	<u>\$ -</u>	<u>\$ 4,549,648</u>

(Continued)

North Louisiana Criministics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2002
(Continued)

(9) Pension Plan

Substantially all employees of the Commission 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 Commission are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from Commission funds are eligible to participate in the System. Under Plan A, employees who retire at or after age 58 with at least 10 years of creditable service, at or after age 55 with at least 20 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 per cent of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one per cent of final average salary plus 1/24 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 benefits 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 Employer Retirement System, Post Office Box 74870, Baton Rouge, Louisiana 70880-4870, or by calling (504) 828-1381.

Under Plan A, members are required by state statute to contribute 6.5 percent of their annual covered salary and the Commission is required to contribute at an actuarially determined rate. The current rate is 3.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one per cent (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 Commission are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:163, 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 Commission's contributions to the System under Plan A for the years ending December 31, 2000, 2002, and 2001 were 980,234, 86,763, and 183,875, respectively, equal to the required contributions for each year.

(Continued)

North Louisiana Criminalistics Laboratory Commission
 Shreveport, Louisiana
 Notes to Financial Statements
 December 31, 2003
 (Continued)

(6) Risk Management

The Commission purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the prior year.

(7) Changes in General Long-Term Debt

The following is a summary of the long-term obligation transactions for the year ended December 31, 2003:

	2002	Additions	Retirements	2003
Compensated Absences	\$ 81,852	\$ 252	\$ -	\$ 82,104

(8) Compensated Absences

At December 31, 2003, employees of the Commission have accumulated and vested 180,374 of employee leave benefits. This amount is recorded in the general long-term debt account group. The amount expected to be paid from current resources is not significant. The cost of leave privileges is recognized as a current year expenditure when leave is actually taken.

(9) GASBS No. 34

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (Statement). Certain of the significant changes in the Statement include the following:

For the first time the financial statements will include:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Commission's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Commission's activities, including reporting infrastructure assets (roads, bridges, etc.), as applicable.
- A change in the fund financial statements to focus on the major funds.

The general provisions of GASBS No. 34 must be implemented in the year ending December 31, 2004.

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Certified Public Accountants

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**Report on Compliance and on Internal Control Over Financial
Reporting Based on an Audit of Financial Statements
Performed in Accordance With Government Auditing Standards**

To the Members of the
Board of Commissioners
North Louisiana Criminalistics
Laboratory Commission

We have audited the general purpose financial statements of the North Louisiana Criminalistics Laboratory Commission as of and for the year ended December 31, 2023, and have issued our report thereon dated June 3, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 North Louisiana Criminalistics Laboratory Commission'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 tests disclosed no instances of noncompliance that we required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the North Louisiana Criminalistics Laboratory Commission'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. 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 material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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. 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 solely for the information and use of management, others within the organization, and the Board of Commissioners; and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Cook & Monahan
Certified Public Accountants
June 2, 2004

North Carolina Crime Laboratories Commission
Shreveport, Louisiana
Summary Schedule of Audit Findings
December 31, 2000

Summary Schedule of Prior Audit Findings

There were no findings or management letter comments for the prior year audit for the year ended December 31, 2000.

Executive Action Plan for Current Year Audit Findings

There are no findings or management letter comments for the current year audit for the year ended December 31, 2000.