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THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

ANNUAL FINANCIAL REPORT

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 8/11/04

CONTENTS

	Exhibit	Page
UNQUALIFIED OPINION ON GENERAL-PURPOSE FINANCIAL STATEMENTS-GOVERNMENTAL ENTITY	-	1-2
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>	-	3-4
SCHEDULE OF FINDINGS AND QUESTIONED COTS	-	5-6
GENERAL PURPOSE FINANCIAL STATEMENTS (COMBINED STATEMENTS - OVERVIEW)		
Combined balance sheet - all fund types and account group	A	8
Statement of revenues, expenditures, and changes in fund balances - general fund	B	9
Statement of revenues, expenditures, and changes in fund balances - budget (GAAP basis) and actual general fund type	C	10
Notes to financial statements	-	11-15
	Schedule	Page
ADDITIONAL INFORMATION		
Schedule of Prior Year Findings	1	17
Management's Corrective Action Plan	2	18

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UNQUALIFIED OPINION ON GENERAL-PURPOSE FINANCIAL STATEMENTS-GOVERNMENTAL ENTITY

INDEPENDENT AUDITOR'S REPORT

Thirtieth Judicial District
Indigent Defender Board
Leesville, Louisiana

I have audited the accompanying general-purpose financial statements of the Thirtieth Judicial District Indigent Defender Board, 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 Thirtieth Judicial District Indigent Defender Board's management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

I conducted my 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 I 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Thirtieth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003 and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued a report dated June 16, 2004, on my consideration of the Thirtieth Judicial District Indigent Defender Board's internal control over financial reporting and my tests of its compliance with laws, regulations, contracts and grants.

My audit was performed for the purpose of forming an opinion on the general purpose financial statements of the District taken as a whole. The accompanying schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Elliott + Assoc. "APAC"

Leesville, Louisiana
June 16, 2004

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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

Thirtieth Judicial District
Indigent Defender Board
Leesville, Louisiana

I have audited the financial statements of the Thirtieth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003, and have issued my report thereon dated June 16, 2004. I conducted my 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 Thirtieth Judicial District Indigent Defender Board's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Thirtieth Judicial District Indigent Defender Board's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control 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 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of management, others within the organization, the Indigent Defender Board, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Elliott & Assoc. "APAC"
Leesville, Louisiana
June 16, 2004

Thirtieth Judicial District Indigent Defender Board

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Fiscal Year Ended December 31, 2003

I have audited the financial statements of Thirtieth Judicial District Indigent Defender Board as of and for the year ended December 31, 2003, and have issued my report thereon dated June 16, 2003. I conducted my 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. My audit of the financial statements as of December 31, 2003 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

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

Internal Control
Material Weaknesses () Yes (X) No
Reportable Conditions () Yes (X) No

Compliance
Compliance Material to Financial Statements () Yes (X) No

b. Federal Awards

Internal Control
Material Weaknesses () Yes () No (X) N/A
Reportable Conditions () Yes () No (X) N/A

Type of Opinion On Compliance For Major Programs
Unqualified () Qualified ()
Disclaimer () Adverse ()
N/A (X)

Are their findings required to be reported in accordance with Circular A-133, Section .510(a)?
() Yes () No (X) N/A

c. Identification of Major Programs

CFDA Number(s) Name of Federal Program

None

None

Dollar threshold used to distinguish between Type A and Type B Programs:

N/A

Is the auditee a "low-risk" auditee, as defined by OMB Circular A-133?
() Yes () No (X) N/A

Section II Financial Statement Findings

N/A

Section III Federal Award Findings and Questioned Costs

N/A

See independent auditor's report.

GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP
December 31, 2003

	Governmental Fund Type General Fund	Account Group - General Fixed Assets	Total (Memorandum Only)
<u>ASSETS</u>			
Cash and cash equivalents (Note 2)	\$ 47,469	\$ ---	\$ 47,469
Indigent fees receivable	---	---	---
District and City court receivable	20,601	---	20,601
Misc. restitution receivable	---	---	---
Equipment (Note 4)	---	<u>711</u>	<u>711</u>
Total assets	<u>\$ 68,070</u>	<u>\$ 711</u>	<u>\$ 68,781</u>
 <u>LIABILITIES AND FUND</u>			
<u>EQUITY</u>			
Liabilities:			
Accounts payable	\$ ---	\$ ---	\$ ---
Payroll taxes payable	<u>1,337</u>	<u>---</u>	<u>1,337</u>
Total liabilities	<u>1,337</u>	<u>---</u>	<u>1,337</u>
Fund equity:			
Investment in general fixed assets (Note 4)	---	711	711
Fund balance - Unreserved-undesignated	<u>66,733</u>	<u>---</u>	<u>66,733</u>
Total fund equity	<u>66,733</u>	<u>711</u>	<u>67,444</u>
Total liabilities and Fund equity	<u>\$ 68,070</u>	<u>\$ 711</u>	<u>\$ 68,781</u>

The accompanying notes are an integral part of this statement.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GENERAL FUND
For the year ended December 31, 2003

REVENUES

Court costs on fines and forfeitures	303,598
Indigent fees	14,106
Pretrial Reimbursement	6,753
Misc. restitutions	12,057
Interest income	<u>313</u>
 Total revenues	 <u>336,827</u>

EXPENDITURES

Salaries and related benefits	341,248
Professional services	12,305
Materials and supplies	759
Miscellaneous	<u>880</u>
 Total expenditures	 <u>355,192</u>
 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	 (18,365)
 FUND BALANCE, BEGINNING	 <u>85,098</u>
 FUND BALANCE, ENDING	 <u>\$ 66,733</u>

The accompanying notes are an integral part of this statement.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND TYPE

For the Year Ended December 31, 2003

	<u>Favorable Budget</u>	<u>Actual</u>	Variance - <u>(Unfavorable)</u>
Revenues:			
Court costs on fines and forfeitures	300,000	303,598	3,598
Indigent fees	15,000	14,106	(894)
Pretrial Reimbursement	---	6,753	6,753
Misc. Restitutions	11,000	12,057	1,057
Interest Income	<u>300</u>	<u>313</u>	<u>13</u>
Total revenues	<u>326,300</u>	<u>336,827</u>	<u>10,527</u>
Expenditures:			
Salaries and related benefits	340,000	341,248	(1,248)
Professional services	12,000	12,305	(305)
Materials and supplies	1,200	759	441
Miscellaneous	<u>1,000</u>	<u>880</u>	<u>120</u>
Total expenditures	<u>354,200</u>	<u>355,192</u>	<u>(992)</u>
Excess (Deficiency) of revenues Over expenditures	(27,900)	(18,365)	9,535
Fund balance, beginning	<u>85,098</u>	<u>85,098</u>	<u>---</u>
Fund balance, ending	<u>\$ 57,198</u>	<u>\$66,733</u>	<u>9,535</u>

The accompanying notes are an integral part of this statement.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

NOTES TO FINANCIAL STATEMENTS
December 31, 2003

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Thirtieth Judicial District Indigent Defender Board was 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 Vernon, Louisiana, and is composed of three attorneys appointed by the thirtieth judicial district judges.

The board members are not compensated for their services as a board member, but do receive the same compensation as other attorneys for providing legal representation to indigent people who have been criminally charged with a crime. There are two Indigent Defender Board employees who handle accounting and administrative matters for the Board on a part-time basis.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepted accounting principles for state and local government.

For financial reporting purposes, in conformance with GASB Codification Sections 2100, the Indigent Defender Board is a part of the district court system of the State of Louisiana. However, the board operates autonomously from the State of Louisiana and independently from the district court system. Therefore, the board reports as an independent reporting entity.

A. Fund Accounting

The Indigent Defender Board is organized and operated on a fund basis whereby a separate self-balancing set of accounts (General Fund) is maintained that comprises its assets, liabilities, fund equity, revenues, and expenditures.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

B. Fixed Assets and Long-term Obligations

Fixed assets used in the Indigent Defender Board's operations are accounted for in the general fixed assets account group, rather than in the General Fund. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost. The general fixed assets account group is not a "fund". It is concerned only with the measurement of financial position and does not involve measurement of results of operation. There are no long-term obligations at December 31, 2003.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The Indigent Defender Board's records are maintained on a cash basis of accounting. However, the general fund, as reported in the accompanying financial statements, has been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Court costs from the parish and city courts are recorded when collected by the sheriff and city court.

Substantially all of the revenues are recorded when received.

Expenditures --

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

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)

D. Budgetary Practices

The board uses the following practices:

1. The budgetary calendar includes preparation of the budget in November; a public notice in December and also final adoption in December of each year.
2. Appropriations lapse at year-end.
3. There are no encumbrances.
4. There were no amendments to the 2002 budget.

E. Vacation and Sick Leave

The two employees of the Indigent Defender Board receive a one week vacation annually. Vacation leave cannot be accumulated. The Indigent Defender Board does not have a formal policy for sick leave.

F. Total Column on Balance Sheet - Overview

The total column on the balance sheet - overview 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.

G. Accounts Receivable Write Off Method

The Indigent Defender Board has adopted a write off policy wherein any account that is deemed un collectible is written off directly when the account's collection efforts have been deemed unsuccessful.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

NOTE 2--CASH AND CASH EQUIVALENTS

Under state law, the District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The District may invest in United States bonds, treasury notes, time certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, investments as stipulated in state law, or any other federally insured investment.

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 board 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.

At December 31, 2003, the District had cash and investments as follows:

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
Cash (demand deposits)	\$ <u>47,469</u>	\$ <u>---</u>	\$ <u>47,469</u>

At year end, the carrying amount of the District's deposits (demand deposits and certificates of deposit) were \$47,469, and the bank balances were \$47,469. All deposits were fully covered by federal depository insurance.

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 at least equal the amount on deposit with the fiscal agent.

NOTE 3--RECEIVABLES

Receivables at December 31, 2003 consist of the following: indigent fees, district court costs, city court costs, and miscellaneous restitutions. There is no allowance for doubtful accounts because management considers all receivables collectible at year end.

THIRTIETH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

NOTE 4--CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

Balance at December 31, 2002	\$711
Additions	---
Deletions	---
Balance at December 31, 2003	<u>\$711</u>

NOTE 5--LEASES

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

NOTE 6--PENSION PLAN

The Indigent Defender Board does not have any other retirement plan for its two employees other than the federal social security program.

NOTE 7--RISK MANAGEMENT

The Indigent Defender Board is exposed to various risks of loss related to torts, errors and omissions, and natural disasters.

The Board covers all losses, claim settlements, and judgments from operating resources. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. There is no litigation pending against the Indigent Defender Board at December 31, 2003.

NOTE 8--COMPENSATION OF BOARD MEMBERS

During the year ended December 31, 2003, no per diem payments were made to board members other than the professional fees paid for their legal services to the Indigent Defender Board. The following board members were paid salaries as follows for the year ended December 31, 2003 for providing legal services to the indigent:

Tony Tillman	\$27,718
Scott Westerchil	26,500
Clay Williams	29,556

SUPPLEMENTARY INFORMATION

Thirtieth Judicial District Indigent Defender Board

SCHEDULE OF PRIOR YEAR FINDINGS

For the Fiscal Year Ended December 31, 2003

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

There were no prior year findings relating to internal control and compliance material to the financial statements.

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

There were no prior year findings relating to internal control and compliance material to federal awards.

SECTION III MANAGEMENT LETTER

There was no management letter with prior year audit report.

See independent auditor's report.

Thirtieth Judicial District Indigent Defender Board

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Fiscal Year Ended December 31, 2003

**SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENT**

N/A

**SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FED-
ERAL AWARDS**

N/A

SECTION III MANAGEMENT LETTER

N/A

See independent auditor's report.