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**ACADIANA CRIMINALISTICS
LABORATORY COMMISSION
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 8/25/04

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INDEPENDENT AUDITORS' REPORT

To Acadiana Criminalistics
Laboratory Commission
New Iberia, Louisiana

We have audited the general purpose financial statements of Acadiana Criminalistics Laboratory Commission as of and for the year ended December 31, 2003, as listed in the table of contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Acadiana Criminalistics Laboratory 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 May 29, 2004, on our consideration of Acadiana Criminalistics 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.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The financial information listed as "Schedules" in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of Acadiana Criminalistics Laboratory Commission. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the general purpose financial statements of Acadiana Criminalistics Laboratory Commission. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

The financial information for the 2002 fiscal year, which is included for comparative purposes, was taken from the financial report of Acadiana Criminalistics Laboratory Commission for that year in which we expressed an unqualified opinion on the general purpose financial statements.

Broussard, Roche, Lewis & Breau, L.L.P.

Lafayette, Louisiana
May 29, 2004

GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

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

ASSETS	Governmental	Account Groups	
	Fund Type General	General Fixed Assets	General Long- Term Debt
Cash	\$ 28,972	\$ -	\$ -
Investments	316,897	-	-
Court costs receivable	60,119	-	-
Due from other governmental agencies	228,436	-	-
Other receivables	-	-	-
Prepaid insurance	7,929	-	-
Land, building, and equipment	-	1,714,737	-
Amount to be provided for retirement of general long-term debt	-	-	17,382
Total assets	\$ 642,353	\$ 1,714,737	\$ 17,382
LIABILITIES			
Accounts payable	\$ 233,125	\$ -	\$ -
Accrued liabilities	165,740	-	-
Accrued compensated absences	-	-	17,382
Total liabilities	\$ 398,865	\$ -0-	\$ 17,382
FUND EQUITY			
Investment in general fixed assets	\$ -	\$ 1,714,737	\$ -
Fund balance -			
Reserved for encumbrances	62,998	-	-
Designated for subsequent year's expenditures	180,490	-	-
Undesignated	-	-	-
Total fund equity	\$ 243,488	\$ 1,714,737	\$ -0-
Total liabilities and fund equity	\$ 642,353	\$ 1,714,737	\$ 17,382

See Notes to Financial Statements.

Totals (Memorandum Only)	
<u>2003</u>	<u>2002</u>
\$ 28,972	\$ 143,443
316,897	74,916
60,119	37,264
228,436	73,393
-	7,075
7,929	-
1,714,737	1,381,680
<u>17,382</u>	<u>16,001</u>
<u>\$2,374,472</u>	<u>\$1,733,772</u>
\$ 233,125	\$ 2,730
165,740	22,141
17,382	16,001
<u>\$ 416,247</u>	<u>\$ 40,872</u>
\$1,714,737	\$1,381,680
62,998	-
180,490	268,007
-	43,213
<u>\$1,958,225</u>	<u>\$1,692,900</u>
<u>\$2,374,472</u>	<u>\$1,733,772</u>

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

STATEMENTS OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUND TYPE
Years Ended December 31, 2003 and 2002

	<u>General Fund</u>	
	<u>2003</u>	<u>2002</u>
Revenues:		
Intergovernmental	\$ 710,876	\$ 269,689
Fines and forfeits	746,406	717,546
Interest	2,059	3,866
Miscellaneous	<u>13,674</u>	<u>9,206</u>
Total revenues	<u>\$1,473,015</u>	<u>\$1,000,307</u>
Expenditures:		
Current -		
Public safety	\$1,175,124	\$1,079,953
Capital outlay	<u>365,623</u>	<u>7,482</u>
Total expenditures	<u>\$1,540,747</u>	<u>\$1,087,435</u>
Deficiency of revenues over expenditures	\$ (67,732)	\$ (87,128)
Fund balance, beginning	<u>311,220</u>	<u>398,348</u>
Fund balance, ending	<u>\$ 243,488</u>	<u>\$ 311,220</u>

See Notes to Financial Statements.

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

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

Year Ended December 31, 2003

With Comparative Actual Amounts for Year Ended December 31, 2002

	2003		Variance - Favorable (Unfavorable)	2002 Actual
	Budget	Actual		
Revenues:				
Intergovernmental -				
State grant	\$ 344,000	\$ 74,311	\$ (269,689)	\$ 269,689
Federal grant	-	369,518	369,518	-
Other	-	267,047	267,047	-
Fines and forfeits -				
Court costs	724,000	746,406	22,406	717,546
Interest	-	2,059	2,059	3,866
Miscellaneous	10,000	13,674	3,674	9,206
Total revenues	<u>\$1,078,000</u>	<u>\$1,473,015</u>	<u>\$ 395,015</u>	<u>\$1,000,307</u>
Expenditures:				
Current -				
Public safety -				
Personnel costs	\$1,011,750	\$ 959,286	\$ 52,464	\$ 874,158
Workman's compensation	9,600	15,548	(5,948)	9,519
Travel and training	23,400	25,176	(1,776)	15,793
Printing	1,400	1,608	(208)	684
Telephone and utilities	20,000	21,778	(1,778)	18,817
Equipment rental	4,000	1,623	2,377	3,157
Repairs and maintenance	37,000	24,612	12,388	30,722
Insurance	30,000	32,050	(2,050)	21,113
Office supplies	3,700	3,122	578	3,868
Postage and shipping	4,800	3,334	1,466	4,114
Lab supplies	67,900	65,671	2,229	57,501
Vehicle and maintenance supplies	1,900	3,941	(2,041)	2,711
Professional services	9,500	12,430	(2,930)	10,553
Litigation settlement	-	-	-	24,200
Miscellaneous	5,500	4,945	555	3,043
Capital outlay	120,000	365,623	(245,623)	7,482
Total expenditures	<u>\$1,350,450</u>	<u>\$1,540,747</u>	<u>\$ (190,297)</u>	<u>\$1,087,435</u>
Deficiency of revenues over expenditures	\$ (272,450)	\$ (67,732)	\$ 204,718	\$ (87,128)
Fund balance, beginning	<u>272,450</u>	<u>311,220</u>	<u>38,770</u>	<u>398,348</u>
Fund balance, ending	<u>\$ -0-</u>	<u>\$ 243,488</u>	<u>\$ 243,488</u>	<u>\$ 311,220</u>

See Notes to Financial Statements.

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

The financial statements of Acadiana Criminalistics Laboratory Commission have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Commission's accounting policies are described below.

Reporting entity:

The financial reporting entity consists of (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the primary government is not accountable, but 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. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be 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.

Primary government:

Acadiana Criminalistics Laboratory Commission was created in accordance with Louisiana Revised Statute 40:2267.1. The Commission is governed by a 21 member board of commissioners, who serve without pay, comprised of the parish president of Iberia Parish, the sheriffs, district attorneys, and one council/police jury member appointed by the parish councils/police juries of Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary and Vermilion Parishes. The Commission is charged with crime detection, prevention, investigation, and other related activities in connection with criminal investigation.

The operations of the Commission are administered through a director and are financed primarily through court costs collected by the various sheriffs and city courts. The Commission serves the southwest Louisiana parishes enumerated above with operations located in Iberia Parish.

No entities meet the above criteria for inclusion as a component unit of Acadiana Criminalistics Laboratory Commission.

NOTES TO FINANCIAL STATEMENTS

Fund accounting:

Acadiana Criminalistics Laboratory Commission uses one fund and two 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. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the fund because they do not directly affect net expendable available financial resources.

The General Fund, a governmental fund type, is the general operating fund of the Commission, and is used to account for all the financial resources of the Commission.

Basis of accounting:

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

The major source of revenues is court costs which is susceptible to accrual.

Budgets:

Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual appropriated budget is adopted for the General Fund. All annual appropriations lapse at fiscal year end.

NOTES TO FINANCIAL STATEMENTS

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting - under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation - is utilized in the governmental funds. Encumbrances outstanding at year end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year.

Cash and investments:

Cash consists of amounts in demand deposit accounts for the Commission.

Investments consist of amounts invested in the Louisiana Asset Management Pool, Inc. (LAMP), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool and which local governments are authorized to invest in. These investments do not fall under the requirements of GASB Statement 31. Therefore, investments are stated at cost.

Fixed assets:

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All fixed assets are valued at cost.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Assets in the general fixed assets account group are not depreciated.

Compensated absences:

Employees of Acadiana Criminalistics Laboratory Commission earn vacation pay at the rate of 4 to 12 hours per month. With the exception of the Director, employees may carry forward vacation time earned but not taken with a 40 hour limitation. Any excess above forty hours is automatically converted to sick leave. The Director's carryforward hours are unlimited. Unused vacation is paid to an employee upon retirement or resignation at the hourly rate being earned by that employee upon separation. No payment is made for accrued and unused sick leave.

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts.

NOTES TO FINANCIAL STATEMENTS

Memorandum only - total columns:

Total columns on the combined balance sheet are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles.

Comparative data:

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Commission's financial position and operations. However, comparative (i.e., presentation of prior year totals by fund type) data have not been presented in each of the statements because their inclusion would make the statements unduly complex and difficult to understand.

Note 2. Legal Compliance

The budget for the General Fund is proposed by the Director and formally approved and adopted by the Commission. It is then sent to the eight parishes served by the Commission and must be approved by a majority. Once adopted, any amendments must be approved by the Commission. The budget procedure is in accordance with Section E of Louisiana Revised Statute 40:2266.1. Budgeted amounts are as originally adopted or as amended in accordance with procedures detailed above.

Note 3. Deposits and Investments

At December 31, 2003, the carrying amount of the Commission's deposits was \$28,972 and the bank balance was \$36,949. The entire bank balance was covered by federal depository insurance.

Investments held at December 31, 2003 consist of \$316,897 in the Louisiana Asset Management Pool, Inc. (LAMP), a local government investment pool (see Summary of Significant Accounting Policies). In accordance with GASB Codification Section 150.165, the investment in LAMP at December 31, 2003 is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Officers Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments.

NOTES TO FINANCIAL STATEMENTS

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

Note 4. Changes in General Fixed Assets

The following is a summary of changes in the general fixed assets account group during the fiscal year:

	<u>Balance,</u> <u>01/01/03</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance,</u> <u>12/31/03</u>
Land	\$ 43,111	\$ -	\$ -	\$ 43,111
Building and improvements	473,631	-	-	473,631
Equipment	<u>864,938</u>	<u>335,152</u>	<u>2,095</u>	<u>1,197,995</u>
	<u>\$1,381,680</u>	<u>\$ 335,152</u>	<u>\$ 2,095</u>	<u>\$1,714,737</u>

Note 5. Long-term Debt

During the year ended December 31, 2003, the following changes occurred in the liability reported in the general long-term debt account group:

	<u>Balance,</u> <u>01/01/03</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance,</u> <u>12/31/03</u>
Compensated absences	<u>\$ 16,001</u>	<u>\$ 1,381</u>	<u>\$ -0-</u>	<u>\$ 17,382</u>

Note 6. Compensation of Commission Members

No compensation was paid to Commission members during the year ended December 31, 2003.

Note 7. Defined Benefit Pension Plan

All permanent employees of Acadiana Criminalistics Laboratory Commission participate in the Parochial Employees' Retirement System (PER) of Louisiana, a multiple-employer public employee retirement system.

NOTES TO FINANCIAL STATEMENTS

Plan description:

Members of the plan may retire with 30 years of creditable service regardless of age, with 25 years of service at age 55, and with 10 years of service at age 60. Benefit rates are 1% of final compensation (average monthly earnings during the highest 36 consecutive months, or joined months if service was interrupted) plus \$2.00 per month for each year of service credited prior to January 1, 1980, and 3% of final compensation for each year of service after January 1, 1980. The System also provides disability and survivor benefits. Benefits are established by state statute. PER issues a publicly available financial report that includes financial statements and required supplemental information. That report may be obtained by writing to Parochial Employees' Retirement System of Louisiana, Post Office Box 14619, Baton Rouge, Louisiana 70898.

Funding policy:

Plan members are required to contribute 9.50% of their annual covered salary to the plan and the Commission is required to contribute at an actuarially determined rate. The current rate is 7.75% of annual covered payroll. The contribution requirements of plan members and the Commission are established by statute. The Commission's contribution to PER for the years ended December 31, 2003, 2002 and 2001 were \$67,717, \$59,440 and \$53,360, respectively, equal to the required contribution each year.

Note 8. New Reporting Standard

In June 1999, the GASB issued Statement No. 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." This standard established new financial reporting requirements for state and local governments throughout the United States. When implemented, it will require new information and restructure much of the information that governments have presented in the past. Comparability with reports issued in all prior years will be affected. The Commission is required to implement this standard for the fiscal year ended December 31, 2004. The Commission has not yet determined the full impact that adoption of GASB Statement No. 34 will have on the financial statements.

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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

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We have audited the general purpose financial statements of Acadiana Criminalistics Laboratory Commission as of and for the year ended December 31, 2003, and have issued our report thereon dated May 29, 2004. 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 Commission's 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 an instance of noncompliance that is required to be reported under Government Auditing Standards which is described in the accompanying schedule of findings and questioned costs as item #2003-7.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the 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. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Commission's ability to record, process, summarize and report financial data consistent with

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the assertions of management in the general purpose financial statements. The reportable conditions are described in the accompanying schedule of findings and questioned costs as items #2003-1 through #2003-4.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider all items, except #2003-4 and #2003-5, to be material weaknesses.

This report is intended for the information of management and those other governments from which financial assistance was received and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Broussard, Roche, Lewis + Bureau, L.L.P.

Lafayette, Louisiana
May 29, 2004



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REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH OMB CIRCULAR A-133

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Peter C. Borrello, CPA*
George J. Trappey III, CPA*
Gregory B. Milton, CPA*
S. Scott Soileau, CPA*
Patrick D. McCarthy, CPA*
Martha B. Wyatt, CPA*
Troy J. Breau, CPA*
Fayette T. Dupré, CPA*
Mary A. Castille, CPA*
Joey Breau, CPA*
Terrel P. Dressel, CPA*

Retired:

Sidney L. Broussard, CPA* 1980
Leon K. Poché, CPA 1984
James H. Breau, CPA 1987
Erma R. Walton, CPA 1988
George A. Lewis, CPA* 1992
Geraldine J. Wimberley, CPA* 1995
Rodney L. Savoy, CPA* 1996
Larry G. Broussard, CPA* 1997
Lawrence A. Cramer, CPA* 1999
Michael P. Crochet, CPA* 1999
Ralph Friend, CPA 2002

Members of American Institute of
Certified Public Accountants
Society of Louisiana Certified
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To Acadiana Criminalistics
Laboratory Commission
New Iberia, Louisiana

Compliance

We have audited the compliance of Acadiana Criminalistics Laboratory Commission with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended December 31, 2003. Acadiana Criminalistics Laboratory Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Acadiana Criminalistics Laboratory Commission's management. Our responsibility is to express an opinion on Acadiana Criminalistics Laboratory Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Acadiana Criminalistics Laboratory Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Acadiana Criminalistics Laboratory Commission's compliance with those requirements.

In our opinion, Acadiana Criminalistics Laboratory Commission complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended December 31, 2003. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements that are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items #2003-5, #2003-7 and #2003-9.

Internal Control Over Compliance

The management of Acadiana Criminalistics Laboratory Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Acadiana Criminalistics Laboratory Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the Commission's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts, and grants. The reportable conditions are described in the accompanying schedule of findings and questioned costs as items #2003-5, #2003-6 and #2003-8.

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 noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider item #2003-8 to be a material weakness.

This report is intended for the information of management and those other governments from which financial assistance was received and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Broussard, Locke, Lewis & Breau, L.L.P.

Lafayette, Louisiana
May 29, 2004

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended December 31, 2003

Section I. Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: unqualified.

Internal control over financial reporting:

- Material weakness identified? Yes No
- Reportable conditions identified that are not considered to be material weaknesses? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? Yes No
- Reportable conditions identified that are not considered to be material weaknesses? Yes No

Type of auditors' report issued on compliance for major programs: unqualified.

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? Yes No

Identification of major program:

CFDA Number

16.564

Name of Federal Program

Crime Lab Improvement
Grant/NIJ Forensic
Backlog Reduction
Grant/LCLE

Dollar threshold used to distinguish between type A and type B programs: \$300,000.

Auditee qualified as low-risk auditee? Yes No

Section II. Financial Statement Findings

#2003-1 Segregation of Duties

Finding: Due to the size of the Commission, an adequate segregation of duties does not exist in the administration office. A system of internal control procedures contemplates a segregation of duties so that no one individual handles a transaction from its inception to its completion. While we recognize that the Commission may not be large enough to permit an adequate segregation of duties for an effective system of internal control procedures, it is important that you be aware of this condition.

Recommendation: Keeping in mind the limited number of employees to which duties can be assigned, the Commission should monitor assignment of duties to assure as much segregation of duties and responsibility as possible.

#2003-2 Payroll Tax Reports

Finding: There exists a weakness in controls over the preparation of payroll tax reports and deposits. Payroll taxes were paid incorrectly throughout the fiscal year resulting in a liability of approximately \$100,000 at year end. This liability balance does not include penalties or interest as these had not been assessed as of the end of fieldwork. Subsequent to year end, the error was discovered by the Commission; corrected forms were filed and the liability was paid.

Recommendation: The payroll tax reports and deposits should be prepared by individuals knowledgeable in their preparation and the Commission should have a review process. In addition, financial statements should be monitored on a regular basis to identify unusual account balances.

#2003-3 Parochial Retirement Reports

Finding: There exists a weakness in controls over the preparation of quarterly parochial retirement reports. The amount of salaries included on the first and second quarters' reports was overstated by approximately \$18,720, resulting in an overpayment of \$1,451. Additionally, the second quarter report was submitted late resulting in a penalty of \$1,162.

Recommendation: Procedures should be implemented to ensure the timely and accurate filing of the parochial retirement reports. There should also be a review process over the preparation of these reports.

#2003-4 General Journal Entries

Finding: Although there is a minimal number of general journal entries made by the Commission during the year, adequate documentation is not maintained for these. Furthermore, there is no review process of the general journal entries which results in a weakness in controls.

Recommendation: Procedures should be implemented to maintain adequate support for all general journal entries, and all entries should be reviewed by the Director.

Section III. Federal Award Findings and Questioned Costs

16.564 CLIP/NIJ Forensic Backlog Reduction Grant

#2003-5 LCLE Grant Expenditures

Finding: The Commission was unable to identify expenditures related to \$8,448 of LCLE grant money received during 2003.

Recommendation: The Commission should maintain a file for each grant program which includes all invoices related to that respective grant.

#2003-6 CLIP Grant Matching

Finding: As part of the CLIP grant, the Commission is required to provide matching funds of 25%. The Commission's match is in the form of personnel salaries based on time spent related to the CLIP grant. However, we were unable to verify the amount claimed as matching funds as there is no documentation maintained by the Commission.

Recommendation: Procedures should be implemented to log and track all time used to fulfill any matching requirements in the future.

#2003-7 Bid Law Violation

Finding: The Commission is required to follow bid law. The significant equipment purchases under the NIJ Forensic Backlog Reduction Grant and the computers purchased under the CLIP Grant did not go through a bid process. The Commission indicated that one of the items purchased was from a sole source, however, there is no documentation of this.

Recommendation: Procedures should be established to follow bid law in the future.

#2003-8 CLIP Grant Expenditures

Finding: The Commission was unable to produce invoices for \$40,067 of equipment purchases claimed under the CLIP grant during 2003. Subsequently, the invoices were obtained from the vendors, however, this does represent a weakness in controls.

Recommendation: Procedures should be implemented to ensure that payment is made to a vendor only after receipt of an invoice.

#2003-9 Equipment Purchases

Finding: The equipment purchased under the NIJ grant is not identified as purchased with NIJ money in the fixed asset records.

Recommendation: Procedures should be established to properly track equipment purchased with federal funds.

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

SCHEDULE OF PRIOR FINDINGS
For the Year Ended December 31, 2003

Section I. Internal Control and Compliance Material to the Financial Statements

2002-1 Segregation of Duties

Recommendation: Keeping in mind the limited number of employees to which duties can be assigned, the Commission should monitor assignment of duties to assure as much segregation of duties and responsibility as possible.

Current Status: This is a repeat finding in the current year reported as #2003-1.

Section II. Internal Control and Compliance Material to Federal Awards

Not applicable.

Section III. Management Letter

The prior year's report did not include a management letter.

ACADIANA CRIMINALISTICS LABORATORY COMMISSION

SUPPLEMENTARY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 Year Ended December 31, 2003

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Federal Assistance I.D. Number</u>	<u>Current Year Expenditures</u>
DIRECT PROGRAMS:			
U.S. Department of Justice - Crime Laboratory Improvement Program	16.564	2003-LP-CX-K027	\$ 136,629
PASS-THROUGH PROGRAMS:			
U.S. Department of Justice - Louisiana Commission of Law Enforcement and Administration of Criminal Justice	16.564	G-03-8-004	8,448
NIJ Forensic Backlog Reduction Grant	16.564	2003-DN-BX-K022	<u>224,441</u>
			<u>\$ 369,518</u>



ACADIANA CRIMINALISTICS LABORATORY

5004 W. ADMIRAL DOYLE NEW IBERIA, LOUISIANA 70560 PHONE (337) 365-6671 FAX (337) 364-1834 AcadianaCL.com

June 16, 2004

Mr. Steve Theriot
Legislative Auditor
State of Louisiana
Post Office Box 94397
Baton Rouge, LA 70804-9397

Acadiana Criminalistics Laboratory Commission respectfully submits the following corrective action plan for the year ended December 31, 2003.

Name and address of independent public accounting firm:

Broussard, Poche', Lewis & Breaux, L.L.P.
Certified Public Accountants
Post Office Box 61400
Lafayette, Louisiana 70596-1400

Audit period: January 1, 2003 through December 31, 2003.

The findings from the 2003 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the number assigned in the schedule. Section I of the schedule, Summary of Auditors' Reports, does not include findings and is not addressed.

Section II - Financial Statement Findings

#2003-1 Segregation of Duties

Recommendation: Keeping in mind the limited number of employees to which duties can be assigned, the Commission should monitor assignment of duties to assure as much segregation of duties and responsibility as possible.

Action Taken: Two current employees have now been assigned these duties to ensure appropriate segregation of duties. The lab director will monitor the assignment of duties to ensure segregation of duties.

#2003-2 Payroll Tax Reports

Recommendation: The payroll tax reports and deposits should be prepared by individuals knowledgeable in their preparation and the Commission should have a review process. In addition, financial statements should be monitored on a regular basis to identify unusual account balances.

Mr Steve Theriot
Legislative Auditor
June 16, 2004
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Action Taken Timetables regarding payments will be established and adhered to Existing employees will be trained regarding accounting practices and will adhere to established duty schedules, including reassignment of duties The lab director will monitor financial statements on a regular basis to identify unusual account balances

#2003-3 Parochial Retirement Reports

Recommendation Procedures should be implemented to ensure the timely and accurate filing of the parochial retirement reports There should also be a review process over the preparation of these reports

Action Taken Timetables regarding payments will be established and adhered to Existing employees will be trained regarding accounting practices, and will adhere to established duty schedules including reassignment of duties The reports will be reviewed to ensure correct preparation

#2003-4 General Journal Entries

Recommendation Procedures should be implemented to maintain adequate support for all general journal entries made in the future and all entries should be reviewed by the Director

Action Taken A logbook will be kept recording details surrounding all general journal entries All entries will be reviewed by the Director

Section III Federal Award Findings and Questioned Costs

16 564 CLIP/NIJ Forensic Backlog Reduction/LCLE Grant

#2003-5 LCLE Grant Expenditures

Recommendation The Commission should maintain a file for each grant program which includes all invoices related to that respective grant

Action Taken A file will be maintained for each grant program which includes all invoices related to that respective grant

#2003-6 CLIP Grant Matching

Recommendation Procedures should be implemented to log and track all time used to fulfill any matching requirements in the future

Mr Steve Theriot
Legislative Auditor
June 16, 2004
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Action Taken All grant matching requirements will be logged, tracked and included in the respective grant file for all future grants

#2003-7 Bid Law Violation

Recommendation Procedures should be established to follow bid law in the future

Action Taken Bid laws will be adhered to for all future purchases

#2003-8 CLIP Grant Expenditures

Recommendation Procedures should be implemented to ensure that payment is made to a vendor only after receipt of an invoice

Action Taken Procedures will be established to ensure vendors are paid only after an invoice is received

#2003-9 Equipment Purchases

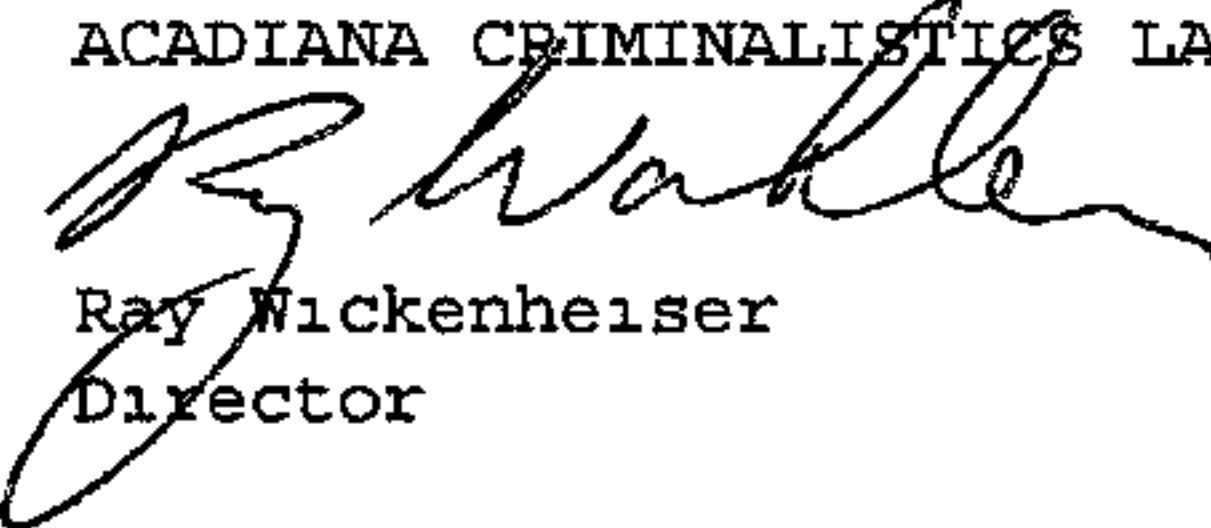
Recommendation Procedures should be established to properly track equipment purchased with federal funds

Action Taken Procedures will be established to ensure all equipment purchased with grant funds will be properly tracked

If the Legislative Auditor has questions regarding this plan please call Ray Wickenheiser at (337)365 6671

Sincerely yours

ACADIANA CRIMINALISTICS LABORATORY COMMISSION


Ray Wickenheiser
Director