

District Attorney of the Fifth Judicial District  
Parishes of Franklin, Richland, and West Carroll, Louisiana

Annual Financial Statements  
with Independent Auditor's Report

As of and For the Year Ended  
December 31, 2023  
with Supplemental Information Schedules

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Contents

	Statement / Schedule	Page
<b>Independent Auditor's Report</b>		4 - 6
<b>Basic Financial Statements</b>		
Government-Wide Financial Statements:		
Statement of Net Position	A	9
Statement of Activities	B	10
Fund Financial Statements		
Governmental Funds		
Balance Sheet	C	12
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	D	13
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	14
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	F	15
Agency Funds		
Statement of Fiduciary Net Position	G	16
Statement of Changes in Fiduciary Net Position	H	17
Notes to the Financial Statements		19 - 41

District Attorney of the Fifth Judicial District  
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 Annual Financial Statements  
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As of and for the year ended December 31, 2023  
 with Supplemental Information Schedules

	Schedule	Page
<b>Required Supplementary Information</b>		
Budgetary Comparison Schedule		
General Fund	1a	43
Title IV-D Fund	1b	44
Notes to the Budgetary Comparison Schedule		45
Schedule of Employer's Share of Net Pension Liability - DARS	2a	46
Schedule of Employer's Share of Net Pension Liability - PERS	2b	47
Schedule of Employer Contributions - DARS	3a	48
Schedule of Employer Contributions - PERS	3b	49
Schedule of Changes in Net OPEB Liability and Related Ratios	4	50
<b>Independent Auditor's Report on Internal Control and on Compliance and Other Matters</b>		
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards		51 - 52
<b>Supplemental Information Schedules</b>		
Schedule of Findings and Questioned Costs	5	54
Justice System Funding Schedule - Collecting/Disbursing Entity	6	55
Justice System Funding Schedule - Receiving Entity	7	56
Schedule of Compensation, Benefits, and Other Payments to Agency Head	8	57
<b>Statewide Agreed Upon Procedures</b>		
Independent Accountant's Report on Applying Agreed Upon Procedures		58 - 65
Management's Response to Independent Accountant's Report on Applying Agreed Upon Procedures		66 - 67
Louisiana Agreed Upon Procedures Representation Form		68 - 70



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**Independent Auditor's Report**

District Attorney of the Fifth Judicial District  
Rayville, Louisiana

**Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the fiduciary fund of the District Attorney of the Fifth Judicial District, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney of the Fifth Judicial District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the fiduciary fund of the District Attorney of the Fifth Judicial District, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney of the Fifth Judicial District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Responsibility of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney of the Fifth Judicial District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Fifth Judicial District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney of the Fifth Judicial District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, the Schedule of Employer's Share of Net Pension Liability, the Schedule of Employer Contributions, and the Schedule of Changes in Net OPEB Liability and Related Ratios, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney of the Fifth Judicial District's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head, the Schedule of Justice System Funding Collecting/Disbursing Entity, and the Schedule of Justice System Funding Receiving Entity are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head, the Schedule of Justice System Funding Collecting/Disbursing Entity, and the Schedule of Justice System Funding Receiving Entity are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head, the Schedule of Justice System Funding Collecting/Disbursing Entity, and the Schedule of Justice System Funding Receiving Entity are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated June 21, 2024 on our consideration of the District Attorney of the Fifth Judicial District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District Attorney of the Fifth Judicial District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued our report dated June 21, 2024, on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of our testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Kenneth D. Falden & Co., CPAs, LLC*

Jonesboro, Louisiana  
June 21, 2024

# **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS**



**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Statement of Net Position**  
**December 31, 2023**

	Governmental Activities
<i>Assets</i>	
Cash and Cash Equivalents	\$ 594,781
Investments	225,441
Accounts Receivable	108,674
Due from Other Agencies	93,384
Deposits	150
Capital Assets:	
Depreciable	6,464
Net Pension Asset	-
	-
Total Assets	1,028,894
<i>Deferred Outflows of Resources</i>	
Prepaid Expenses	-
Resources Related to Pensions	481,571
Resources Related to OPEB	12,847
	12,847
Total Deferred Outflows of Resources	494,418
<i>Liabilities</i>	
Accounts Payable	\$ 25,007
Salaries Payable	20,869
Payroll Withholdings Payable	20,432
Compensated Absences Payable	31,904
Due to Other Agencies	1,049
Net Pension Liability	617,419
Unfunded Post Retirement Benefit Plan Obligations	558,103
	558,103
Total Liabilities	1,274,783
<i>Deferred Inflows of Resources</i>	
Resources Related to Pensions	48,550
Resources Related to OPEB	-
	-
Total Deferred Inflows of Resources	48,550
<i>Net Position</i>	
Net Investment in Capital Assets	6,464
Net Position - Unrestricted	193,515
	193,515
Total Net Position	\$ 199,979

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

Statement B

**Statement of Activities**  
**For the Year Ended December 31, 2023**

	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
Governmental Activities: Public Safety & Judicial Prosecution	\$ 1,572,662	\$ 985,216	\$ -	\$ -	\$ (587,446)
			General Revenues:		
			Federal Support		\$ 270,616
			State Support		-
			Local Support		130,000
			Interest Earnings		4,456
			Miscellaneous		-
			Total General Revenues		405,072
			Changes in Net Position		(182,374)
			Net Position - Beginning		382,353
			NET POSITION - ENDING		\$ 199,979

The accompanying notes are an integral part of this financial statement.

# **FUND FINANCIAL STATEMENTS**

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Balance Sheet, Governmental Funds**  
**December 31, 2023**

	Major Funds		
	General Fund	Title IV-D	Total
<u>Assets</u>			
Cash and Cash Equivalents	\$ 351,952	\$ 242,829	\$ 594,781
Investments	171,167	54,274	225,441
Accounts Receivable	18,736	89,938	108,674
Prepaid Expense	-	-	-
Due from other Funds	324,835	-	324,835
Due from other Agencies	93,384	-	93,384
Deposits	-	150	150
<u>Total Assets</u>	<u>\$ 960,074</u>	<u>\$ 387,191</u>	<u>\$ 1,347,265</u>
<u>LIABILITIES AND FUND BALANCE</u>			
<u>Liabilities</u>			
Accounts Payable	\$ 25,007	\$ -	\$ 25,007
Due to Other Funds	-	324,835	324,835
Due to Other Agencies	1,049	-	1,049
Payroll Withholdings Payable	20,432	-	20,432
Salaries Payable	19,615	1,254	20,869
<u>Total Liabilities</u>	66,103	326,089	392,192
<u>Fund Balance</u>			
Unassigned	893,971	61,102	955,073
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 960,074</u>	<u>\$ 387,191</u>	<u>\$ 1,347,265</u>

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Balance Sheet, Governmental Funds**  
**December 31, 2023**

**Reconciliation of the Balance Sheet of the Governmental Funds  
to the Statement of Net Position**

*Amounts reported for governmental activities in the Statement of Net Position are different because:*

Fund Balance, Governmental Funds:	\$ 955,073
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	6,464
Net pension liability does not require the use of current financial resources and therefore is not reported in the funds.	(617,419)
Long-term obligations are not due and payable in the current period and therefore are not reported in the fund statements:	
Compensated absences payable	(31,904)
Net OPEB obligation	(558,103)
The net effect of deferred outflows of resources and deferred inflows of resources related to pensions do not require the use of current financial resources and therefore are not reported in the funds.	<u>445,868</u>
Net Position of Governmental Activities	<u><u>\$ 199,979</u></u>

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ended December 31, 2023**

	Major Funds		Total
	General Fund	Title IV-D	
<u>Operating Revenue</u>			
Fines, Fees and Bond Forfeitures	\$ 916,340	\$ -	\$ 916,340
Court Cost Fees	61,351	-	61,351
Interest Income	3,490	966	4,456
Intergovernmental Revenue			
Federal	59,205	211,411	270,616
State	-	-	-
Local	130,000	-	130,000
Drug Asset Forfeiture	2,480	-	2,480
Collection Fees	5,045	-	5,045
Other	-	-	-
Total Operating Revenue	<u>1,177,911</u>	<u>212,377</u>	<u>1,390,288</u>
<u>Operating Expenditures</u>			
Current:			
General Government			
Personnel Services	912,931	178,711	1,091,642
Operating Services	271,743	31,510	303,253
Materials and Supplies	51,303	6,032	57,335
Travel and Other Charges	28,133	713	28,846
Capital Outlay	-	-	-
Total Operating Expenditures	<u>1,264,110</u>	<u>216,966</u>	<u>1,481,076</u>
<u>Excess (Deficiency) of Revenues Over Expenditures</u>	(86,199)	(4,589)	(90,788)
<u>Operating Transfers In</u>	-	-	-
<u>Excess (Deficiency) of Revenues Over Expenditures and Transfers In</u>	(86,199)	(4,589)	(90,788)
<u>Fund Balance - Beginning of the Year (Restated)</u>	<u>980,170</u>	<u>65,691</u>	<u>1,045,861</u>
<u>FUND BALANCE - END OF THE YEAR</u>	<u>\$ 893,971</u>	<u>\$ 61,102</u>	<u>\$ 955,073</u>

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ended December 31, 2023**

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
To the Statement of Activities**

*Amounts reported for governmental activities in the Statement of Activities  
are different because:*

Net change in fund balances - total governmental funds	\$	(90,788)
<p>Governmental funds report capital outlays as expenditures, however, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.</p>		
Expenditures for capital assets	-	
Less current year depreciation	(2,316)	(2,316)
<p>Governmental funds report current year pension contributions as expenditures. However, in the statement of activities, these contributions are reported as deferred inflows of resources and the District's proportionate share of the plans pension expense is reported as pension expense.</p>		
		-
<p>Payments of long-term debt, including contributions to the OPEB obligation, are reported as expenditures in governmental funds. However, these amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities:</p>		
Change in compensated absences payable		(5,338)
Pension revenue		(104,524)
OPEB		20,592
		20,592
Changes in net position of governmental activities	\$	(182,374)

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
**Parishes of Franklin, Richland, and West Carroll**

**Statement of Fiduciary Assets and Liabilities**  
**December 31, 2023**

	Special Asset Forfeiture	Worthless Check Fund	Total
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 60,742	\$ 4,979	\$ 65,721
 TOTAL ASSETS	<u>60,742</u>	<u>4,979</u>	<u>65,721</u>
 <u>LIABILITIES</u>			
Deposits Due Others	60,742	4,979	65,721
 TOTAL LIABILITIES	<u>\$ 60,742</u>	<u>\$ 4,979</u>	<u>\$ 65,721</u>

The accompanying notes are an integral part of this financial statement.



**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Statement of Changes in Fiduciary Net Position**  
**For the Year Ended December 31, 2023**

	Special Asset Forfeiture	Worthless Check Fund	Total
<u>BALANCE AT BEGINNING OF YEAR</u>	\$ 55,702	\$ 5,225	\$ 60,927
Collections	8,440	40,673	49,113
Disbursements	(3,400)	(40,919)	(44,319)
<u>BALANCE AT END OF YEAR</u>	<u>\$ 60,742</u>	<u>\$ 4,979</u>	<u>\$ 65,721</u>

The accompanying notes are an integral part of this financial statement.

# **NOTES TO THE FINANCIAL STATEMENTS**

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney has charge of every criminal prosecution by the state in his district, is the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury. He performs other duties as provided by law. The District Attorney is elected by the qualified electors of the judicial district for a term of six years. The judicial district encompasses the Parishes of Franklin, Richland, and West Carroll, Louisiana.

The accompanying financial statements of the District Attorney of the Fifth Judicial District have been prepared in conformity with U.S. 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. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis -for State and Local Governments*, issued in June 1999.

### A. Basis of Presentation

The accompanying financial statements of the District Attorney of the Fifth Judicial District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

### B. Reporting Entity

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Richland Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include: (1) Appointing a voting majority of an organization's governing body or (2) the ability of the District Attorney to impose its will on that organization and/or (3) the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the District Attorney. Organizations for which the District Attorney does not appoint a voting majority but are fiscally dependent on the District Attorney. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### B. Reporting Entity (Continued)

Because the police jury maintains and operates the parish courthouse in which the District Attorney's office is located and provides partial funding for equipment, furniture and supplies of the District Attorney's office, the District Attorney was determined to be a component unit of the Richland Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Richland Parish financial reporting entity.

### C. Fund Accounting

The District Attorney uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District Attorney functions and activities. A fund is defined as a separate fiscal accounting entity with a self-balancing set of accounts.

Funds of the District Attorney are classified into two categories; governmental and fiduciary. Each category is divided into separate fund types. The fund classifications and a description of each existing fund type are as follows:

#### Governmental Funds

Governmental funds account for all or most of the District Attorney's general activities. These funds focus on the sources, uses, and balances of current financial resources. The following are the District Attorney's governmental funds:

*General Fund* – The General Fund is the District Attorney's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve percent (12%) of the fines and forfeitures collected be transmitted to the District Attorney to defray the necessary expenses of that office.

*Title IV-D* - The Special Revenue Fund consists of federal reimbursement grants passed through the Louisiana Department of Children and Family Services authorized by Act 117 of 1975 to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the fund is to enforce the support obligation owed by absent parents to their family and children, to locate absent parents, to establish paternity, and to obtain family and child support.

Expenditures from this fund are at the sole discretion of the District Attorney and may be used to defray the salaries and the expenses of the office of the District Attorney but may not be used to supplement the salary of the district attorney. In some years, overages in funding appear to occur due to salary accrual changes from year to year.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fiduciary Funds

Fiduciary funds account for assets held by the district attorney in a trustee capacity or as an agent on behalf of outside parties.

*Agency funds* are custodial in nature (assets equal liabilities) and do not present results of operations or have a measurement focus. These funds are used to account for assets that the district attorney holds for others in an agency capacity. The district attorney reports the following agency funds:

*Asset Forfeiture Fund* - The Asset Forfeiture Fund was established for the allocation and disposition of property obtained under the provisions of Louisiana Revised Statute 40:2616. The District Attorney may (1) retain property for official use or transfer the custody to any local, state or federal agency; (2) destroy or use for investigative purposes, any illegal or controlled substances or other contraband, upon the written approval of the District Attorney after not less than twenty days after seizure; and (3) authorize a public sale without appraisal of that which is not required by law to be destroyed and which is not harmful to the public.

Property is distributed by court order first to satisfy any security interest or lien; second to reimburse expenses of seizure; and the balance shall be allocated as follows:

60% to law enforcement agency(s) making the seizure  
20% to the criminal court fund  
20% to District Attorney's general fund

These proceeds are to be used to further and enhance drug law enforcement. The District Attorney is required to make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives. This fund is subject to public audit.

*Worthless Check Collection Fee* - The Worthless Check Collection Fee Fund consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the District Attorney's office collects and processes a worthless check.

D. Measurement Focus/Basis of Accounting

*Government- Wide Financial Statements*

The statement of net position and the statement of activities display information about the reporting government as a whole. The government-wide financial statements were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, liabilities and deferred outflows/inflows of resources resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, liabilities and deferred outflows/inflows of resources resulting from non-exchange transactions are recognized in accordance with the requirements of GASB No. 33, *Accounting and Financial Reporting for Non - exchange transactions*.

#### D. Measurement Focus/Basis of Accounting – (Continued)

Fiduciary funds are not included in the government-wide financial statements.

*Program Revenues* - Program revenues included in the Statement of Activities derive directly from parties outside the District Attorney's taxpayers or citizenry, as a whole. Program revenues reduce the costs of the function to be financed from the District Attorney's general revenues.

Revenues represented by reimbursements and incentives under the Title IV-D program are recognized and recorded when program expenditures are incurred in accordance with program guidelines. Forfeited drug assets are recorded when the court ordered Judgment of Forfeiture is received. Court cost and fees provided for in Louisiana Statutes are recorded as received in cash. Collection fees for worthless checks are recorded as received in cash. Investment earnings are recorded as earned since they are measurable and available.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant and, accordingly, when such funds are received, they are recorded as unearned revenues until earned.

#### *Fund Financial Statements (FFS)*

The amounts reflected in the Governmental funds statements are accounted for using a current financial resources measurement focus and a modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources.

The amounts reflected in the General Fund and Other Funds use the modified accrual basis of accounting. 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 pay liabilities of the current period.

The District Attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

The agency funds are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the accrual basis of accounting.

#### *Revenues*

Commissions on fines and bond forfeitures are recorded in the year they are collected by the parish tax collectors. Grants are recorded when the District Attorney of the Fifth Judicial District is entitled to the funds.

#### D. Measurement Focus/Basis of Accounting – (Continued)

Interest earned on investments is recorded when the investment has matured and the income is available. Substantially all other revenues are recorded when received.

#### *Expenditures*

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

#### E. Budgets

The District Attorney uses the following budget practices:

An annual operating budget is adopted each year for the General Fund and the modified accrual basis of accounting is used to reflect actual revenues and expenditures, which is consistent with accounting principles generally accepted in the United States of America.

All appropriations lapse at year-end and any unexpended fund balance is carried forward into subsequent years. Formal budget integration is not employed as a management control device, and the District Attorney of the Fifth Judicial District does not use encumbrance accounting.

#### F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. The District Attorney considers all short-term, highly liquid investments with original maturities of 90 days or less to be treated as cash equivalents. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

#### G. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. 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. Investments in non-participating interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

#### H. Short-term Interfund Receivables/ Payables (Fund Financial Statements)

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as interfund receivables/payables on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

In the process of aggregating data for the statement of net position interfund payables and receivables were eliminated to minimize the "grossing up" effect of assets and liabilities within the governmental activities column.

I. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the District Attorney, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and office equipment	5 years
Computer hardware	5-10 years
Telephone equipment	10 years
Vehicles	5 years

J. Compensated Absences

All employees are granted two to three weeks of cumulative vacation leave each year, depending on length of service and are allowed to accrue up to 24 days of leave. Sick leave is non-cumulative at 10 days per year.

At December 31, 2023, employees have accumulated and vested \$31,904 of employee leave benefits, computed in accordance with GASB Codification Section C60. This amount is recorded as a general long-term obligation in the accompanying financial statements.

K. Restricted Net Position

For the government-wide statement of net position, net position is reported as restricted when constraints placed on net position use are either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations other governments;

Imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, the unrestricted resource as needed.

L. Fund Balance of Fund Financial Statements

Fund balance amounts are reported within the fund balance categories as follows:

Non-spendable: Fund balance that is not in spendable form or legally or contractually required to be maintained intact.



Restricted: Fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed: Fund balance that can only be used for specific purposes determined by the District Attorney. Committed amounts cannot be used for any other purpose unless the District Attorney removes or changes the specified use by taking the same type of action it employed to previously commit the funds.

Assigned: Fund balance that is constrained by the District Attorney's intent to be used for specific purposes but are neither restricted nor committed. Intent should be expressed by the District Attorney.

Unassigned: Fund balance that is the residual classification for the general fund or a deficit fund balance in other funds.

The District Attorney reduces committed amounts, followed by assigned amounts and then unassigned amounts when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The District Attorney considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available.

#### M. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is generally used in government funds.

Based on the size of the accounts and the methods used for payments, the District Attorney does not employ encumbrance accounting.

#### N. Interfund Transactions

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transactions are reported as transfers.

#### O. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

P. Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow or resources (expense/expenditure) until then. The District Attorney has one item, deferred outflows related to pensions that qualifies in this category and is reported only in the governmental activities.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources until that time. The District Attorney has one item, deferred inflows related to pensions that qualifies in this category and is reported only in the governmental activities.

For purposes measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the retirement systems and additions to/deductions from the retirements systems fiduciary net position have been determined on the same basis as they are reported by the retirement systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 - CASH AND CASH EQUIVALENTS AND INVESTMENTS

Deposits are stated at cost, which approximate fair value. 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 bank. These securities are held in the name of the pledging fiscal agent bank in the holding or custodial bank that is mutually acceptable to both parties.

Interest Rate Risk: The District Attorney does not have a policy that addresses interest rate risk.

Credit Risk: The District Attorney's investments are in Certificates of Deposits which do not have credit ratings.

Custodial Credit Risk: At year-end the District Attorney's carrying amount of deposits was \$820,222 and the bank balance was \$626,754, which includes \$225,441 in certificates of deposit classified as investments.

NOTE 2 - CASH AND CASH EQUIVALENTS AND INVESTMENTS – (Continued)

Of the bank balances, \$500,000 was covered by federal depository insurance. The remaining balance was collateralized with securities totaling \$1,029,819 held by the pledging financial institution's trust department in the District Attorney's name. The District Attorney does not have a policy that addresses custodial credit risk. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District Attorney that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 – ACCOUNTS RECEIVABLE

The following is a summary of receivables at December 31, 2023:

	General Fund	Title IV-D Special Revenue Fund	Total
Department of Health and Human Services	\$ -	\$ 89,938	\$ 89,938
Fines, Fees, and Bond Forfeitures	<u>18,736</u>	<u>-</u>	<u>18,736</u>
Total	<u>\$ 18,736</u>	<u>\$ 89,938</u>	<u>\$108,674</u>

NOTE 4 - INTERFUND RECEIVABLES/PAYABLES

The following is a summary of interfund receivables and payables at December 31, 2023:

	Due From Other Funds	Due To Other Funds
General Fund	\$ 324,835	\$ -
Title IV-D	<u>-</u>	<u>324,835</u>
Total	<u>\$ 324,835</u>	<u>\$ 324,835</u>

The purpose of the interfund payable from the Title IV-D fund was to cover current-year expenditures for the cost reimbursement program until the reimbursement request is received.

NOTE 5 – ACCOUNTS PAYABLE

The following is a summary of payables at December 31, 2023:

	General Fund	Title IV-D Special Revenue Fund	Total
Accounts	\$ 25,007	\$ -	\$ 25,007
Payroll Withholdings and Salaries	<u>40,047</u>	<u>1,254</u>	<u>41,301</u>
Total	<u>\$ 65,054</u>	<u>\$ 1,254</u>	<u>\$66,308</u>

## NOTE 6 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2023 and 2022 is as follows:

	December 31, 2022			December 31, 2023
	<u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u>
Depreciable Assets:				
Autos & Equipment	\$191,979	-	-	\$191,979
Totals at Historical Cost	<u>191,979</u>	<u>-</u>	<u>-</u>	<u>191,979</u>
Less Accumulated Depreciation for:				
Autos & Equipment	<u>(183,199)</u>	<u>( 2,316)</u>	-	<u>(185,515)</u>
Total Accumulated Depreciation	<u>(183,199)</u>	<u>( 2,316)</u>	<u>-</u>	<u>(185,515)</u>
<b><u>CAPITAL ASSETS, NET</u></b>	<b><u>\$ 8,780</u></b>	<b><u>\$( 2,316)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,464</u></b>

Depreciation expense was \$2,316 in 2023.

## NOTE 7 – PENSION PLANS

### **Parochial Employees' Retirement System of Louisiana (System)**

#### *Plan Description*

The 5th Judicial District Attorney contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost-sharing multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs and pays persons serving the parish.

Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan." Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date.

The System is governed by Louisiana Revised Statutes, Title 11, Sections 1901 through 2025, specifically, and other general laws of the State of Louisiana.

#### *Eligibility Requirements*

All permanent parish government employees (except those employed by Orleans, Lafourche, and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the 5th Judicial District Attorney are members of Plan A.

### *Retirement Benefits*

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to 3% of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides survivor and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2023, the 5th Judicial District Attorney's total payroll for all employees was \$720,298. Total covered payroll was \$395,567. Covered payroll refers to all compensation paid by the 5th Judicial District Attorney to active employees covered by the Plan.

### *Contributions*

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2023, the actual rate for the fiscal year was 11.50% for Plan A. The 5th Judicial District Attorney's contributions to the System under Plan A for the year ending December 31, 2023 were \$45,490.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the 5th Judicial District Attorney to the System monthly.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

For the year ended December 31, 2023, the Employer reported a liability of \$243,232 for its proportionate share of the Net Pension Liability/Asset. The Net Pension Liability/Asset was measured as of December 31, 2022 and the total pension liability/asset used to calculate the Net Pension Liability/Asset was determined by an actuarial valuation as of that date.

The 5th Judicial District Attorney's proportion of the Net Pension Liability/Asset was based on a projection of the 5th Judicial District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2022, the 5th Judicial District Attorney's proportion was 0.063197%, which was an increase of 0.008088% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the 5th Judicial District Attorney recognized pension expense of \$103,879 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$47,518). Total pension expense for the 5th Judicial District Attorney for the year ended December 31, 2023 was \$56,361.

For the year ended December 31, 2023, the 5th Judicial District Attorney reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$8,993	\$26,798
Changes in Assumption	7,762	-
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	256,775	-
Changes in Employer's Portion of Beginning Net Pension Liability	7,214	1,454
Differences Between Employer Contributions and Proportionate Share of Employer Contributions	-	4,955
Subsequent Measurement Contributions	45,490	-
Total	\$326,234	\$33,207

Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Amortization for the year ended December 31,</u>	
2024	\$7,358
2025	42,270
2026	82,798
2027	115,111

### *Actuarial Methods and Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2022, are as follows:

Valuation Date	December 31, 2022
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40%, net of investment expense, including inflation
Expected Remaining Service Lives	4 years
Projected Salary Increases	4.75%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Inflation Rate	2.30%

The discount rate used to measure the total pension liability was 6.40% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the System's

target asset allocation as of December 31, 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	33%	1.17%
Equity	51%	3.58%
Alternatives	14%	0.73%
Real Assets	2%	0.12%
Totals	100%	5.60%
Inflation		2.10%
Expected Arithmetic Nominal Return		7.70%

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

*Sensitivity to Changes in the Discount Rate*

The following presents the net pension liability/asset of the 5th Judicial District Attorney’s as of December 31, 2022 calculated using the discount rate of 6.40%, as well as what the 5th Judicial District Attorney’s net pension liability/asset would be if it were calculated using a discount rate that is one percentage point lower 5.40% or one percentage point higher 7.40% than the current rate:

	Changes in Discount Rate		
	1% Decrease 5.40%	Current Discount Rate 6.40%	1% Increase 7.40%
Net Pension Liability/(Asset)	\$601,521	\$243,232	(\$57,147)

*Payables to the Pension Plan*

These financial statements include a payable to the pension plan of \$23,507, which is the legally required contribution due at December 31, 2023. This amount is recorded in accrued expenses.

*Retirement System Audit Report*

The Parochial Employees’ Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2022. Access to the audit report can be found on the System’s website: [www.persla.org](http://www.persla.org) or on the Office of Louisiana Legislative Auditor’s official website: [www.la.state.la.us](http://www.la.state.la.us).



## **District Attorney's Retirement System of Louisiana (System)**

### *Plan Description*

The Fifth Judicial District Attorney contributes to the District Attorneys' Retirement System of Louisiana (System) which is a cost-sharing multiple employer defined benefit pension plan. The System was established on the first day of August, 1956, and was placed under the management of the Board of Trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys, assistant district attorneys in each parish, and employees of this retirement system and the Louisiana District Attorneys' Association.

All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association, except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the Louisiana District Attorneys' Retirement System's Board of Trustees. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Members who joined the System before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service. Members are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least 18 years of creditable service. Members who retire prior to age 60 with less than 23 years of service credit, receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62. Retirement benefits may not exceed 100% of final average compensation.

Members who joined the System after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final average compensation multiplied by years of membership service. A member is eligible for an early retirement benefit if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2023, the Fifth Judicial District Attorney's total payroll for all employees was \$720,298. Total covered payroll was \$295,377. Covered payroll refers to all compensation paid by the Fifth Judicial District Attorney to active employees covered by the Plan.

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2023, the actual employer contribution rate was 9.50% for January through June and 12.00% for July through December, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Fifth Judicial District Attorney's contributions to the System for the year ending December 31, 2023 were \$31,740. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations.

Members are required by state statute to contribute 8.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Fifth Judicial District Attorney to the System monthly.

*Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions*

At December 31, 2023, the Employer reported a liability of \$374,187 for its proportionate share of the Net Pension Liability/Asset. The Net Pension Liability/Asset was measured as of June 30, 2023 and the total pension liability used to calculate the Net Pension Liability/Asset was determined by an actuarial valuation as of that date. The Fifth Judicial District Attorney's proportion of the Net Pension Liability was based on a projection of the Fifth Judicial District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Fifth Judicial District Attorney's proportion was 0.436344%, which was a decrease of 0.009815% from its proportion measured as of June 30, 2022.

For the year ended December 31, 2023, the Fifth Judicial District Attorney recognized pension expense of \$128,393 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$27,315). Total pension expense for the Fifth Judicial District Attorney for the year ended December 31, 2023 was \$101,078.

At December 31, 2023, the Fifth Judicial District Attorney reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	\$23,282	\$12,360
Changes in Assumptions	57,315	-
Net Difference between projected and actual earnings on pension plan	43,075	-
Changes in employer's proportion of beg NPL	14,004	2,496
Differences between employer and proportionate share of contributions	-	487
Subsequent Measurement Contributions	17,661	-
<b>Total</b>	<b>\$155,337</b>	<b>\$15,343</b>

The \$17,661 reported as deferred outflows of resources related to pensions resulting from the Fifth Judicial District Attorney contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability/Asset in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Amortization for the year ended December 31:</u>	
2024	\$42,026
2025	35,997
2026	61,355
2027	(17,046)

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	6.10%, net of investment expense, including inflation
Salary increases	5.00% (2.20% inflation, 2.80% merit)
Mortality rates	<p>Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Employees multiplied by 115% for males and females for current employees, each with full generational projection using the MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Healthy Retirees multiplied by 115% for males and females for annuitants and beneficiaries, each with full generational projection using the MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 115% for males and females for disabled retirees, each with full generational projection using the MP2019 scale.</p>

Expected remaining service lives	5 years – June 30, 2023
	5 years – June 30, 2022
	5 years – June 30, 2021
	6 years – June 30, 2020
	6 years – June 30, 2019
	6 years – June 30, 2018
	7 years – June 30, 2017
Cost of Living Adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2014, through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System’s liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

The estimated long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 7.70% for the year ended June 30, 2023.

The best estimates of arithmetic real rates of return for each major asset class based on the System’s target asset allocation as of June 30, 2023, were as follows:

Asset Class	Long-Term Target Asset Allocation	Rates of Return	
		Real	Nominal
Equities	50.11%	10.66%	
Fixed income	32.82%	3.81%	
Alternatives	16.90%	6.50%	
Cash	0.20%	2.31%	
System Totals	100.00%		5.02%
Inflation			2.68%
Expected Arithmetic Nominal Return			7.70%

*Discount Rate*

The discount rate used to measure the total pension liability was 6.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System’s actuary. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Fifth Judicial District Attorney’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Fifth Judicial District Attorney’s proportionate share of the net pension liability calculated using the discount rate of 6.10%, as well as what the Police Jury’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.10%) or one percentage-point higher (7.10%) than the current rate:

	Changes in Discount Rate		
	1% Decrease 5.10%	Current Discount Rate 6.10%	1% Increase 7.10%
Net Pension Liability	\$699,291	\$374,187	\$101,450

*Payables to the Pension Plan*

These financial statements include a payable to the pension plan of \$4,528, which is the legally required contribution due at December 31, 2023. This amount is recorded in accrued expenses.

*Plan Fiduciary Net Position*

The District Attorneys’ Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor’s website, [www.la.la.gov](http://www.la.la.gov).

**NOTE 8 - FEDERAL FINANCIAL ASSISTANCE PROGRAM**

The District Attorney participates in the United States Department of Health and Human Services Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance Number 93.563. This program is funded by indirect assistance payments in the form of reimbursements for related expenditures, received from the Louisiana Department of Children and Family Services.

For the year ended December 31, 2022, the District Attorney for the Fourth Judicial District expended \$208,709 for the program.

**NOTE 8 - FEDERAL FINANCIAL ASSISTANCE PROGRAM - Continued**

The reimbursement payments are restricted by a formal agreement between the District Attorney and Department of Children and Family Services and include a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursements requests to the Department of Children and Family Services on a monthly basis.

The reimbursement payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditure that may be disallowed as a result of such a review or audit. Based on prior experience, the District Attorney feels such disallowances, if any, will be immaterial.

**NOTE 9 - AGENCY FUNDS**

A summary of the changes in the District Attorney's agency funds is as follows:

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Special Asset Forfeiture Fund	\$ 55,702	\$ 8,440	\$ 3,400	\$ 60,742
Worthless Check Fund	<u>5,225</u>	<u>40,673</u>	<u>40,919</u>	<u>4,979</u>
Total	<u>\$ 60,927</u>	<u>\$ 49,113</u>	<u>\$ 44,319</u>	<u>\$ 65,721</u>

**NOTE 10 - STEWARDSHIP AND ACCOUNTABILITY**

Excess of Actual Expenditures Over Budgeted Expenditures in Individual Funds, the General Fund and Child Support funds had actual revenues and expenditures which did not exceed budgeted expenditures for the year ended December 31, 2023.

**NOTE 11 – LITIGATION AND CLAIMS**

At December 31, 2023, the District Attorney is not involved in any litigation, nor is she aware of any unasserted claims.

**NOTE 12 - EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the funds of the criminal court, the parish police jury, or directly by the state.

**NOTE 13 – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

**General Information about the OPEB Plan**

*Plan description* – The Fifth Judicial District Attorney (the District Attorney) provides certain

continuing health care and life insurance benefits for its retired employees. The Fifth Judicial District Attorney’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the District Attorney. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the District Attorney. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

*Benefits Provided* – Medical benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows: Only a retiring District Attorney with at least 25 years of service is eligible for retiree medical benefits to be paid by the employer. Benefits are governed by applicable Louisiana Law (R.S. 16:516).

Life insurance coverage is not considered for this valuation.

*Employees covered by benefit terms* – As of the measurement date December 31, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	1
	3

**Total OPEB Liability**

The District Attorney’s total OPEB liability is \$558,104 as of the measurement date September 30, 2023, the end of the fiscal year.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0%
Salary increases	5.0%, including inflation
Discount rate	3.72% annually (Beginning of Year to Determine ADC)
	3.26%, annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Getzen Model, with an initial trend of 5.5%
Mortality	PubG.H-2010(A)

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2023 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2023.

### Changes in the Total OPEB Liability

Balance at December 31, 2022	\$ 523,610
Changes for the year:	
Service cost	9,496
Interest	19,460
Differences between expected and actual experience	-
Changes in assumptions	25,695
Benefit payments and net transfers	(20,157)
Net changes	34,494
Balance at December 31, 2023	\$ 558,104

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.26%) or 1-percentage-point higher (4.26%) than the current discount rate:

	<b>1.0% Decrease (2.26%)</b>	<b>Current Discount Rate (3.26%)</b>	<b>1.0% Increase (4.26%)</b>
Total OPEB liability	\$ 619,919	\$ 558,104	\$ 504,247

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	<b>1.0% Decrease (4.5%)</b>	<b>Current Trend (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$ 494,266	\$ 558,104	\$ 633,023

### OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2023, the District Attorney recognized OPEB expense of \$-434. At December 31, 2023, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ -
Changes in assumptions	12,847	-
Total	\$ 12,847	\$ -



Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Years ending December 31:</u>	
2024	\$12,847
2025	-
2026	-
2027	-
2028	-
Thereafter	-

NOTE 14 – PRIOR PERIOD ADJUSTMENT

During the prior fiscal year, the Agency recorded a due from the Criminal Court Fund in the amount of \$140,000 that was intended as a transfer from the CCF to the District Attorney operating account. A prior period adjustment has been made to the reflect this transfer. This resulted in an increase to beginning fund balance of \$140,000.

NOTE 15 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through June 21, 2024, which is the day the financial statements were available to be issued, and it has been determined that one significant event requires disclosure.

# **REQUIRED SUPPLEMENTARY INFORMATION**

**District Attorney of the Fifth Judicial District**  
Parishes Franklin, Richland, and West Carroll

**Statement of Revenues, Expenditures and Changes in Fund Balance -  
Budget to Actual  
General Fund  
For the Year Ended December 31, 2023**

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance With Final Budget Over(Under)
	Original	Final		
<u>Operating Revenue</u>				
Fines, Fees and Bond Forfeitures	525,000	900,000	\$ 916,340	\$ 16,340
Court Cost Fees	50,000	50,000	61,351	11,351
Interest Income	250	250	3,490	3,240
Intergovernmental Revenue				
Federal	300,000	60,000	59,205	(795)
Local	60,000	3,000	130,000	127,000
Drug Asset Forfeiture	3,700	3,700	2,480	(1,220)
Collection Fees	-	-	5,045	5,045
Other Revenues	-	-	-	-
Total Operating Revenues	<u>\$938,950</u>	<u>\$1,016,950</u>	<u>\$1,177,911</u>	<u>\$160,961</u>
<u>Operating Expenditures</u>				
General Government				
Personnel Services	957,098	957,098	912,931	44,167
Operating Services	275,000	275,000	271,743	3,257
Materials and Supplies	42,000	51,000	51,303	(303)
Travel and Other Charges	15,000	28,000	28,133	(133)
Capital Outlay	5,000	-	-	-
Total Expenditures	<u>1,294,098</u>	<u>1,311,098</u>	<u>1,264,110</u>	<u>46,988</u>
<u>Excess (Deficiency) of Revenues Over Expenditures</u>	(355,148)	(294,148)	(86,199)	207,949
Transfers In	-	-	-	-
<u>Fund Balance - Beginning of the Year</u>	<u>1,059,395</u>	<u>840,171</u>	<u>980,170</u>	<u>139,999</u>
<u>FUND BALANCE - END OF THE YEAR</u>	<u>\$ 704,247</u>	<u>\$ 546,023</u>	<u>\$ 893,971</u>	<u>\$ 347,948</u>

The accompanying notes are an integral part of this financial statement.

**District Attorney of the Fifth Judicial District**  
Parishes of Franklin, Richland, and West Carroll

**Statement of Revenues, Expenditures and Changes in Fund Balance -  
Budget to Actual  
Special Revenue - Title IV-D  
For the Year Ended December 31, 2023**

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance With Final Budget Over (Under)
	Original	Final		
<u>Operating Revenue</u>				
Intergovernmental Revenue	\$ 210,663	\$ 214,263	\$ 211,411	\$ (2,852)
Interest Income	-	-	966	966
Total Operating Revenues	210,663	214,263	212,377	(1,886)
<u>Operating Expenditures</u>				
General Government				
Personnel Services	173,790	175,993	178,711	(2,718)
Operating Services	27,087	31,270	31,510	(240)
Materials and Supplies	4,855	6,000	6,032	(32)
Travel and Other Charges	800	1,000	713	287
Capital Outlay	-	-	-	-
Total Expenditures	206,532	214,263	216,966	(2,703)
<u>Excess (Deficiency) of Revenues Over Expenditures</u>				
	4,131	-	(4,589)	(4,589)
<u>Fund Balance - Beginning of the Year</u>				
	65,691	65,691	65,691	-
<u>FUND BALANCE - END OF THE YEAR</u>				
	\$ 69,822	\$ 65,691	\$ 61,102	\$ (4,589)

The accompanying notes are an integral part of this financial statement.

## A. BUDGETS

General Budget Practices The District Attorney follows these procedures in establishing the budgetary data reflected in the combined financial statements:

State statute requires budgets to be adopted for the general fund and all special revenue funds.

Each year in December, the administrator prepares and submits a proposed budget to the District Attorney for review. Public hearings are conducted to obtain taxpayer comments, prior to the adoption of the budget. The operating budgets include proposed expenditures and the means of financing them.

Appropriations (unexpended budget balances) lapse at year-end.

Formal budget integration (within the accounting records) is employed as a management control device. All budgets are controlled at the function level. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

Encumbrances Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed.

Budget Basis of Accounting All governmental funds' budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are originally adopted or amended by the District Attorney. Legally, the District Attorney must adopt a balanced budget; that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the District Attorney to amend its budgets when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more.

District Attorney of the Fifth Judicial District  
For the Parishes of Franklin, Richland, and West Carroll

Schedule of Employer's Share of Net Pension Liability  
District Attorneys' Retirement System  
For the Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Employer's proportion of the net pension liability (asset)	0.436344 %	0.426529 %	0.429242 %	0.356451 %	0.381106 %	0.375174 %	0.337874 %	0.407038 %	0.421569 %	0.501784 %
Employer's proportionate share of the net pension liability (asset)	\$ 374,187	\$ 459,462	\$ 76,419	\$ 282,406	\$ 122,603	\$ 120,728	\$ 91,132	\$ 77,910	\$ 22,708	\$ 10,007
Employer's covered employee payroll	\$ 142,420	\$ 275,999	\$ 269,043	\$ 354,033	\$ 224,018	\$ 230,408	\$ 231,621	\$ 266,917	\$ 247,204	\$ 272,469
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	262.73 %	166.47 %	28.40 %	79.77 %	54.73 %	52.40 %	39.35 %	29.19 %	9.19 %	3.67 %
Employer's proportion of the net pension liability (asset)	85.85 %	81.65 %	96.79 %	84.86 %	93.13 %	92.92 %	93.57 %	95.09 %	98.56 %	99.45 %

The amounts presented have a measurement date of the previous fiscal year end.

Schedule is intended to show information for 10 years.

District Attorney of the Fifth Judicial District  
For the Parishes of Franklin, Richland, and West Carroll

Schedule of Employer's Share of Net Pension Liability  
Parochial Employees' Retirement System  
For the Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.063197 %	0.071285 %	0.066244 %	0.069932 %	0.073421 %	0.069373 %	0.066294 %	0.063602 %	0.086391 %
Employer's proportionate share of the net pension liability (asset)	\$ 243,232	\$ (335,783)	\$ (116,153)	\$ 3,292	\$ 325,869	\$ (51,492)	\$ 136,533	\$ 167,419	\$ 23,620
Employer's covered employee payroll	\$ 399,438	\$ 439,923	\$ 442,446	\$ 443,470	\$ 449,705	\$ 426,998	\$ 393,160	\$ 364,671	\$ 369,481
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	60.89 %	(76.33)%	(26.25)%	0.74 %	72.46 %	(12.06)%	34.73 %	45.91 %	6.39 %
Employer's proportion of the net pension liability (asset)	91.74 %	110.46 %	104.00 %	99.89 %	88.86 %	102.00 %	82.10 %	99.23 %	87.34 %

The amounts presented have a measurement date of the previous fiscal year end.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

District Attorney of the Fifth Judicial District  
For the Parishes of Franklin, Richland, and West Carroll

Schedule of Employer Contributions  
District Attorneys' Retirement System  
For the Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 31,740	\$ 26,695	\$ 17,925	\$ 9,832	\$ 5,714	\$ -	\$ -	\$ 9,342	\$ 17,305	\$ 26,568
Contributions in relation to contractually required contribution	31,740	26,695	17,925	9,832	5,714	-	-	9,342	17,305	26,568
Contribution deficiency (excess)	-	-	-	-	-	-	-	-	-	-
Employer's covered payroll	\$ 295,377	\$ 280,996	\$ 271,057	\$ 245,799	\$ 218,972	\$ 230,408	\$ 231,621	\$ 266,917	\$ 247,204	\$ 272,469
Contributions as a percentage of covered employee payroll	10.75 %	9.50 %	6.61 %	4.00 %	2.61 %	- %	- %	3.50 %	7.00 %	9.75 %

Schedule is intended to show information for 10 years.



District Attorney of the Fifth Judicial District  
For the Parishes of Franklin, Richland, and West Carroll

Schedule of Employer Contributions  
Parochial Employees' Retirement System  
For the Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ 45,490	\$ 45,935	\$ 53,891	\$ 54,200	\$ 50,999	\$ 51,716	\$ 53,375	\$ 51,111	\$ 52,877
Contributions in relation to contractually required contribution	45,490	45,935	53,891	54,200	50,999	51,716	53,375	51,111	52,877
Contribution deficiency (excess)	-	-	-	-	-	-	-	-	-
Employer's covered payroll	\$ 395,567	\$ 399,438	\$ 439,923	\$ 442,446	\$ 443,470	\$ 449,705	\$ 426,998	\$ 393,160	\$ 364,671
Contributions as a percentage of covered employee payroll	11.50 %	11.50 %	12.25 %	12.25 %	11.50 %	11.50 %	12.50 %	13.00 %	14.50 %

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

DISTRICT ATTORNEY OF THE FIFTH JUDICIAL DISTRICT  
FOR THE PARISHES OF FRANKLIN, RICHLAND AND WEST CARROLL  
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS  
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Total OPEB Liability						
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ 15,004	\$ 9,496
Interest	10,458	11,038	8,420	12,803	12,470	19,460
Changes of Benefit Terms	-	-	-	-	-	-
Changes Between Expected and Actual Experience	(17,235)	(4,700)	219,314	(12,800)	27,532	-
Changes of Assumptions	(20,181)	40,018	77,154	4,770	(112,009)	25,695
Benefit Payments	(7,832)	(8,263)	(8,268)	(8,723)	(19,374)	(20,157)
Net Change in Total OPEB Liability	<u>(34,790)</u>	<u>38,093</u>	<u>296,620</u>	<u>(3,950)</u>	<u>(76,377)</u>	<u>34,494</u>
Total OPEB Liability - Beginning	<u>304,014</u>	<u>269,224</u>	<u>307,317</u>	<u>603,937</u>	<u>599,987</u>	<u>523,610</u>
Total OPEB Liability - Ending (a)	<u>\$ 269,224</u>	<u>\$ 307,317</u>	<u>\$ 603,937</u>	<u>\$ 599,987</u>	<u>\$ 523,610</u>	<u>\$ 558,104</u>
Covered Payroll	\$ 135,000	\$ 139,050	\$ 3,900	\$ 40,170	180,500	189,525
Net OPEB Liability as a Percentage of Covered-Employee Payroll	199.43%	221.01%	1548.56%	1493.62%	290.09%	294.48%
Notes to Schedule:						
Benefit Change:	None	None	None	None	None	None
Changes of Assumptions:						
Discount Rate:	4.10%	2.74%	2.12%	2.06%	3.72%	3.26%
Mortality:	RP-2000	RP-2000	RP-2014	RP-2014	Pub G.H.-2010(A)	Pub G.H.-2010(A)
Trend:	5.5%	5.5%	Variable	Variable	Getzen Model	Getzen Model

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.



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**Independent Auditor's Report on Internal Control Over  
Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements  
Performed in Accordance With Government Auditing Standards**

District Attorney of the Fifth Judicial District  
Rayville, Louisiana

We have audited, in accordance with the 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, the financial statements of the governmental activities, each major fund, and the fiduciary fund of the District Attorney of the Fifth Judicial District, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney of the Fifth Judicial District's basic financial statements and have issued our report thereon dated June 21, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District Attorney of the Fifth Judicial District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney of the Fifth Judicial District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney of the Fifth Judicial District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District Attorney of the Fifth Judicial District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, 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 or other matters that are required to be reported under Government Auditing Standards.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District Attorney of the Fifth Judicial District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Kenneth D. Folden & Co., CPAs, LLC*

Jonesboro, Louisiana  
June 21, 2024

# **SUPPLEMENTAL INFORMATION**

District Attorney of the Fifth Judicial District  
Rayville, Louisiana

Schedule of Findings and Questioned Costs  
For the year ended December 31, 2023

We have audited the basic financial statements of the District Attorney of the Fifth Judicial District as of and for the year ended December 31, 2023 and have issued our report thereon dated June 21, 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 Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2023 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness             Yes      X   No      Significant Deficiencies             Yes      X   No

Compliance

Compliance Material to Financial Statements             Yes      X   No

B. Findings - Financial Statements Audit

Current Year

**None.**

Prior Year

**Finding 2022-001 Compliance with Local Government Budget Act**

Criteria: Louisiana Revised Statute 39:1311 requires that a public entity whose actual revenues are below budgeted revenues by 5% amend the budget in the same manner the budget was first adopted.

Condition: The District Attorney of the Fifth Judicial District's actual revenues were less than budgeted expenditures by more than 5%.

Cause: None.

Effect: The District Attorney of the Fifth Judicial District is not in compliance with the state law concerning budgeting.

Recommendation: The District Attorney of the Fifth Judicial District should implement procedures to ensure that state law is followed with respect to budgetary procedures.

Management Response: Management agrees with the finding. In 2022, our original budget reflected the amount of intergovernmental revenue anticipated from federal sources to be much higher than the actual revenue. At that time, and throughout the budget process, management discussed requesting additional funding from partner agencies to remedy the lingering effects of the sharp decline in receipts due to the COVID-19 related backlog of cases. This amount should have been amended during the budget amendment process. This issue should not occur again.

Finding Status: This finding has been resolved.

**District Attorney of the Fifth Judicial District**  
Parishes of West Carroll, Richland and Franklin, Louisiana

**Justice System Funding Schedule - Collecting/Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**

	First Six Month Period Ended <u>6/30/2023</u>	Second Six Month Period Ended <u>12/31/2023</u>
<b>Beginning Balance of Amounts Collected</b>		
<b>Add: Collections</b>		
Bond Fees (DA)	28,513	35,771
Bond Fees (Asset Forfeiture)	2,065	2,670
Asset Forfeiture	-	8,440
Check Collection Fees	2,381	3,651
Diversion - Richland	238,645	437,495
Diversion - Franklin	-	750
Diversion - Juvenile	1,325	2,275
Intrest on Collected Balances	73	97
	<u>273,002</u>	<u>491,149</u>
<b>Total Collections</b>	273,002	491,149
<b>Less: Disbursements to Governments</b>		
District Attorney's Office - Check Collection Fees	2,759	3,651
Richland Parish Sheriff's Office - Check Collection Fees	725	1,951
Richland Parish Clerk of Court - Asset Forfeiture/Sale	-	-
Richland Parish Sheriff's Office - Diversion Expense	94,457	130,275
<b>Less: Disbursements to Individuals</b>		
Other Disbursements to Individuals - Asset Forfeiture/Sale	-	3,400
Other Disbursements to Individuals - Check Collection	2,242	38,431
	<u>100,183</u>	<u>177,708</u>
<b>Total Disbursements</b>	100,183	177,708
<b>Ending Balance of Amounts Collected but not Disbursed</b>	<u><u>\$ 172,819</u></u>	<u><u>\$ 313,441</u></u>

**District Attorney of the Fifth Judicial District**  
Parishes of West Carroll, Richland and Franklin, Louisiana

**Justice System Funding Schedule - Receiving Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session**

	First Six Month Period Ended <u>6/30/2023</u>	Second Six Month Period Ended <u>12/31/2023</u>
<b>Receipts From:</b>		
West Carroll Parish Sheriff's Office - Fines	8,454	5,825
Richland Parish Sheriff's Office - Fines	48,452	67,228
Franklin Parish Sheriff's Office - Fines	13,392	14,693
West Carroll Parish Sheriff's Office - Court Cost	3,626	3,064
Richland Parish Sheriff's Office - Court Cost	15,623	29,627
Franklin Parish Sheriff's Office - Court Cost	4,310	5,102
West Carroll Parish Sheriff's Office - 2% Bond Forf	4,186	8,042
Richland Parish Sheriff's Office - 2% Bond Forf	6,937	14,396
Franklin Parish Sheriff's Office - 2% Bond Forf	19,454	16,003
Richland Parish Sheriff's Office - Reinstatement Fees	350	-
Interest on Collected Balances	73	97
<b>Total Receipts</b>	<u>\$ 124,857</u>	<u>\$ 164,077</u>



District Attorney of the Fifth Judicial District  
Parishes of Franklin, Richland, and West Carroll

Schedule of Compensation, Reimbursements, Benefits  
and Other Payments to Agency Head  
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Penny Douciere District Attorney</u>
<b><i>Purpose:</i></b>	
Salary - Non Support	\$ 12,800
Salary - General Fund	115,200
Salary - State of Louisiana	55,000
Benefits - Insurance	11,486
Benefits - Retirement	15,360
Travel Reimbursements	1,546
Total	<u>\$ 211,392</u>



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

To the District Attorneys of District Attorney of the Fifth Judicial District  
Rayville, Louisiana  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2023 through December 31, 2023. District Attorney of the Fifth Judicial District's management is responsible for those C/C areas identified in the SAUPs.

District Attorney of the Fifth Judicial District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 01, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***1) Written Policies and Procedures***

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A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- i. Budgeting, including preparing, adopting, monitoring, and amending the budget.
- ii. Purchasing, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
- iii. Disbursements, including processing, reviewing, and approving,
- iv. Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. Credit Cards (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. Information Technology Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. Prevention of Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedure Results - We noted exceptions. See Item 1.

## ***2) Board or Finance Committee***

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Procedure Results - We noted no exceptions.

### **3) Bank Reconciliations**

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A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedure Results - We noted exceptions. See Items 2 and 3.

### **4) Collections**

---

A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- i. Employees responsible for cash collections do not share cash drawers/registers;
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was in force during the fiscal period.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3a (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

Procedure Results - We noted exceptions. See Item 4.

***5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)***

---

A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

B. For each location selected under procedure #5a above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
- ii. At least two employees are involved in processing and approving payments to vendors;
- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

C. For each location selected under #5a above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5b above, as applicable.

D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3a, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedure Results - We noted exceptions. See Items 5, 6, and 7.

## ***6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

---

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, (or electronically approved), by someone other than the authorized card holder.

ii. Observe that finance charges and late fees were not assessed on the selected statements.

C. Using the monthly statements or combined statements selected under procedure #7b above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Procedure Results - We noted exceptions. See Item 8.

## ***7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

---

A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policy and Procedures procedure #1a(vii); and

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedure Results - We noted exceptions. See Item 9.

## ***8) Contracts***

---

A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period.

Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Procedure Results - We noted no exceptions.

## ***9) Payroll and Personnel***

---

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9a above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates in the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedure Results - We noted no exceptions.

## ***10) Ethics***

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a obtain ethics documentation from management, and
  - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Procedure Results - We noted no exceptions.

### ***11) Debt Service***

---

A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Procedure Results - We noted no exceptions.

### ***12) Fraud Notice***

---

A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Procedure Results - We noted no exceptions.

### ***13) Information Technology Disaster Recovery/Business Continuity***

---

A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for testing/verifying backing up restoration) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9c. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Procedure Results - We performed the procedure and discussed the results with management.

### ***14) Prevention of Sexual Harassment***

---

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.



B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

Procedure Results - We noted no exceptions.

We were engaged by District Attorney of the Fifth Judicial District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of District Attorney of the Fifth Judicial District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Kenneth D. Folden & Co., CPAs, LLC*

Jonesboro, Louisiana  
June 21, 2024

District Attorney of the Fifth Judicial District  
Rayville, Louisiana

Management's Responses to Exceptions to the  
Statewide Agreed-Upon Procedures  
For the year ended December 31, 2023

Item 1: Exception - The District Attorney of the Fifth Judicial District policies and procedures did not include contracting, dollar thresholds for travel and travel-related reimbursements, and debt policy.

Response – Management understands this exception, and will work to update our policies to be more comprehensive.

Item 2: Exception - The District Attorney of the Fifth Judicial District bank reconciliations did not have written evidence that a member of management that does not handle cash, post ledgers, or issue checks had reviewed each bank reconciliation.

Response – Management understands this exception. While the chief elected official does review and initial all active operating accounts, some accounts with little or no activity are not reviewed each month. We will add all accounts to our monthly review process.

Item 3: Exception - The District Attorney of the Fifth Judicial District did not have evidence that outstanding reconciling items for more than 12 months had been researched.

Response – Management understands this exception. Numerous small dollar amount checks are issued to witnesses and jurors each year. Most of the outstanding items noted are related to small dollar amounts that are never cashed by the recipient. We will work to submit to unclaimed property the stale checks payable to individuals, and research all other outstanding items.

Item 4: Exception - The District Attorney of the Fifth Judicial District collections did not have evidence that two of the deposits reviewed were deposited within one business day of receipt.

Response – Management understands this exception. We are a three-parish district with a very small staff. On certain days of the week, we do not have the staff available to make deposits. We understand the best practice and make every effort to deposit funds as soon as practical given our limited staff.

Item 5: Exception - The employees responsible for processing payments to vendors had the ability to add and modify vendor files.

Response – Management understands this exception. We have a very small administrative staff, so the AP Clerk's ability to add and modify vendors is necessary for operations to run smoothly. We believe the risk mitigating control to be the chief elected official reviews all unpaid invoices and reviews all checks before signing.

Item 6: Exception - The District Attorney of the Fifth Judicial District had six out of fifty-five disbursements that did not indicate that they were received by the entity. Eleven out of fifty-five disbursements did not include evidence of segregation of duties.

Response - Management understands this exception. We have a very small administrative staff, so there are instances where little segregation of duties is exercised. We believe the risk mitigating control to be that the chief elected official reviews all unpaid invoices and reviews all checks before signing.

Item 7: Exception – All non-payroll electronic disbursements did not have written evidence that they were reviewed and approved by an authorized person.

Response - Management understands this exception. While the bank statements and reconciliations are reviewed each month by the District Attorney, we will add documentation of the review process. We will add documentation to the bank reconciliation file to show all electronic disbursements are approved.

Item 8: Exception – The District Attorney of the Fifth Judicial District did not have an itemized receipt for one charge on the credit card statement reviewed.

Response – Management understands this exception. We make every effort to include an itemized receipt with purpose stated for every credit card charge. We will continue our effort to document every transaction.

Item 9: Exception - Two travel-related reimbursements reviewed did not have evidence that someone other than the person receiving reimbursement reviewed and approved.

Response – Management understands this exception. Although all travel reimbursements are reviewed at the time the check is issued, there may be times when the reviewer did not sign. We adhere to State of Louisiana travel guidelines and all travel reimbursement requests are reviewed and approved by the District Attorney.



OFFICE OF THE

DISTRICT ATTORNEY

FIFTH JUDICIAL DISTRICT  
FRANKLIN, RICHLAND, WEST CARROLL PARISHES  
**PENNY DOUCIERE**

CRIMINAL DIVISIONS:  
FRANKLIN PARISH  
CAROLINE HEMPHILL

RICHLAND PARISH  
AMANDA WILKINS  
K. DOUGLAS WHEELER

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ADMINISTRATOR:  
AMANDA MIXON

CHILD SUPPORT ENFORCEMENT:  
MICHAEL R. ELLINGTON

CHILD WELFARE AND JUVENILE:  
SHIRLEY GUILLORY GEE

VICTIM ASSISTANCE:  
DEBRA COLSON

June 21, 2024

Kenneth D. Folden & Co., CPAs, LLC  
302 8th Street  
Jonesboro, LA 71251

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 01, 2023 through December 31, 2023, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that we are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (as applicable).  
Yes  No
2. For the fiscal period January 01, 2023 through December 31, 2023, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.  
Yes  No
3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.  
Yes  No
4. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.  
Yes  No
5. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.  
Yes  No

6. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between December 31, 2023, and June 21, 2024.

Yes  No

7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.

Yes  No

8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.

Yes  No

9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.

Yes  No

10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.

Yes  No

11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.

Yes  No

12. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, that we provided to you is complete.

Yes  No

13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.

Yes  No

14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.

Yes  No

15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.

Yes  No

16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.

Yes  No

17. We represent that the employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines during the fiscal period.

Yes  No

18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.

✓ N/A

Yes  No

19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.

✓ N/A

Yes  No

20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.

Yes  No

21. We are not aware of any material misstatements in the C/C areas identified in the SAUPs.

Yes  No

22. We have disclosed to you any other matters as we have deemed appropriate.

Yes  No

23. We have responded fully to all inquiries made by you during the engagement.

Yes  No

24. We have disclosed to you all known events that have occurred subsequent to December 31, 2023, that would have a material effect on the C/C areas identified in the SAUPs, or would require adjustment to or modification of the results of the agreed-upon procedures.

Yes  No

**The previous responses have been made to the best of our belief and knowledge.**

Signature Penny Wise Davenport Date June 21, 2024

Title District Attorney