

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
OBERLIN, LOUISIANA  
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY  
ANNUAL FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2022

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## INDEPENDENT AUDITOR'S REPORT

Honorable Joseph C. Green, Jr.  
District Attorney of the Thirty-Third Judicial District  
Oberlin, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District Attorney of the Thirty-Third Judicial District, component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2022 and the related notes to the financial statements, which collectively comprise the District Attorney of the Thirty-Third 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 respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of District Attorney of the Thirty-Third Judicial District, component unit of the Allen Parish Police Jury, as of December 31, 2022, and the respective changes in financial position 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 financial audits contained in *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 District Attorney of the Thirty-Third Judicial District, component unit of the Allen Parish Police Jury, 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.

#### ***Responsibilities 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 District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, 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 Responsibility 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, internal 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 judgement 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 judgement 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 accounts 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 District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, 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 District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, 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 budgetary comparison information on pages 42 through 44, schedules of District Attorney's proportionate share of the net parochial pension liabilities on pages 45 and 47, and schedules of District Attorney's contributions to pension plans on pages 46 and 48 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 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 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 District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, Collecting/Disbursing Entity Schedule, and Receiving Entity Schedule are presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 or Chief Executive Officer, Collecting/Disbursing Entity Schedule, and Receiving Entity Schedule 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 28, 2023 on our consideration of District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, 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 solely 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 the effectiveness of District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, 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 District Attorney of the Thirty-Third Judicial District's, component unit of the Allen Parish Police Jury, internal control over financial reporting and compliance.

Steven M. DeRouen & Associates, LLC

Lake Charles, Louisiana  
June 28, 2023

BASIC FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES  
December 31, 2022

| ASSETS   | GOVERNMENTAL<br>ACTIVITIES |
|--|----------------------------|
| Current assets:                                      |                            |
| Cash   | \$ 439,574                 |
| Investments  | 429,316                    |
| Prepaid expenses                                     | 11,539                     |
| Receivables:   |                            |
| Other governments                                    | 85,072                     |
| Local sources  | 50,000                     |
| Interest   | 25                         |
| TOTAL CURRENT ASSETS                                 | 1,015,526                  |
| Noncurrent assets:                                   |                            |
| Capital assets, net of accumulated depreciation      | 63,638                     |
| TOTAL ASSETS   | 1,079,164                  |
| Deferred outflows:                                   |                            |
| Deferred outflows of resources related to pensions   | 204,013                    |
| TOTAL ASSETS AND DEFERRED OUTFLOWS                   | 1,283,177                  |
| LIABILITIES  |                            |
| Current liabilities:                                 |                            |
| Accounts payable and accrued liabilities             | 40,775                     |
| Unearned revenue                                     | 30,000                     |
| TOTAL CURRENT LIABILITIES                            | 70,775                     |
| Long-term liabilities:                               |                            |
| Net pension liability                                | 30,908                     |
| TOTAL LIABILITIES                                    | 101,683                    |
| Deferred inflows:                                    |                            |
| Deferred inflows of resources related to pensions    | 223,284                    |
| NET POSITION:  |                            |
| Net investment in capital assets                     | 63,638                     |
| Restricted:  |                            |
| Title IV   | 12,004                     |
| Drug Court   | 5,693                      |
| Victim's Assistance                                  | 42,790                     |
| Unrestricted   | 834,085                    |
| TOTAL NET POSITION                                   | 958,210                    |
| TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION | \$ 1,283,177               |

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
STATEMENT OF ACTIVITIES - GOVERNMENTAL ACTIVITIES  
For the Year Ended December 31, 2022

| Activities                    | Expenses     | Program Revenues     |                                    |                                  | Net (Expense) Revenues and Changes in Net Position Governmental Activities |
|-------------------------------|--------------|----------------------|------------------------------------|----------------------------------|--|
|                               |              | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions |  |
| Governmental activities:      |              |                      |                                    |                                  |  |
| Judicial Activities           | \$ 1,356,955 | \$ 565,929           | \$ 1,116,260                       | \$ -                             | \$ 325,234   |
| Total governmental activities | \$ 1,356,955 | \$ 565,929           | \$ 1,116,260                       | \$ -                             | \$ 325,234   |
| GENERAL REVENUES              |              |                      |                                    |                                  |  |
|                               |              |                      |                                    |                                  | 7,228  |
|                               |              |                      |                                    |                                  | 14,412   |
|                               |              |                      |                                    |                                  | 8,995  |
|                               |              |                      |                                    |                                  |  |
|                               |              |                      |                                    |                                  | 6,386  |
|                               |              |                      |                                    |                                  | <u>37,021</u>  |
|                               |              |                      |                                    |                                  |  |
|                               |              |                      |                                    |                                  | 362,255  |
|                               |              |                      |                                    |                                  |  |
|                               |              |                      |                                    |                                  | 595,955  |
|                               |              |                      |                                    |                                  | <u>\$ 958,210</u>  |

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT**  
**Oberlin, Louisiana**  
**Balance Sheet, Governmental Funds**  
**December 31, 2022**

|  | <b>MAJOR</b>            |                                 |                           |                              | <b>TOTAL<br/>GOVERNMENTAL<br/>FUNDS</b> |
|--|-------------------------|---------------------------------|---------------------------|------------------------------|---|
|  | <b>GENERAL<br/>FUND</b> | <b>WORTHLESS<br/>CHECK FUND</b> | <b>PROBATION<br/>FUND</b> | <b>INTERVENTION<br/>FUND</b> |   |
| <b>ASSETS</b>                                  |                         |                                 |                           |                              |   |
| Cash   | \$ 401,846              | \$ 974                          | \$ 3,526                  | \$ 33,228                    | \$ 439,574                              |
| Investments                                    | 429,316                 | -                               | -                         | -                            | 429,316                                 |
| Prepaid expenses                               | 11,539                  | -                               | -                         | -                            | 11,539                                  |
| Receivables                                    | 135,097                 | -                               | -                         | -                            | 135,097                                 |
| <b>TOTAL ASSETS</b>                            | <b>977,798</b>          | <b>974</b>                      | <b>3,526</b>              | <b>33,228</b>                | <b>1,015,526</b>                        |
| <b>LIABILITIES AND<br/>FUND BALANCES</b>       |                         |                                 |                           |                              |   |
| <b>Liabilities:</b>                            |                         |                                 |                           |                              |   |
| Accounts payable and<br>accrued liabilities    | 40,775                  | -                               | -                         | -                            | 40,775                                  |
| Unearned revenue                               | 30,000                  | -                               | -                         | -                            | 30,000                                  |
| <b>Total Liabilities</b>                       | <b>70,775</b>           | <b>-</b>                        | <b>-</b>                  | <b>-</b>                     | <b>70,775</b>                           |
| <b>Fund balances:</b>                          |                         |                                 |                           |                              |   |
| Nonspendable - prepaids                        | 11,539                  | -                               | -                         | -                            | 11,539                                  |
| Restricted:                                    |                         |                                 |                           |                              |   |
| Title IV                                       | 12,004                  | -                               | -                         | -                            | 12,004                                  |
| Drug Court                                     | 5,693                   | -                               | -                         | -                            | 5,693                                   |
| Victim's Assistance                            | 42,790                  | -                               | -                         | -                            | 42,790                                  |
| Assigned                                       | -                       | 974                             | 3,526                     | 33,228                       | 37,728                                  |
| Unassigned                                     | 834,997                 | -                               | -                         | -                            | 834,997                                 |
| <b>Total Fund Balances</b>                     | <b>907,023</b>          | <b>974</b>                      | <b>3,526</b>              | <b>33,228</b>                | <b>944,751</b>                          |
| <b>TOTAL LIABILITIES<br/>AND FUND BALANCES</b> | <b>\$ 977,798</b>       | <b>\$ 974</b>                   | <b>\$ 3,526</b>           | <b>\$ 33,228</b>             | <b>\$ 1,015,526</b>                     |

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL  
FUNDS TO THE STATEMENT OF NET POSITION  
December 31, 2022

|   |                   |
|---|-------------------|
| TOTAL FUND BALANCE FOR GOVERNMENTAL FUNDS<br>AT DECEMBER 31, 2022   | \$ 944,751        |
| Total net position reported for governmental activities in the statement of net<br>position is different because:                                 |                   |
| Capital assets used in governmental activities are not financial resources<br>and therefore are not reported in the funds.                        |                   |
| Capital assets, net of accumulated depreciation   | 63,638            |
| Net pension obligations, are not due and payable in the current period and,<br>therefore, are not reported in the funds.                          |                   |
|   | (30,908)          |
| Deferred outflows and inflows or resources related to pensions are applicable to<br>Future periods and, therefore, are not reported in the funds. |                   |
| Deferred outflows of resources related to pensions  | 204,013           |
| Deferred inflows of resources related to pensions   | <u>(223,284)</u>  |
| TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES<br>AT DECEMBER 31, 2022   | <u>\$ 958,210</u> |

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT

Oberlin, Louisiana

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Year Ended December 31, 2022

|  | MAJOR             |                         |                   |                      | TOTAL<br>GOVERNMENTAL<br>FUNDS |
|--|-------------------|-------------------------|-------------------|----------------------|--------------------------------|
|  | GENERAL<br>FUND   | WORTHLESS<br>CHECK FUND | PROBATION<br>FUND | INTERVENTION<br>FUND |                                |
| <b>REVENUES</b>  |                   |                         |                   |                      |                                |
| Commissions on fines and forfeitures and fees for collection of worthless checks | \$ 123,982        | \$ 20,564               | \$ 65,047         | \$ 279,455           | \$ 489,048                     |
| Intergovernmental revenues:  |                   |                         |                   |                      |                                |
| Louisiana supreme court reimbursements   | 115,893           | -                       | -                 | -                    | 115,893                        |
| Parish police jury reimbursements  | 125,763           | -                       | -                 | -                    | 125,763                        |
| Parish school board  | 60,000            | -                       | -                 | -                    | 60,000                         |
| Federal grants   | 254,336           | -                       | -                 | -                    | 254,336                        |
| State revenues   | 30,000            | -                       | -                 | -                    | 30,000                         |
| Interest earnings  | 7,152             | -                       | 1                 | 75                   | 7,228                          |
| On-behalf payments   | 330,268           | -                       | -                 | -                    | 330,268                        |
| Other revenues:  |                   |                         |                   |                      |                                |
| Gaming revenues  | 200,000           | -                       | -                 | -                    | 200,000                        |
| Worthless checks   | -                 | 76,881                  | -                 | -                    | 76,881                         |
| Forfeitures  | 14,412            | -                       | -                 | -                    | 14,412                         |
| Miscellaneous  | 8,994             | 1                       | -                 | -                    | 8,995                          |
| <b>TOTAL REVENUES</b>  | <b>1,270,800</b>  | <b>97,446</b>           | <b>65,048</b>     | <b>279,530</b>       | <b>1,712,824</b>               |
| <b>EXPENDITURES</b>  |                   |                         |                   |                      |                                |
| Current:   |                   |                         |                   |                      |                                |
| Auto expenses  | 4,386             | -                       | -                 | -                    | 4,386                          |
| Bank charges   | -                 | -                       | -                 | 54                   | 54                             |
| Criminal disbursements   | 1,263             | -                       | -                 | -                    | 1,263                          |
| Dues and subscriptions   | 12,480            | -                       | -                 | -                    | 12,480                         |
| Insurance  | 23,254            | -                       | -                 | -                    | 23,254                         |
| Intergovernmental transfers  | 1,874             | 6,350                   | 33,282            | 8,795                | 50,301                         |
| Lace   | 106,732           | -                       | -                 | -                    | 106,732                        |
| Medical  | 748               | -                       | -                 | -                    | 748                            |
| Miscellaneous  | 54                | -                       | 127               | -                    | 181                            |
| Office   | 22,780            | -                       | -                 | -                    | 22,780                         |
| Postage  | 3,294             | -                       | -                 | -                    | 3,294                          |
| Public relations   | 924               | -                       | -                 | -                    | 924                            |
| Restitution  | -                 | -                       | -                 | 2,475                | 2,475                          |
| Salaries and benefits  | 1,071,296         | -                       | -                 | -                    | 1,071,296                      |
| Seminars   | 9,119             | -                       | -                 | -                    | 9,119                          |
| Telephone  | 3,683             | -                       | -                 | -                    | 3,683                          |
| Travel   | 722               | -                       | -                 | -                    | 722                            |
| Uniforms   | 1,414             | -                       | -                 | -                    | 1,414                          |
| Drug court expenditures  | 65,584            | -                       | -                 | -                    | 65,584                         |
| Worthless check disbursements  | -                 | 76,881                  | -                 | -                    | 76,881                         |
| <b>TOTAL EXPENDITURES</b>  | <b>1,329,607</b>  | <b>83,231</b>           | <b>33,409</b>     | <b>11,324</b>        | <b>1,457,571</b>               |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</b>                     | <b>(58,807)</b>   | <b>14,215</b>           | <b>31,639</b>     | <b>268,206</b>       | <b>255,253</b>                 |
| <b>OTHER FINANCING SOURCES (USES)</b>  |                   |                         |                   |                      |                                |
| Sale of capital assets   | 6,386             | -                       | -                 | -                    | 6,386                          |
| Operating transfers in   | 302,438           | -                       | -                 | -                    | 302,438                        |
| Operating transfers out  | -                 | (14,214)                | (31,281)          | (256,943)            | (302,438)                      |
| Total other financing sources (uses)   | 308,824           | (14,214)                | (31,281)          | (256,943)            | 6,386                          |
| <b>NET CHANGE IN FUND BALANCE</b>  | <b>250,017</b>    | <b>1</b>                | <b>358</b>        | <b>11,263</b>        | <b>261,639</b>                 |
| <b>FUND BALANCES, BEGINNING</b>  | <b>657,006</b>    | <b>973</b>              | <b>3,168</b>      | <b>21,965</b>        | <b>683,112</b>                 |
| <b>FUND BALANCES, ENDING</b>   | <b>\$ 907,023</b> | <b>\$ 974</b>           | <b>\$ 3,526</b>   | <b>\$ 33,228</b>     | <b>\$ 944,751</b>              |

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
 RECONCILIATION OF THE STATEMENT OF REVENUES,  
 EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
 For the Year Ended December 31, 2022

Amounts reported for governmental activities in the statement of activities are different because:

|   |                           |
|---|---------------------------|
| NET CHANGE IN FUND BALANCE - TOTAL GOVERNMENTAL FUNDS INCREASE (DECREASE)   | \$ 261,639                |
| <p>Governmental funds report capital outlays as expenditures, however, in the statement of activities the capitalized cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense:</p> |                           |
| Depreciation expense  | \$ <u>(4,328)</u> (4,328) |
| <p>Certain retirement benefits expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.</p>   |                           |
|   | 104,944                   |
| <p>The governmental funds report sales of capital outlay as other revenue, where the statement of activities reports either a gain or loss on the sale.</p>   |                           |
|   | <u>-</u>                  |
| CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES  | <u>\$ 362,255</u>         |

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
Statement of Fiduciary Net Position - Agency Funds  
December 31, 2022

|                           | <u>FORFEITURE<br/>FUND</u> | <u>TIX<br/>FUND</u>  | <u>PROBATION<br/>DEBT<br/>COLLECTION<br/>FUND</u> | <u>TOTAL</u>            |
|---------------------------|----------------------------|----------------------|---|-------------------------|
| ASSETS                    |                            |                      |   |                         |
| Cash and cash equivalents | <u>\$ 36,918</u>           | <u>\$ 873</u>        | <u>\$ 695</u>                                     | <u>\$ 38,486</u>        |
| TOTAL ASSETS              | <u><u>36,918</u></u>       | <u><u>873</u></u>    | <u><u>695</u></u>                                 | <u><u>38,486</u></u>    |
| LIABILITIES               |                            |                      |   |                         |
| Due to other agencies     | <u>36,918</u>              | <u>873</u>           | <u>695</u>  | <u>38,486</u>           |
| TOTAL LIABILITIES         | <u><u>\$ 36,918</u></u>    | <u><u>\$ 873</u></u> | <u><u>\$ 695</u></u>                              | <u><u>\$ 38,486</u></u> |

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2022

## INTRODUCTION

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. He is also the representative of the state before the grand jury in his district, and is the legal advisor to the grand jury, and 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 parish of Allen, Louisiana. The District Attorney has approximately twenty-five employees.

## REPORTING ENTITY

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury financial statements would be misleading if data of the organization were not included because of the nature or significance of the relationship, the district attorney was determined to be a component unit of the Allen 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 government unit, or the other governmental units that comprise the financial reporting entity.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements of the District Attorney of the Thirty-Third Judicial District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of these notes.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513 and to the guidance set forth in the industry audit guide, Audits of State and Local Governments, issued by the American Institute of Certified Public Accountants and the Louisiana Governmental Audit Guide.

**A. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the District Attorney of the Thirty-Third Judicial District of Allen Parish. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) fees and charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by the program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. All individual governmental funds are reported as separate columns in the fund financial statements.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District Attorney considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Property taxes, reimbursements, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Commissions on fines and bond forfeitures are recorded in the year they are collected by the parish tax collector. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Transfers between funds, which are not expected to be repaid, are accounted for as other financing sources (uses), when the underlying event occurs. All other revenue items are considered to be measurable and available only when cash is received by the government. Interfund transfers are made to meet current or anticipated needs.

The emphasis on fund financial statements is on major governmental funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

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

The major funds are described below:

**General Fund** - The general operating fund of the District Attorney and accounts for all financial resources, except those required to be accounted for in other funds. To account for fines collected and bonds forfeited used to operate the District Attorney's office. Also, to account for the State Department of Social Service's grant reimbursement used to fund family and child support enforcement services.

**Special Revenue Funds:**

**Worthless Checks** - To account for the collection and processing of worthless checks. Fees collected vary according to the check amount.

**Intervention** - To account for the pre-trial intervention and diversion programs. The program is offered to selected non-violent offenders as an alternative to prosecution. The revenues for this fund are derived from charges for services to participants.

**Probation** - To account for the probation program. The fund is to account for fines, court costs, and probation fees collected from individuals for the crimes they have committed.

Additionally, the District Attorney's office reports the following fund types:

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District Attorney. Fiduciary funds include:

**Agency Funds:**

**Forfeiture** – To account for the collection and distribution of seized and forfeited assets.

**Tix** – To account for the collection and distribution of online payments.

**Probation Debt Collection** - To account for the collection and distribution of garnishment of taxpayers' Louisiana income tax refunds for the payment of overdue probation fees.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the District Attorney's policy to use restricted resources first, then unrestricted resources as they are needed.

**C. Budgets**

A budget is adopted on a basis consistent with generally accepted accounting principles. All annual appropriations lapse at fiscal year end.

In December of each year, the budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

There was one amendment to the General Fund during the year and the amendment is reflected in the budget comparison. There was one amendment to the Probation Fund and the Intervention Fund during the year and the amendment is reflected in the budget comparison. A budget was not prepared for the Worthless Checks Fund for 2022.

**D. Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

**E. Investments**

Under state law, the District Attorney may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, which approximates fair value.

**F. Prepaid Items**

The District Attorney records as prepaid assets, expenditures during the current period that will benefit the subsequent period.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**G. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., drainage structures, bridges, and similar items), are reported in the government-wide financial statements. Capital assets are capitalized at historical cost. The District Attorney has established a \$5,000 capitalization threshold.

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

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> |
|-------------------------------------|------------------------|
| Buildings and building improvements | 20-40 years            |
| Furniture, fixtures and equipment   | 3-10 years             |
| Vehicles                            | 5 years                |

**H. Compensated Absences**

The District Attorney’s leave policy does not provide for the accumulation and vesting of leave.

**I. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB requires an entity to delay recognition of decreases in net position/fund balance as expenditures until a future period. In other instances, entities are required to delay recognition of increases in net position/fund balance as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**J. Equity Classifications**

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgage, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance of the governmental funds are classified as follows:

1. *Nonspendable*, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and for property held for resale (unless the proceeds are restricted, committed, or assigned),
2. *Restricted* fund balance category includes amounts that can only be spent for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
3. *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the District Attorney (the District Attorney’s highest level of decision-making authority),
4. *Assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the District Attorney or by an official or body to which the District Attorney delegates the authority,
5. *Unassigned* fund balance category includes amounts that are available for any purpose and are only reported in the general fund.

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District Attorney considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the District Attorney has provided otherwise in its commitment or assignment actions.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then, restricted fund balances for specific purposes are determined (not including nonspendable amounts). Then, any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when nonspendable amounts plus the restricted fund balances for specific purposes amounts exceed the positive fund balance for the non-general fund.

As of December 31, 2022, the District Attorney did not have any committed fund balances.

**K. 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.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**L. Interfund Transfers**

Transfers are made into the General Fund from the Special Revenue Funds to assist in the payment of normal operating expenditures.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

Custodial credit risk – deposits. Custodial credit risk is the risk that in the event of a bank failure, the government’s deposits may not be returned to it.

In accordance with a fiscal agency agreement that is approved by the District Attorney, the District Attorney’s office maintains demand and time deposits through local depository banks that are members of the Federal Reserve System.

Interest rate risk. The District Attorney’s office does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of credit risk. The District Attorney’s office places no limit on the amount the District Attorney’s office may invest in any one issuer.

At December 31, 2022, the District Attorney has cash and cash equivalents (book balances) totaling \$478,060 as follows:

|                                  |            |
|----------------------------------|------------|
| Interest-bearing demand deposits | \$ 478,060 |
|----------------------------------|------------|

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities. 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 by the pledging financial institution’s trust department or agent, in the District Attorney’s name.

As of December 31, 2022, the District Attorney had \$487,681 in deposits (collected bank balances). These deposits are secured from risk by \$321,784 of federal deposit insurance and \$295,607 of pledged securities held by the pledging financial institution’s trust department or agent, in the District’s name.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
Notes to the Financial Statements (Continued)

**NOTE 3 - RECEIVABLES**

The following is a summary of receivables as of December 31, 2022:

| <u>Class of Receivable</u>      | <u>General Fund</u> |
|---------------------------------|---------------------|
| Federal grant                   | \$ 54,793           |
| Fines and reimbursements        | 10,113              |
| Due from other governments      | 20,166              |
| Interest                        | 25                  |
| Coushatta Tribe community grant | 50,000              |
| Total                           | <u>\$ 135,097</u>   |

Most of the District Attorney’s receivables are from other governments. The District Attorney believes any uncollectible receivables, if any, would be immaterial to the financial statements.

Amounts received or receivable from grantor or local agencies are subject to audit and adjustment by grantor or local agency reviews. Any disallowed expenditures, including amounts already collected, may constitute a liability. The District Attorney is not aware of any disallowed expenditures as of December 31, 2022.

**NOTE 4 - CHANGES IN CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ending December 31, 2022:

|  | <u>Improvements</u> | <u>Equipment</u> | <u>Vehicles</u> | <u>Total</u>     |
|--|---------------------|------------------|-----------------|------------------|
| Capital assets being depreciated                                     |                     |                  |                 |                  |
| Cost at December 31, 2021  | \$ 120,697          | \$ 85,045        | \$ 72,957       | \$ 278,699       |
| Additions  | -                   | -                | -               | -                |
| Deletions  | -                   | -                | (10,218)        | (10,218)         |
| Cost at December 31, 2022  | <u>120,697</u>      | <u>85,045</u>    | <u>62,739</u>   | <u>268,481</u>   |
| Depreciation:  |                     |                  |                 |                  |
| Accumulated depreciation -   |                     |                  |                 |                  |
| December 31, 2021  | (55,804)            | (81,838)         | (73,091)        | (210,733)        |
| Additions  | (4,328)             | -                | -               | (4,328)          |
| Deletions  | -                   | -                | 10,218          | 10,218           |
| Accumulated depreciation -   |                     |                  |                 |                  |
| December 31, 2022  | <u>(60,132)</u>     | <u>(81,838)</u>  | <u>(62,873)</u> | <u>(204,843)</u> |
| Capital assets, net of accumulated depreciation at December 31, 2022 | <u>\$ 60,565</u>    | <u>\$ 3,207</u>  | <u>\$ (134)</u> | <u>\$ 63,638</u> |

Depreciation expense of \$4,328 was charged to judicial activities for the year 2022.

**NOTE 5 – INTERFUND RECIEVABLES, PAYABLES, AND TRANSFERS**

The composition of interfund transfers for the year ending December 31, 2022 is as follows:

Interfund Transfers:

| From                  | To           | Amount            |
|-----------------------|--------------|-------------------|
| Intervention Fund     | General Fund | \$ 256,943        |
| Probation Fund        | General Fund | 31,281            |
| Worthless Checks Fund | General Fund | 14,214            |
| Total                 |              | <u>\$ 302,438</u> |

The District Attorney’s office makes routine transfers between funds to pay routine expenses that occur during the year.

**NOTE 6 - PAROCHIAL EMPLOYEE’S RETIREMENT SYSTEM PENSION PLAN**

**Plan Description**

The Parochial Employees' Retirement System of Louisiana (System) is the administrator of a cost-sharing multiple-employer defined benefit pension plan. The System was originally established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana.

The System provides retirement benefits to employees of any parish within 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 District Attorney is a participating member of Plan A.

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.

**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.

**NOTE 6 - PAROCHIAL EMPLOYEE'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

**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.

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

For employees hired prior to January 1, 2007:

1. Age 55 with thirty (30) years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. 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 and Plan B shall consist of an amount equal to three percent and two percent, respectively, 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.

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

**Survivor Benefits**

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

**NOTE 6 - PAROCHIAL EMPLOYEE'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes. Plan B members need ten (10) years of service credit to be eligible for survivor benefits. Upon the death of any member of Plan B with twenty (20) or more years of creditable service who is not eligible for normal retirement, the plan provides for an automatic Option 2 benefit for the surviving spouse when he/she reaches age 50 and until remarriage, if the remarriage occurs before age 55.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

**Deferred Retirement Option Plan**

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable, but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

**NOTE 6 - PAROCHIAL EMPLOYEE'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

**Disability Benefits**

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty for those members who are enrolled prior to January 1, 2007 and to age 62 for those members who are enrolled January 1, 2007 and later.

For Plan B, a member shall be eligible to retire and receive a disability benefit if he/she was hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of an amount equal to two percent of the member's final average compensation multiplied by his years of service, to age 60 for those members who are enrolled prior to January 1, 2007 and to age 62 for those members who are enrolled January 1, 2007 and later.

**Cost of Living Increases**

The Board is authorized to provide a cost-of-living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements.

In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

**Employer Contributions**

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2021, the actuarially determined contribution rate was 10.38% of member's compensation for Plan A and 7.07% of member's compensation for Plan B. However, the actual rate for the fiscal year ending December 31, 2021 was 12.25% for Plan A and 7.50% for Plan B.

**NOTE 6 - PAROCHIAL EMPLOYEE’S RETIREMENT SYSTEM PENSION PLAN (Continued)**

According to state statute, the System also receives ¼ 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.

The payroll for the District Attorney employees covered by the system for the year ended December 31, 2022 was \$303,317; the District Attorney’s total payroll and accrued benefits for 2022 was \$717,494. The District Attorney contributed \$34,885 to the system during 2022. As of December 31, 2022, the total amount owed to the Parochial Retirement System was \$16,132 for December contributions.

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

As of December 31, 2022, the District Attorney reported overfunding of \$217,481 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2021, and the total pension liability (asset) used to calculate the net pension liability (asset) was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer’s proportionate share of the pension amounts.

The allocation method used in determining each employer’s proportion was based on the employer’s projected contribution effort to the plan. The employers’ contribution effort was actuarially determined by the System’s actuary.

For the year ended December 31, 2022, the District Attorney recognized pension expense of \$0 (resulting in \$40,706 of negative pension expense). As of December 31, 2022, the 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  | \$ -              | \$ 15,762        |
| Net difference between projected and actual earnings on pension plan investments          | 13,140            | 188,117          |
| Differences between District Attorney contributions and proportion share of contributions | 947               | 9,646            |
| Changes in assumptions  | 11,342            | -                |
| District Attorney contributions made subsequent to the measurement date                   | 34,885            | -                |
| Total   | \$ 60,314         | \$ 213,525       |

**NOTE 6 - PAROCHIAL EMPLOYEE’S RETIREMENT SYSTEM PENSION PLAN (Continued)**

The District Attorney’s contributions during the year ended December 31, 2022, reported as deferred outflows, of \$34,885 subsequent to the measurement date will be recognized as reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| Year ended December 31: |             |
|-------------------------|-------------|
| 2023                    | \$ (38,818) |
| 2024                    | (78,540)    |
| 2025                    | (50,575)    |
| 2026                    | (20,163)    |
| 2027                    | -           |
| Thereafter              | -           |

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees’ past periods of service, less the amount of the pension plan’s fiduciary net position.

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, 2021   |
| Actuarial Cost Method            | Plan A - Entry Age Normal<br>Plan B - Entry Age Normal  |
| Actuarial Assumptions:           |   |
| Investment Rate of Return        | 6.40%, net of investment expense, w/inflation   |
| Increases                        | Plan A – 4.75% (2.30% Inflation, 2.45% Merit)<br>Plan B – 4.25% (2.30% Inflation, 1.95% Merit)  |
| 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. |
| Expected Remaining Service Lives | 4 years   |
| 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.   |

**NOTE 6 - PAROCHIAL EMPLOYEE'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

The discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B. This represents a decrease from the prior year. This rate was selected based on analysis performed as part of the system's recent experience study. Based on previous projections of cash flows, and in conjunction with the statutory and constitutional provisions affecting the Parochial Employees' Retirement System with regard to actuarial funding of the retirement system, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments to current plan members. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employers and non-employer contributing entities will be made at 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. 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. Thus, the discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B.

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 7.00% for the year ended December 31, 2021.

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, 2021 are summarized in the following table:

| <u>Asset Class</u>                | <u>Target Asset Allocation</u> | <u>Long-Term Expected Portfolio Real Rate of Return</u> |
|-----------------------------------|--------------------------------|---|
| Fixed income                      | 33%                            | 0.85%   |
| Equity                            | 51%                            | 3.23%   |
| Alternatives                      | 14%                            | 0.71%   |
| Real assets                       | 2%                             | 0.11%   |
| Totals                            | 100%                           | 4.90%   |
|                                   |                                |   |
| Inflation                         |                                | 2.10%   |
| Expected Arithmetic Normal Return |                                | 7.00%   |

**NOTE 6 - PAROCHIAL EMPLOYEE’S RETIREMENT SYSTEM PENSION PLAN (Continued)**

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 then 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 Health 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 MP 2018 scale.

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.40%, as well as what the employers’ net pension liability 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.

| <b>Changes in Discount Rate</b> |                |                          |                |
|---------------------------------|----------------|--------------------------|----------------|
|                                 | 1%<br>Decrease | Current Discount<br>Rate | 1%<br>Increase |
|                                 | 5.40%          | 6.40%                    | 7.40%          |
| Net Pension Liability (Asset)   | \$38,773       | \$(217,481)              | \$(432,140)    |

**Retirement System Audit Report**

The Parochial Employees’ Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended December 31, 2021. Access to the report can be found on the Louisiana Legislative Auditor’s website, [www.la.gov](http://www.la.gov).

**NOTE 7 - DISTRICT ATTORNEY’S RETIREMENT SYSTEM PENSION PLAN**

**Plan Description**

The District Attorneys' Retirement System, State of Louisiana is the administrator of 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 and their assistants in each parish.

**NOTE 7 - DISTRICT ATTORNEY'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

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 board for assistant district attorneys. 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 period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2013, not to exceed sixty months, subject to the limitation that the final average compensation shall not be less than the highest 36-month final average compensation as of January 1, 2013.

**NOTE 7 - DISTRICT ATTORNEY'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

Disability benefits are awarded to active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to three percent (three and one-half percent for members covered under the new retirement benefit provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than fifteen years) or projected continued service to age sixty.

Upon the death of a member with less than 5 years of creditable service, his accumulated contributions and interest thereon are paid to his surviving spouse, if he is married, or to his designated beneficiary, if he is not married. Upon the death of any active, contributing member with 5 or more years of service or any member with 23 years of service who has not retired, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with the option factors used as if the member had continued in service to earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children are paid 80% of the member's accrued retirement benefit divided into equal shares. If a member has no surviving spouse or children, his accumulated contributions and interest are paid to his designated beneficiary. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions with interest.

Upon withdrawal from service, members not entitled to a retirement allowance are paid a refund of accumulated contributions upon request. Receipt of such a refund cancels all accrued rights in the System.

The Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the board may grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the board to grant any of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings.

In lieu of receiving a service retirement allowance, any member who has more years of service than are required for a normal retirement may elect to receive a Back-Deferred Retirement Option Program (Back-DROP) benefit.

**NOTE 7 - DISTRICT ATTORNEY'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In lieu of receiving the lump-sum payment, the member may leave the funds on deposit with the system in an interest-bearing account.

Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to three years in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to ½ of one percent. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in the DROP. Upon termination of participation, the participant in the plan received, at his option, a lump sum from the account equal to the payments into the account or systematic disbursements from his account in any manner approved by the board of trustees. The monthly benefits that were being paid into the DROP would then be paid to the retiree. All amounts which remain credited to the individual's sub-account after termination of participation in the plan were invested in liquid money market funds. Interest was credited thereon as actually earned.

**Employer Contributions**

According to state statute, contribution requirements for all employers are actuarially determined each year. The actual employer contribution was 9.50% for the year ended June 30, 2022.

**Non-Employer Contributions**

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. Non-employer contributions were recognized as revenue during the year ended June 30, 2022 and excluded from pension expense.

**NOTE 7 - DISTRICT ATTORNEY'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

|                                  |  |
|----------------------------------|--|
| Valuation Date                   | June 30, 2022  |
| Actuarial Cost Method            | Entry Age Normal Cost  |
| Investment Rate of Return        | 6.10% per annum  |
| Projected Salary Increases       | 5.00% (2.20% Inflation, 2.80% Merit)   |
| Mortality Rates                  | Mortality rates based on the Pub-2010 table for General Above-Median Employees multiplied by 115% for males and females, each with full generational projection using MP2019 scale. Disabled retirees are modeled on the same tables and scales. |
| Expected Remaining Service Lives | 5 years  |
| 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.

**NOTE 7 - DISTRICT ATTORNEY’S RETIREMENT SYSTEM PENSION PLAN (Continued)**

The 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 geometric expected rate of return was 7.69% for the year ended June 30, 2022.

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, 2022 were as follows:

| <u>Asset Class</u>           | <u>Long-Term Target<br/>Asset Allocation</u> | <u>Real Rate of<br/>Return</u> | <u>Nominal Rate of<br/>Return</u> |
|------------------------------|--|--------------------------------|-----------------------------------|
| Equities                     | 57.11%                                       | 10.57%                         |                                   |
| Fixed Income                 | 30.19%                                       | 2.95%                          |                                   |
| Alternatives                 | 12.67%                                       | 6.00%                          |                                   |
| Real Estate                  | 0.03%  | 0.00%                          |                                   |
| Totals                       | <u>100.00%</u>                               |                                | 5.01%                             |
| Inflation                    |  |                                | <u>2.68%</u>                      |
| Expected Real Rate of Return |  |                                | <u>7.69%</u>                      |

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 and non-employer contributing entities 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.

**NOTE 7 - DISTRICT ATTORNEY'S RETIREMENT SYSTEM PENSION PLAN (Continued)**

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.10%, as well as what the employers' 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 |                                   |                         |
|-------------------------------|--------------------------|-----------------------------------|-------------------------|
|                               | 2022                     |                                   |                         |
|                               | 1%<br>Decrease<br>5.10%  | Current<br>Discount Rate<br>6.10% | 1%<br>Increase<br>7.10% |
| Net Pension Liability/(Asset) | <u>\$ 416,520</u>        | <u>\$ 248,359</u>                 | <u>\$ 107,305</u>       |

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

The payroll for the District Attorney employees covered by the system for the year ended December 31, 2022 was \$159,716; the District Attorney's total payroll and accrued benefits for 2022 was \$717,494. The District Attorney contributed \$14,936 to the system during 2022. As of December 31, 2022, the total amount owed to the Parochial Retirement System was \$3,225 for December contributions.

As of December 31, 2022, the District Attorney reported a liability of \$248,359 for its proportionate share of the net pension liability of the District Attorneys' Retirement System. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on the employer's projected contribution effort to the plan. The employer's contribution effort was actuarially determined by the System's actuary.

**NOTE 7 - DISTRICT ATTORNEY’S RETIREMENT SYSTEM PENSION PLAN (Continued)**

For the year ended December 31, 2022, the District Attorney recognized pension expense of \$60,852, for the District Attorneys’ Retirement plan. As of December 31, 2022, the 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  | \$ 4,398          | \$ (4,836)       |
| Net difference between projected and actual earnings on pension plan investments          | 147,953           | -                |
| Differences between District Attorney contributions and proportion share of contributions | -                 | -                |
| Changes in assumptions  | (23,588)          | (37,826)         |
| Changes in proportion   | -                 | 52,421           |
| District Attorney contributions made subsequent to the measurement date                   | 14,936            | -                |
| Total   | \$ 143,699        | \$ 9,759         |

The District Attorney’s contributions to the District Attorneys’ Retirement plan during the year ended December 31, 2022, reported as deferred outflows, of \$14,936 will be recognized as a reduction of net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| Year ended December 31: |           |
|-------------------------|-----------|
| 2023                    | \$ 34,149 |
| 2024                    | 26,196    |
| 2025                    | 24,066    |
| 2026                    | 34,593    |
| 2027                    | -         |
| Thereafter              | -         |

**Retirement System Audit Report**

The District Attorneys’ Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2022. Access to the report can be found on the Louisiana Legislative Auditor’s website, [www.la.gov](http://www.la.gov).

**NOTE 8 - RISK MANAGEMENT**

The District Attorney is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District Attorney maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. The District Attorney did not reduce insurance coverage during 2022.

**NOTE 9 – CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS**

A summary of changes in agency fund deposits due others follows:

|                                | Balance at<br>Beginning of Year | Additions        | Reductions        | Balance at End<br>of Year |
|--------------------------------|---------------------------------|------------------|-------------------|---------------------------|
| Agency funds:                  |                                 |                  |                   |                           |
| Forfeiture Fund                | \$ 92,024                       | \$ 12,788        | \$ 67,894         | \$ 36,918                 |
| Tix Fund                       | 924                             | 61,274           | 61,325            | 873                       |
| Probation Debt Collection Fund | 694                             | 4,844            | 4,843             | 695                       |
| Total Agency funds             | <u>\$ 93,642</u>                | <u>\$ 78,906</u> | <u>\$ 134,062</u> | <u>\$ 38,486</u>          |

**NOTE 10 – COMMUNITY GRANT AGREEMENT-COUSHATTA TRIBE OF LOUISIANA**

The District Attorney received \$200,000 from Coshatta Casino Resort for the year ending December 31, 2022. This revenue was deposited directly into the General Fund and was not transferred out to any other funds during the year. The District Attorney used the gaming revenue to assist with the prosecution of crimes occurring on the tribal lands and the crimes that were reasonably connected with activity occurring at the tribal-owned casino resort in Kinder, Louisiana.

**NOTE 11 – UNEARNED REVENUE**

The Allen Parish District Attorney received \$60,000 in 2022 from the Allen Parish School Board for a truancy program for the fiscal school year 2022-2023. Only \$30,000 of that revenue had been earned as of December 31, 2022. The portion that had not been earned as of December 31, 2022 was recorded as unearned revenue in the General Fund.

**NOTE 12 – LONG-TERM LIABILITIES**

|                                  | Beginning of<br>Year | Additions | Reductions | End of Year | Amounts Due<br>Within One<br>Year |
|----------------------------------|----------------------|-----------|------------|-------------|-----------------------------------|
| Net Pension Liability<br>(Asset) | \$ (10,790)          | \$ 41,698 | \$ -0-     | \$ 30,908   | \$ -0-                            |

**NOTE 13 – DEFERRED COMPENSATION PLAN**

The District Attorney’s office offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457 (a defined contribution plan). The plan is reported as an agency fund in the State of Louisiana’s financial statements. The plan, available to all full-time District Attorney employees after six months of employment, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship. The maximum employee contribution limit is \$20,500 for all employees under the age of 50 and \$27,000 for any employee who is 50 years old or older. The maximum employer limit is \$5,000 each year. The employee contributions for 2022 were \$42,258 and the employer contribution for 2022 was \$39,296.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the State of Louisiana (without being restricted to the provisions of benefits under the plan) subject only to the claims of the general creditors of the State of Louisiana. Participants’ rights under the plan are equal to those of general creditors of the State of Louisiana in an amount equal to the fair market value of the deferred account for each participant.

Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, P.O. Box 94397 Baton Rouge, Louisiana 70804-9397.

**NOTE 14 – ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance* requires the District Attorney to report in the financial statements on-behalf salary and fringe benefit payments made by the State of Louisiana and the Allen Parish Police Jury.

Supplementary salary and retirement payments are made by the state and parish government directly to the District Attorney and to the Assistant District Attorneys. The District Attorney’s office is not legally responsible for these salaries. Therefore, the basis for recognizing revenue and expenditure payments is the actual contributions made by the state. For the year ended December 31, 2022, these on-behalf payments have been recorded in the accompanying financial statements, in accordance with Governmental Accounting Standards Board Statement 24, as on-behalf payments and salaries and benefit expenditures as follows:

|                          |                   |
|--------------------------|-------------------|
| General Fund             |                   |
| State of Louisiana       | \$ 289,443        |
| Allen Parish Police Jury | 40,825            |
| Total On-Behalf Payments | <u>\$ 330,268</u> |

Included in on-behalf payments are \$27,767 in retirement contributions made by the State of Louisiana and Allen Parish Police Jury to the respective Pension Plans.

**NOTE 15 – INVESTMENTS**

Deposits held by LAMP at December 31, 2022, consist of \$429,316 in the Louisiana Asset Management Pool, Inc. (LAMP), a local government investment pool (see Summary of Significant Accounting Policies). In accordance with GASB Codification Section 150.126, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section 150.125 because investment is in the pool of funds (LAMP is a 2a7-like investment pool) and therefore not evidenced by securities that exist in physical or book entry form. Also, pooled investments are excluded from the concentration of credit risk 5 percent disclosure requirement and foreign currency risk is not applicable to 2a7-like pools.

LAMP is administrated by LAMP, Inc., a non-profit corporation organized under the laws of the state of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Officers Association of Louisiana, and the Society of Louisiana CPA's. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term high-quality investments. LAMP is not registered with the SEC as an investment company. LAMP's annual financial statements can be obtained from the Louisiana Legislative Auditor's website.

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar-weighted-average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares. LAMP is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

At December 31, 2022, the weighted-average yield on the deposits at LAMP was 4.16% and the weighted-average maturity cannot exceed 90 days. The weighted-average maturity for LAMP's total investments was 22 days as of December 31, 2022. LAMP is rated AAAM by Standard & Poor's. The District does not have credit or interest rate risk policies for investments.

REQUIRED SUPPLEMENTARY INFORMATION

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
GENERAL FUND  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

|  | BUDGETED   |            | ACTUAL     | VARIANCE<br>FAVORABLE<br>(UNFAVORABLE) |
|--|------------|------------|------------|--|
|  | ORIGINAL   | FINAL      |            |  |
| REVENUES   |            |            |            |  |
| Commissions on fines, forfeitures and other costs    | \$ 118,100 | \$ 117,535 | \$ 123,982 | \$ 6,447                               |
| Intergovernmental revenues:                          |            |            |            |  |
| Louisiana supreme court reimbursements               | 100,000    | 115,649    | 115,893    | 244                                    |
| Parish police jury grants                            | 140,972    | 125,577    | 125,763    | 186                                    |
| Parish school board                                  | 60,000     | 60,000     | 60,000     | -                                      |
| Federal grants                                       | 235,000    | 231,447    | 254,336    | 22,889                                 |
| State revenues                                       | 30,000     | 27,500     | 30,000     | 2,500                                  |
| Interest earnings                                    | 210        | 5,637      | 7,152      | 1,515                                  |
| On-behalf payments                                   | 292,300    | 324,452    | 330,268    | 5,816                                  |
| Other revenues:                                      |            |            |            |  |
| Gaming revenues                                      | 65,844     | 166,461    | 200,000    | 33,539                                 |
| Forfeitures  | 2,500      | 14,412     | 14,412     | -                                      |
| Miscellaneous  | 33,610     | 28,860     | 8,994      | (19,866)                               |
| TOTAL REVENUES                                       | 1,078,536  | 1,217,530  | 1,270,800  | 53,270                                 |
| EXPENDITURES   |            |            |            |  |
| Current:   |            |            |            |  |
| Auto expenses  | 7,500      | 3,317      | 4,386      | (1,069)                                |
| Criminal disbursements                               | 2,000      | 1,561      | 1,263      | 298                                    |
| Drug education                                       | 1,000      | -          | -          | -                                      |
| Dues and subscriptions                               | 3,600      | 2,541      | 12,480     | (9,939)                                |
| Insurance  | 30,000     | 22,993     | 23,254     | (261)                                  |
| Intergovernmental transfers                          | -          | -          | 1,874      | (1,874)                                |
| Lace   | 90,000     | 96,910     | 106,732    | (9,822)                                |
| Medical  | 1,000      | 748        | 748        | -                                      |
| Miscellaneous  | 40,200     | 44,890     | 54         | 44,836                                 |
| Office   | 13,660     | 12,284     | 22,780     | (10,496)                               |
| Postage  | 2,500      | 3,294      | 3,294      | -                                      |
| Public relations                                     | 3,000      | 2,094      | 924        | 1,170                                  |
| Repairs  | 200        | 54         | -          | 54                                     |
| Salaries and benefits                                | 1,082,300  | 1,041,946  | 1,071,296  | (29,350)                               |
| Seminars   | 25,000     | 9,237      | 9,119      | 118                                    |
| Telephone  | 6,500      | 3,683      | 3,683      | -                                      |
| Travel   | 1,000      | 722        | 722        | -                                      |
| Uniforms   | 2,000      | 1,414      | 1,414      | -                                      |
| Drug court expenditures                              | 112,000    | 96,458     | 65,584     | 30,874                                 |
| TOTAL EXPENDITURES                                   | 1,423,460  | 1,344,146  | 1,329,607  | 14,539                                 |
| EXCESS (DEFICIENCY) OF REVENUES<br>OVER EXPENDITURES | (344,924)  | (126,616)  | (58,807)   | 67,809                                 |
| OTHER FINANCING SOURCES (USES)                       |            |            |            |  |
| Sale of capital assets                               | -          | -          | 6,386      | 6,386                                  |
| Operating transfers in                               | 262,000    | 302,438    | 302,438    | -                                      |
| Total other financing sources (uses)                 | 262,000    | 302,438    | 308,824    | 6,386                                  |
| NET CHANGE IN FUND BALANCE                           | (82,924)   | 175,822    | 250,017    | 74,195                                 |
| FUND BALANCE, BEGINNING                              | 657,006    | 657,006    | 657,006    | -                                      |
| FUND BALANCE, ENDING                                 | \$ 574,082 | \$ 832,828 | \$ 907,023 | \$ 74,195                              |

Notes to the Schedule:

The budget is adopted on a basis consistent with generally accepted accounting principles. There was one amendment to the budget in 2022. All of the expenditures listed were amended more than 10%: Auto, criminal disbursements, drug education, insurance, telephone, miscellaneous, office, postage, public relations, repairs, seminars, travel, uniforms, dues and subscriptions, drug court expenditures, and medical. The following revenues were amended by more than 10%: Forfeitures, Louisiana supreme court reimbursements, on-behalf payments, police jury grants, gaming revenues, interest earnings, forfeitures, and miscellaneous. Transfers were amended by more than 10%.

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
PROBATION FUND  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

|  | BUDGETED        |                 | ACTUAL          | VARIANCE                   |
|--|-----------------|-----------------|-----------------|----------------------------|
|  | ORIGINAL        | FINAL           |                 | FAVORABLE<br>(UNFAVORABLE) |
| REVENUES   |                 |                 |                 |                            |
| Commissions on fines and other costs                 | \$ 55,900       | \$ 63,772       | \$ 65,047       | \$ 1,275                   |
| Interest earnings                                    | 1               | 1               | 1               | -                          |
| TOTAL REVENUES                                       | <u>55,901</u>   | <u>63,773</u>   | <u>65,048</u>   | <u>1,275</u>               |
| EXPENDITURES   |                 |                 |                 |                            |
| Intergovernmental transfers                          | 30,400          | 36,911          | 33,282          | 3,629                      |
| Miscellaneous  | 500             | 500             | 127             | 373                        |
| TOTAL EXPENDITURES                                   | <u>30,900</u>   | <u>37,411</u>   | <u>33,409</u>   | <u>4,002</u>               |
| EXCESS (DEFICIENCY) OF REVENUES<br>OVER EXPENDITURES | <u>25,001</u>   | <u>26,362</u>   | <u>31,639</u>   | <u>5,277</u>               |
| OTHER FINANCING SOURCES (USES)                       |                 |                 |                 |                            |
| Operating transfers out                              | (25,000)        | (25,981)        | (31,281)        | (5,300)                    |
| Total other financing sources (uses)                 | <u>(25,000)</u> | <u>(25,981)</u> | <u>(31,281)</u> | <u>(5,300)</u>             |
| NET CHANGE IN FUND BALANCE                           | <u>1</u>        | <u>381</u>      | <u>358</u>      | <u>(23)</u>                |
| FUND BALANCE, BEGINNING                              | <u>3,168</u>    | <u>3,168</u>    | <u>3,168</u>    | <u>-</u>                   |
| FUND BALANCE, ENDING                                 | <u>\$ 3,169</u> | <u>\$ 3,549</u> | <u>\$ 3,526</u> | <u>\$ (23)</u>             |

Notes to the Schedule:

The budget is adopted on a basis consistent with generally accepted accounting principles. There was one amendment to the budget in 2022. Commissions and intergovernmental transfers were amended by more than 10%.

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
INTERVENTION FUND  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

|  | BUDGETED         |                  | ACTUAL           | VARIANCE                   |
|--|------------------|------------------|------------------|----------------------------|
|  | ORIGINAL         | FINAL            |                  | FAVORABLE<br>(UNFAVORABLE) |
| REVENUES   |                  |                  |                  |                            |
| Commissions on fines and other costs                 | \$ 229,050       | \$ 267,259       | \$ 279,455       | \$ 12,196                  |
| Interest earnings                                    | 20               | 57               | 75               | 18                         |
| TOTAL REVENUES                                       | <u>229,070</u>   | <u>267,316</u>   | <u>279,530</u>   | <u>12,214</u>              |
| EXPENDITURES   |                  |                  |                  |                            |
| Bank charges   | 75               | 54               | 54               | -                          |
| Intergovernmental transfers                          | 1,150            | 6,000            | 8,795            | (2,795)                    |
| Restitution  | 10,000           | 2,475            | 2,475            | -                          |
| TOTAL EXPENDITURES                                   | <u>11,225</u>    | <u>8,529</u>     | <u>11,324</u>    | <u>(2,795)</u>             |
| EXCESS (DEFICIENCY) OF REVENUES<br>OVER EXPENDITURES | <u>217,845</u>   | <u>258,787</u>   | <u>268,206</u>   | <u>9,419</u>               |
| OTHER FINANCING SOURCES (USES)                       |                  |                  |                  |                            |
| Operating transfers out                              | (217,900)        | (250,943)        | (256,943)        | (6,000)                    |
| Total other financing sources (uses)                 | <u>(217,900)</u> | <u>(250,943)</u> | <u>(256,943)</u> | <u>(6,000)</u>             |
| NET CHANGE IN FUND BALANCE                           | <u>(55)</u>      | <u>7,844</u>     | <u>11,263</u>    | <u>3,419</u>               |
| FUND BALANCE, BEGINNING                              | <u>21,965</u>    | <u>21,965</u>    | <u>21,965</u>    | <u>-</u>                   |
| FUND BALANCE, ENDING                                 | <u>\$ 21,910</u> | <u>\$ 29,809</u> | <u>\$ 33,228</u> | <u>\$ 3,419</u>            |

Notes to the Schedule:

The budget is adopted on a basis consistent with generally accepted accounting principles. There was one amendment to the budget in 2022. Commissions, interest, bank charges, intergovernmental transfers, restitution and transfers were amended more than 10%. The fund had actual expenditures that exceeded the amended expenditures by more than 5%.

The accompanying notes are an integral part of this statement.

**DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT**  
**A Component Unit of the Allen Parish Police Jury**

**Parochial Employees' Retirement System of Louisiana**  
**Schedule of the District Attorney's Proportionate Share of the Net Pension Liability**  
**For The Year Ended December 31, 2022**

|  | <u>2022</u>  | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|--|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| District Attorney's proportion of the net pension liability (asset)  | -0.046%      | -0.051%     | 0.059%      | 0.056%      | 0.060%      | 0.063%      | 0.061%      | 0.059%      | 0.067%      |
| District Attorney's proportionate share of the net pension liability (asset)   | \$ (217,481) | \$ (87,862) | \$ 2,780    | \$ 250,727  | \$ (44,646) | \$ 129,327  | \$ 159,725  | \$ 16,065   | \$ 4,766    |
| District Attorney's covered-employee payroll   | \$ 303,317   | \$ 309,772  | \$ 334,675  | \$ 373,249  | \$ 347,290  | \$ 370,232  | \$ 372,408  | \$ 347,910  | \$ 342,425  |
| District Attorney's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll | -71.7%       | -28.4%      | 0.8%        | 67.2%       | -12.9%      | 34.9%       | 42.9%       | 4.6%        | 1.4%        |
| Plan fiduciary net position as a percentage of the total pension liability   | 110.46%      | 103.99%     | 99.89%      | 88.83%      | 101.98%     | 94.15%      | 92.23%      | 99.14%      | 99.48%      |

The schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous fiscal year.

The notes to the financial statements are an integral part of this statement.

**DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT**  
**A Component Unit of the Allen Parish Police Jury**

**Parochial Employees' Retirement System of Louisiana**  
**Schedule of the District Attorney's Contributions**  
**For The Year Ended December 31, 2022**

|  | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Contractually required contribution                                  | \$ 34,885   | \$ 37,947   | \$ 40,998   | \$ 42,924   | \$ 39,938   | \$ 46,279   | \$ 48,413   | \$ 50,447   | \$ 54,788   |
| Contributions in relation to the contractually required contribution | \$ 34,885   | \$ 37,947   | \$ 40,998   | \$ 42,924   | \$ 39,938   | \$ 46,279   | \$ 48,413   | \$ 50,447   | \$ 54,788   |
| Contribution deficiency (excess)                                     | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| District Attorney's covered-employee payroll                         | \$ 303,317  | \$ 309,772  | \$ 334,675  | \$ 373,249  | \$ 347,290  | \$ 370,232  | \$ 372,408  | \$ 347,910  | \$ 342,425  |
| Contributions as a percentage of covered-employee payroll            | 11.50%      | 12.25%      | 12.25%      | 11.50%      | 11.50%      | 12.50%      | 13.00%      | 14.50%      | 16.00%      |

The schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous fiscal year.

The notes to the financial statements are an integral part of this statement.

**DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT**  
**A Component Unit of the Allen Parish Police Jury**

**District Attorneys' Retirement System of Louisiana**  
**Schedule of the District Attorney's Proportionate Share of the Net Pension Liability**  
**For The Year Ended December 31, 2022**

|  | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| District Attorney's proportion of the net pension liability  | 0.231%      | 0.432%      | 0.504%      | 0.468%      | 0.468%      | 0.428%      | 0.405%      | 0.073%      | 0.067%      |
| District Attorney's proportionate share of the net pension liability   | \$ 248,358  | \$ 77,072   | \$ 399,105  | \$ 151,579  | \$ 150,786  | \$ 115,522  | \$ 77,503   | \$ 19,835   | \$ 4,766    |
| District Attorney's covered-employee payroll   | \$ 159,716  | \$ 176,410  | \$ 364,236  | \$ 279,931  | \$ 274,626  | \$ 286,179  | \$ 280,037  | \$ 211,960  | \$ 342,425  |
| District Attorney's proportionate share of the net pension liability as a percentage of its covered-employee payroll | 155.5%      | 43.7%       | 109.6%      | 54.1%       | 54.9%       | 40.4%       | 27.7%       | 9.4%        | 1.4%        |
| Plan fiduciary net position as a percentage of the total pension liability   | 81.65%      | 96.79%      | 84.86%      | 93.13%      | 92.92%      | 93.57%      | 99.14%      | 99.14%      | 99.48%      |

The schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous fiscal year.

The notes to the financial statements are an integral part of this statement.

**DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT**  
**A Component Unit of the Allen Parish Police Jury**

**District Attorneys' Retirement System of Louisiana**  
**Schedule of the District Attorney's Contributions**  
**For The Year Ended December 31, 2022**

|   | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Contractually required contribution                                     | \$ 14,936   | \$ 10,809   | \$ 14,569   | \$ 7,199    | \$ 1,606    | \$ -        | \$ 4,867    | \$ 11,128   | \$ 17,709   |
| Contributions in relation to the<br>contractually required contribution | \$ 14,936   | \$ 10,809   | \$ 14,569   | \$ 7,199    | \$ 1,606    | \$ -        | \$ 4,867    | \$ 11,128   | \$ 17,709   |
| Contribution deficiency (excess)  | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| District Attorney's covered-employee payroll                            | \$ 159,716  | \$ 176,410  | \$ 364,236  | \$ 279,931  | \$ 274,626  | \$ 286,179  | \$ 280,037  | \$ 211,960  | \$ 211,451  |
| Contributions as a percentage of<br>covered-employee payroll            | 9.351%      | 6.127%      | 4.000%      | 2.572%      | 0.585%      | 0.000%      | 1.738%      | 5.250%      | 8.375%      |

The schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous fiscal year.

The notes to the financial statements are an integral part of this statement.

OTHER SUPPLEMENTARY INFORMATION

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
or Chief Executive Officer  
For the Year Ended December 31, 2022

**Agency Head Name:** Joseph C. Green, Jr.

| <b>Purpose</b>                         | <b>Amount</b> |
|--|---------------|
| Salary                                 | \$ 158,897    |
| Benefits-insurance                     | 6,550         |
| Benefits-retirement                    | 17,806        |
| Benefits-other                         | -             |
| Car allowance                          | -             |
| Vehicle provided by government         | -             |
| Per diem                               | 782           |
| Reimbursements                         | -             |
| Travel                                 | 142           |
| Registration fees                      | 2,290         |
| Conference travel                      | 1,228         |
| Continuing professional education fees | -             |
| Housing                                | -             |
| Unvouchered expenses                   | -             |
| Special meals                          | -             |
| Dues                                   | 510           |

Salary includes \$59,806 and \$40,825 of on-behalf payments from State of Louisiana and Allen Parish Policy Jury, respectively.

See Independent Auditor's Report.

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
Collecting/Disbursing Entity Schedule  
As required by Act 87 of 2020 Regular Legislative Session  
For the Year Ended December 31, 2022

|   | First Six<br>Month Period<br>Ended<br>6/30/2022 | Second Six<br>Month Period<br>Ended<br>12/31/2022 |
|---|---|---|
| Cash basis presentation   |   |   |
| Beginning balance of amounts collected (i.e. cash on hand)                                  | \$ 198,141                                      | \$ 137,073  |
| Add: Collections  |   |   |
| Asset forfeiture  | 102,719   | 33,014  |
| Pre-trial diversion program fees  | 129,115   | 142,580   |
| Restitution from intervention account   | 1,870   | 14,396  |
| Community service fees from intervention  | 1,915   | -   |
| Probation - fees  | 21,871  | 10,681  |
| Probation - fines, costs and restitution  | 14,588  | 17,909  |
| Interest earnings on collected balances   | 39  | 36  |
| Worthless checks - restitution  | 51,706  | 25,175  |
| Worthless checks - court costs  | 1,367   | 4,983   |
| Worthless checks - fees   | 2,787   | 11,427  |
| Total Collections   | <u>327,977</u>                                  | <u>260,201</u>                                    |
| Less: Disbursements to governments and non-profits  |   |   |
| Allen Parish Clerk of Court - forfeiture  | 1,050   | 135   |
| Criminal Court Fund - forfeiture  | 13,732  | 803   |
| Dart - forfeiture   | 705   | 43  |
| Allen Parish Sheriff - forfeiture   | 53,457  | 33,372  |
| Allen Parish Outreach   | 300   | -   |
| Allen Parish Sheriff - probation account - fines, costs and restitution                     | 14,588  | 24,172  |
| State unclaimed funds   | -   | -   |
| Less: Amounts retained by collecting agency   |   |   |
| Collection fee for collecting/dispersing to others based on percentage of collection:       |   |   |
| Allen Parish District Attorney forfeiture   | 13,732  | 803   |
| Allen Parish District Attorney worthless checks   | 2,787   | 11,427  |
| Collection fee for collecting/dispersing to others based on fixed amount:                   |   |   |
| Allen Parish District Attorney pre-trial diversion/intervention                             | 82,008  | 194,130   |
| Allen Parish District Attorney - probation  | 21,871  | 4,060   |
| Less: Disbursements to individuals/3rd party collection or processing agencies              |   |   |
| Restitution payments to individuals from intervention                                       | -   | 2,475   |
| Restitution payments to merchants from worthless checks                                     | 51,706  | 25,175  |
| Court costs worthless checks  | 1,364   | 4,986   |
| Bank fees: drug screens: etc.   | 27  | 27  |
| Total Disbursements/Retainage   | <u>257,327</u>                                  | <u>301,608</u>                                    |
| Ending balance of amounts collected (i.e. cash on hand)                                     | <u>268,791</u>                                  | <u>95,666</u>                                     |
| Ending balance of "partial payments" collected, but not disbursed                           | -   | -   |
| Other information:  |   |   |
| Ending balance of total amounts assessed but not yet collected<br>(i.e. receivable balance) | -   | -   |
| Total waivers during the fiscal period  | \$ -  | \$ -  |

DISTRICT ATTORNEY OF THE THIRTY-THIRD JUDICIAL DISTRICT  
Oberlin, Louisiana  
Receiving Entity Schedule  
As required by Act 87 of 2020 Regular Legislative Session  
For the Year Ended December 31, 2022

|  | First Six<br>Month Period<br>Ended<br>6/30/2022 | Second Six<br>Month Period<br>Ended<br>12/31/2022 |
|--|---|---|
| Cash basis presentation                                    |   |   |
| Beginning balance of amounts collected (i.e. cash on hand) | <u>                    </u>                     | <u>                    </u>                       |
| Receipts from:   |   |   |
| Allen Parish Sheriff - fines, costs and other              | \$ 45,165                                       | \$ 41,906   |
| Drug Court client fees                                     | 2,689   | 3,536   |
| Oakdale City Court - fines and costs                       | 13,710  | 11,859  |
| Expungement fees   | 50  | 100   |
| Total receipts   | <u>61,614</u>                                   | <u>57,401</u>                                     |
| Ending balance of amounts assessed, but not received       | \$ -  | \$ -  |

INDEPENDENT AUDITOR'S REPORT SECTION

# STEVEN M DEROUEN & ASSOCIATES LLC

*Certified Public Accountants*

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Certified Public Accountants

Member Louisiana Society of  
Certified Public Accountants

## 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*

Honorable Joseph C. Green, Jr.  
District Attorney of the Thirty-Third Judicial District  
Oberlin, 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 aggregate remaining fund information of the District Attorney of the 33rd Judicial District as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District Attorney of the 33rd Judicial District's basic financial statements and have issued our report thereon dated June 28, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District Attorney of the 33rd Judicial District's internal control over financial reporting (internal control) to determine the 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 33rd Judicial District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney of the 33rd 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 a 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 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. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2022-1 and 2022-2 that we consider to be significant deficiencies.

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

As part of obtaining reasonable assurance about whether the District Attorney of the 33rd Judicial District's financial statements are free from 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 statements. 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item 2022-3.

## **District Attorney of the 33rd Judicial District's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the District Attorney of the 33rd Judicial District's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The District Attorney of the 33rd Judicial District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **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 results of that testing, and not to provide an opinion of 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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Steven M. DeRouen & Associates, LLC*

Lake Charles, Louisiana  
June 28, 2023

**District Attorney of the Thirty-Third Judicial District  
Schedule of Findings & Responses  
For the Year Ended December 31, 2022**

**Section I – Summary of Auditor’s Results**

Financial Statements

Type of auditor’s report issued Unmodified

Internal control over financial reporting:

Material weaknesses identified?  Yes  No

Significant deficiency identified not considered  
to be material weaknesses?  Yes  None reported

Noncompliance material to financial  
statements  
noted?  Yes  No

Federal Awards

N/A

No Separate Management Letter Issued

**District Attorney of the Thirty-Third Judicial District  
Schedule of Findings & Responses  
For the Year Ended December 31, 2022**

**Section II – Financial Statement Findings**

**2022-1 Segregation of Duties**

|                 |   |
|-----------------|---|
| Condition:      | Because of the entity’s size and the limited number of accounting personnel, it is not feasible to maintain a complete segregation of duties to achieve effective internal control.       |
| Cause:          | Lack of accounting personnel.   |
| Criteria:       | Effective internal control requires adequate segregation of duties among client personnel.  |
| Effect:         | Without proper segregation of duties, errors within the financial records or fraud could go undetected.   |
| Recommendation: | To the extent cost effective, duties should be segregated and management should attempt to mitigate this significant deficiency in internal control by supervision and review procedures. |
| Response:       | We concur with this recommendation. Management has implemented supervision and review procedures to the extent possible.  |

**2022-2 Controls over Financial Reporting**

|                 |   |
|-----------------|---|
| Condition:      | In my judgment, the personnel of the Office of the District Attorney of the Thirty-Third Judicial District do not have the specialized accounting training necessary to generate the financial statements, together with related notes in accordance with generally accepted accounting principles (GAAP).  |
| Cause:          | Lack of accounting personnel.   |
| Criteria:       | The Auditing Standards Board issued guidance to auditors related to entity’s internal controls over financial reporting. Many small organizations rely on their auditor to generate the annual financial statements including footnotes. Auditing standards emphasizes that the auditor cannot be part of your system of internal control over financial reporting. |
| Effect:         | Misstatements in financial statements could go undetected.  |
| Recommendation: | In our judgment, due to the lack of resources available to management to correct this significant deficiency in internal control in financial reporting, we recommend management mitigate this significant deficiency in internal control by having a heightened awareness of all transactions being reported.  |
| Response:       | We concur with this recommendation. Management has implemented supervision and review procedures to the extent possible.  |

**District Attorney of the Thirty-Third Judicial District  
Schedule of Findings & Responses  
For the Year Ended December 31, 2022**

**2022-3 Budget**

Condition: The actual expenditures for the Intervention Fund exceeded the budgeted expenditures by more than five percent.

Cause: The budget was amended, but the actual expenditures exceeded the budget by more than five percent.

Criteria: None.

Effect: None.

Recommendation: Management should continue to monitor the budgets and compare to the actual results.

Response: Management will closely monitor the budget during the year to prevent this finding from reoccurring.

**District Attorney of the Thirty-Third Judicial District  
Status of Prior Audit Findings  
For the Year Ended December 31, 2022**

**2021-1 Segregation of Duties**

Corrective action taken – Due to lack of sufficient financial resources, this finding cannot be resolved.

**2021-2 Controls over Financial Reporting**

Corrective action taken – Due to lack of sufficient financial resources, this finding cannot be resolved.

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the District Attorney of the Thirty-Third Judicial District 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 1, 2022 through December 31, 2022. District Attorney of the Thirty-Third Judicial District's management is responsible for those C/C areas identified in the SAUPs.

District Attorney of the Thirty-Third 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 1, 2022 through December 31, 2022. 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(s) rate 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. **Credit Cards (and debit cards, fuel cards, P-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).
- viii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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.

*Were any exceptions found? - Yes*

*We performed the Information Technology Disaster Recovery/Business Continuity procedure (1Axi) and discussed the results with management.*

*Exception (1): The District Attorney does not have written policies and procedures addressing the above business functions.*

## **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.

*Were any exceptions found? – Yes*

*Exception (2Aiv): The District is unable to resolve "Segregation of Duties" and "Controls over Financial Reporting" audit findings due to a lack of sufficient financial resources.*

## **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 evidence that a member of management/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.

*Were any exceptions found? – Yes*

*Exception (3Aiii): Noted no documentation reflecting research on reconciling items that have been outstanding for more than 12 months from the statement closing date.*

#### **4) Collections (excluding electronic funds transfers)**

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- 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 (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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 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 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.
  - 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, are not 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 enforced during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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 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.

*Were any exceptions found? – Yes*

*Exception (Bii): Noted employee(s) responsible for collecting cash also prepares and makes bank deposits.*

*Exception (Biii): Noted employee(s) responsible for collecting cash also posts collection entries to the general ledger.*

*Exception (Biv): Noted employee(s) responsible for reconciling cash collections to the general ledger are also responsible for collecting cash.*

*Exception (4Div): Noted sampled deposits made after one day of receipt.*

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

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- 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 #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, 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/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.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- 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 deliverables included on the invoice were received by the entity.
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, 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.

*Were any exceptions found? – Yes*

*Exception (5Biii): Noted the employee(s) responsible for processing payments also add/modify vendor files.*

*Exception (5Cii): Noted some purchases do not require a second purchase approval.*

#### **6) Credit Cards/Debit Cards/Fuel Cards/P-Cards**

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- A. Obtain from management a 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. 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) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - 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 #6B 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 testing). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*Were any exceptions found? - No*

### **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, 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 the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - iii. Observe 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 (procedure #1h).
  - iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Were any exceptions found? - No*

### **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 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, was approval documented).
- 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 the invoice and related payment agreed to the terms and conditions of the contract.

*Were any exceptions found? – No*

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

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- 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). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - iii. Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - iv. Observe the rate paid to the employees or officials agree 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, 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 officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's or officials' 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.

*Were any exceptions found? - Yes*

*Exception (9Biii): Noted one sampled employee had error of 8 PTO hours.*

### **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above obtain ethics documentation from management, and:
  - i. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - ii. Observe whether the entity maintains documentation which demonstrates 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.

*Were any exceptions found? – No*

### **11) Debt Service**

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- 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 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).

*Were any exceptions found? – No*

*These procedures are not applicable to the entity. The entity did not have any debt outstanding during 2022.*

### **12) Fraud Notice**

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- 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 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.

*Were any exceptions found? - No*

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

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- 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 backing up critical data) 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, 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.

*We performed the Information Technology Disaster Recovery/Business Continuity procedures and discussed the results with management.*

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

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe 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.

*Were any exceptions found? – Yes*

*Exception (14B): Noted the sexual harassment policy is not posted on the District Attorney's website.*

*Exception (14C): Noted the District did not complete the annual sexual harassment report for the fiscal period.*

### **Management's Responses**

**1 – The District Attorney will prepare and adopt written policies and procedures over the applicable categories.**

**2Aiv – The District Attorney is unable to resolve the “Segregation of Duties” and “Controls over Financial Reporting” due to a lack of sufficient financial resources.**

**3Aiii – The District Attorney will begin reviewing and documenting reconciling items over 12 months old.**

**4Bii, 4Biii, 4Biv – The District Attorney will request that a second employee to observe, reconcile, and proof collections to the accounting system and bank statement.**

**4Div – The District Attorney deposits once or twice a week. The District Attorney believes this deposit frequency is adequate based on the entity's operations.**

**5Biii – The District Attorney reviews all disbursements and utilizes this process in lieu of prohibiting the employee responsible from adding/modifying vendor files.**

**5Cii – The District Attorney employs an purchase approval process whereby some reoccurring purchases under a specific dollar threshold do not require a purchase approval.**

**9Biii – The District Attorney will request a second employee to review and approve PTO accumulation and use documents.**

**14B – The District will post the Sexual Harassment Policy on their website.**

**14C – The District Attorney will complete the annual sexual harassment report by February 1<sup>st</sup> of each year.**

We were engaged by District Attorney of the Thirty-Third 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 Thirty-Third 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.

*Steven M DeRouen & Associates LLC*

Lake Charles, Louisiana  
June 28, 2023