
**DISTRICT ATTORNEY OF THE FORTIETH
JUDICIAL DISTRICT**

ST. JOHN THE BAPTIST PARISH, LOUISIANA

FINANCIAL REPORT

DECEMBER 31, 2021



Postlethwaite & Netterville

A Professional Accounting Corporation

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**DISTRICT ATTORNEY OF THE FORTIETH
JUDICIAL DISTRICT**

ST. JOHN THE BAPTIST PARISH, LOUISIANA

FINANCIAL REPORT

DECEMBER 31, 2021

TABLE OF CONTENTS

Page

INDEPENDENT AUDITORS' REPORT

Independent Auditors' Report	1 - 3
------------------------------	-------

REQUIRED SUPPLEMENTARY INFORMATION – PART I

Management's Discussion and Analysis	4 - 10
--------------------------------------	--------

BASIC FINANCIAL STATEMENTS

Statement of Net Position	11
Statement of Activities	12
Governmental Funds - Balance Sheet	13
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	14
Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	16
Statement of Fiduciary Net Position	17
Statement of Changes in Fiduciary Net Position	18
Notes to Financial Statements	19 - 36

TABLE OF CONTENTS

Page

REQUIRED SUPPLEMENTARY INFORMATION – PART II

General Fund Budgetary Comparison Schedule	37
Pre-Trial Intervention / Diversion Program Fund Budgetary Comparison Schedule	38
Title IV-D Program Fund Budgetary Comparison Schedule	39
Schedule of Proportionate Share of the Net Pension Liability	40
Schedule of Employer's Contributions to Retirement Systems	41
Notes to Required Supplementary Information	42-43

SUPPLEMENTARY INFORMATION

Schedule of Compensation, Benefits and Other Payments to Agency Head	44
Justice System Funding Schedule – Collecting / Disbursing Entity as Required by Act 87 (Cash Basis Presentation)	45
Justice System Funding Schedule – Receiving Entity as Required by Act 87 (Cash Basis Presentation)	46

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	47 - 48
Schedule of Findings and Responses	49
Summary Schedule of Prior Audit Findings	50

INDEPENDENT AUDITORS' REPORT

The Honorable Bridget A. Dinvaut
District Attorney of the Fortieth
Judicial District
St. John the Baptist Parish, 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 Fortieth Judicial District for the Parish of St. John the Baptist (the "District Attorney"), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney'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 the District Attorney, as of December 31, 2021, 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney 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 the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules, the Proportionate Share of the Net Pension Liability, the Employer's Contributions to Retirement Systems schedules, and the Notes to Required Supplementary Information on pages 4-10, 37-39, 40, 41, and 42-43, respectively, 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 required supplementary information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to the Agency Head, the Judicial System Funding Schedule – Collecting / Disbursing Entity, and the Judicial System Funding Schedule – Receiving Entity are presented for purposes of additional analysis and are 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 supplemental information (listed above) is 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 July 13, 2022, on our consideration of the District Attorney's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 the District Attorney's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District Attorney's internal control over financial reporting and compliance.

Postlethwaite & Netterville

Metairie, Louisiana
July 13, 2022

REQUIRED SUPPLEMENTARY INFORMATION – PART I

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS **DECEMBER 31, 2021**

This section of District Attorney's annual financial report presents a discussion and analysis of the District Attorney's financial performance during the fiscal year that ended on December 31, 2021. Please read it in conjunction with the District Attorney's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District Attorney's total net position decreased by approximately \$10,000.
- Expenses for the year were \$3,290,150, a decrease of approximately \$296,000, or 8.2% as compared to the prior year.
- The General Fund reported a deficiency in net change in fund balance of \$137,886.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other information. The basic financial statements include two kinds of statements that present different views of the District Attorney:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District Attorney's overall financial status.
- The remaining statements are fund financial statements that focus on individual funds of the District Attorney and reporting the operations in these funds in more detail than the government-wide statements.
 - The governmental funds statements tell how government services like Judicial Programs were financed in the short term as well as what remains for future spending.
 - Fiduciary fund statements provide information about the financial relationships in which the District Attorney acts solely as agent for the benefit of others, to whom the resources being held belong.

The financial statements also include notes that further explain the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information and a section of supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the District Attorney's financial statements, including the portion of the District Attorney's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2021

Figure A-1 Major Features of District Attorney's Government and Fund Financial Statements				
	Government-wide Statements		Fund Statements	
			Governmental Funds	Fiduciary Funds
Scope	Entire District Attorney governmental activities (except fiduciary funds)		The activities of the District Attorney that are not proprietary or fiduciary	Instances in which the District Attorney is the trustee or agent for someone else's resources, such as cash seizures
Required financial statements	<ul style="list-style-type: none">• Statement of net position• Statement of activities		<ul style="list-style-type: none">• Balance sheet• Statement of revenues, expenditures, and changes in fund balances	<ul style="list-style-type: none">• Statements of fiduciary net position
Accounting basis and measurements focus	Accrual accounting and economic resources focus		Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term		Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both short-term and long-term; the District Attorney's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid		Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS **DECEMBER 31, 2021**

Government-wide Statements

The government-wide statements report information about the District Attorney using accounting methods like those used by private-sector companies. The statement of net position includes all the government's assets, deferred outflows, liabilities, and deferred inflows. All the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District Attorney's net position and change in net position. Net position—the difference between the District Attorney's assets and deferred outflows, and liabilities and deferred inflows—is one way to measure the District Attorney's financial health, or position.

- Over time, increases or decreases in the District Attorney's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements, all the District Attorney's activities are reported as government activities:

- Governmental activities—most of the District Attorney's basic services are included here. Fines, court costs and fees, and state grants and reimbursements finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District Attorney's most significant funds, not the District Attorney as a whole. Funds are accounting devices that the District Attorney uses to keep track of specific sources of funding and spending for particular purposes. Some funds are required by State law.

The District Attorney has two types of funds:

- Governmental funds—Most of the District Attorney's basic services are included in governmental funds, which focus on (1) cash and other financial assets that are readily converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District Attorney's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, it provides additional information on the subsequent page of each statement that explains the relationship (or differences) between them.
- Fiduciary funds — Custodial Funds are used to account for assets held by the Office of the District Attorney as a custodian for other governments and/or other funds. The Custodial Fund is custodial in nature and collects funds on behalf of other governments and individuals. These activities are excluded from the District Attorney's government-wide financial statements because the District Attorney cannot use these assets to finance its operations.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY AS A WHOLE

Governmental Activities

Net position. The District Attorney's combined net position decreased by approximately \$10,000 or less than a percent from the net position of the previous fiscal year. The decrease is the result of expenses exceeding revenues during the fiscal year ended December 31, 2021.

Table A-1
District Attorney's Net Position

	Governmental Activities	
	2021	2020
Cash and other current assets	\$ 3,750,718	\$ 3,652,285
Capital assets, net of depreciation	25,153	40,137
Total assets	3,775,871	3,692,422
Deferred outflows of resources:		
Deferred outflow amounts related to pension liability	660,743	765,386
Total assets and deferred outflows of resources	4,436,614	4,457,808
Account payable and other current liabilities	67,005	89,083
Net pension liability	167,224	778,280
Total liabilities	234,229	867,363
Deferred inflows of resources:		
Deferred inflow amounts related to pension liability	1,086,860	464,934
Total liabilities and deferred inflows of resources	1,321,089	1,332,297
Net position		
Net investment in capital assets	25,153	40,137
Restricted	321,550	63,153
Unrestricted	2,768,822	3,022,221
Total net position	\$ 3,115,525	\$ 3,125,511

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2021

Changes in net position. The District Attorney's total revenues increased by approximately \$73,000, or 2%, (See Table A-2) mainly due to increased intergovernmental revenue resulting from increased reimbursable personnel costs. Additionally the District Attorney applied for and received a grant from the Louisiana Commission on Law Enforcement. Expenses decreased by approximately \$296,000 primarily due to a decrease in the actuarially determined pension cost. Expenses exceeded revenues by \$9,986 and \$378,988 during 2021 and 2020, respectively.

**Table A-2
Changes in District Attorney's Net Position**

	Governmental Activities	
	2021	2020
Revenues		
Program revenues		
Charges for services	\$ 720,526	\$ 787,855
Grants and contributions	306,076	284,770
General revenues	2,253,562	2,134,408
Total revenues	<u>3,280,164</u>	<u>3,207,033</u>
 Expenses		
Governmental activities	<u>3,290,150</u>	<u>3,586,021</u>
 Change in net position	<u>\$ (9,986)</u>	<u>\$ (378,988)</u>
 Total net position, beginning of year	<u>3,125,511</u>	<u>3,504,499</u>
Total net position, end of year	<u>\$ 3,115,525</u>	<u>\$ 3,125,511</u>

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY'S FUNDS

As the District Attorney completed the year, its governmental funds reported a combined fund balance of approximately \$3,429,000, a decrease of approximately \$134,000 from prior year, which was the amount by which expenditures exceeded revenues in total for all governmental funds.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021

General Fund Budgetary Highlights

- Over the course of the year, the District Attorney amended its general fund budget to reflect changes in estimated revenues and personnel costs. An analysis of the original budgets compared to final amended general fund budget results is reflected in Table A-3:

Table A-3
Original and Final Amended Budget Comparison
General Fund

	Original Budget	Final Amended Budget	Difference
Revenues	\$ 2,000,000	\$ 1,947,800	\$ (52,200)
Expenditures	(2,000,000)	(2,106,620)	(106,620)
Other financing uses	-	(250,170)	(250,170)
Change in fund balance	\$ -	\$ (408,990)	\$ (408,990)

- A comparison of the actual results to the final budget is reflected in Table A-4:

Table A-4
Final Budget Comparison
General Fund

	Final Budget	Actual Results (Budgetary Basis)	Difference
Revenues	\$ 1,947,800	\$ 2,080,765	\$ 132,965
Expenditures	(2,106,620)	(1,951,216)	155,404
Other financing uses	(250,170)	(267,435)	(17,265)
Change in fund balance	\$ (408,990)	\$ (137,886)	\$ 271,104

CAPITAL ASSETS

At the end of 2021, the District Attorney had invested \$25,153 in capital assets. (See Table A-5.)

Table A-5
District Attorney's Capital Assets
(net of accumulated depreciation)

	Governmental Activities	
	2021	2020
Furniture and equipment, net	\$ 25,153	\$ 40,137

The decrease was due to the annual depreciation expense of assets for the fiscal year.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2021

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

When preparing the fund budgets for the 2022 fiscal year, the District Attorney expects an increase in the LACE and Pre-Trial Diversion program revenues and related expenditures primarily due to the hope that traffic ticketing activity will increase now that the local economy has been relieved from COVID-19 restrictions and hurricane disaster recovery efforts which occurred in 2021. The District Attorney also expects an increase in General Fund revenues and expenditures related to personnel salaries due to the hope that the District Attorney's office will be able to fill open positions in the Reserve and Edgard offices in the next fiscal year.

CONTACTING THE DISTRICT ATTORNEY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the District Attorney's finances and to demonstrate the District Attorney's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Bridget A. Dinvaut, District Attorney of the Fortieth Judicial District, Parish of St. John the Baptist, 1342 Highway LA-44, Reserve, LA 70084.

BASIC FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

STATEMENT OF NET POSITION
DECEMBER 31, 2021

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 3,289,033
Intergovernmental receivables	198,643
Prepaid expenses	8,650
Net pension asset	254,392
Capital assets being depreciated, net	<u>25,153</u>
 TOTAL ASSETS	 <u>3,775,871</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred outflow amounts related to pension liability	<u>660,743</u>
<u>LIABILITIES</u>	
Accounts payable	12,885
Other liabilities	54,120
Long-term liabilities:	
Net pension liability	<u>167,224</u>
 TOTAL LIABILITIES	 <u>234,229</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred inflow amounts related to pension liability	<u>1,086,860</u>
<u>NET POSITION</u>	
Net investment in capital assets	25,153
Restricted for judicial activities	
Grant programs	67,158
Pension benefits	254,392
Unrestricted	<u>2,768,822</u>
 TOTAL NET POSITION	 <u>\$ 3,115,525</u>

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Program Revenues</u>		Net (Expense)
		Operating	Revenue and
	Charges for	Grants and	Changes in
<u>Expenses</u>	<u>Services</u>	<u>Contributions</u>	<u>Net Position</u>
			<u>Governmental</u>
			<u>Unit</u>
<u>FUNCTIONS/PROGRAMS</u>			
Governmental activities:			
Judicial Activities	<u>\$ 3,290,150</u>	<u>\$ 720,526</u>	<u>\$ 306,076</u>
			<u>\$ (2,263,548)</u>
General Revenues:			
Intergovernmental revenues			2,117,632
Grants and contributions not restricted			109,109
Miscellaneous			<u>26,821</u>
Total general revenues			<u>2,253,562</u>
Change in net position			(9,986)
Net position, beginning of year			<u>3,125,511</u>
Net position, end of year			<u>\$ 3,115,525</u>

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2021

	<u>General Fund</u>	<u>Pre-Trial Diversion Fund</u>	<u>Title IV-D Incentives Fund</u>	<u>Total</u>
<u>ASSETS</u>				
Assets:				
Cash and cash equivalents	\$ 3,047,065	\$ 7,473	\$ 234,495	\$ 3,289,033
Due from other funds	173,378	6,407	-	179,785
Intergovernmental Receivables	180,662	-	17,981	198,643
Prepaid expenses	8,650	-	-	8,650
TOTAL ASSETS	<u>\$ 3,409,755</u>	<u>\$ 13,880</u>	<u>\$ 252,476</u>	<u>\$ 3,676,111</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Accounts payable	\$ 4,978	\$ 7,053	\$ 854	\$ 12,885
Payroll liabilities	42,614	6,827	4,679	54,120
Due to other funds	-	-	179,785	179,785
TOTAL LIABILITIES	<u>47,592</u>	<u>13,880</u>	<u>185,318</u>	<u>246,790</u>
Fund balances:				
Nonspendable	8,650	-	-	8,650
Restricted for Title IV-D	-	-	67,158	67,158
Unassigned	3,353,513	-	-	3,353,513
TOTAL FUND BALANCES	<u>3,362,163</u>	<u>-</u>	<u>67,158</u>	<u>3,429,321</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 3,409,755</u>	<u>\$ 13,880</u>	<u>\$ 252,476</u>	<u>\$ 3,676,111</u>

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2021

Total fund balances - Governmental Funds \$ 3,429,321

Amounts reported in the Statement of Net Position are different due to:

Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore, are not reported in fixed assets. This is the amount of capital assets, net of accumulated depreciation, in the current period

Cost of capital assets at December 31, 2021	\$ 342,911	
Less: accumulated depreciation as of December 31, 2021	<u>(317,758)</u>	25,153

The net pension liability is not due and payable in the current period and therefore, is not reported in the fund liabilities.		(167,224)
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The net pension asset is not available to pay for current period expenditures and , therefore, is not reported in fund assets.		254,392
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A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions. These deferrals reported on the Statement of Net Position consist of:

Deferred outflow of resources-related to net pension liability	\$ 660,743	
Deferred inflow of resources-related to net pension liability	<u>(1,086,860)</u>	<u>(426,117)</u>

Total Net Position for year ended December 31, 2021		<u>\$ 3,115,525</u>
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The accompanying notes are an integral part of this financial statement.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Fund	Pre-Trial Diversion Fund	Title IV-D Incentives Fund	Total
<u>REVENUES</u>				
Court costs, fines and fees	\$ 302,980	\$ -	\$ -	\$ 302,980
Collection fees on worthless checks	355	-	-	355
Collection of forfeitures	94,999	-	-	94,999
Intergovernmental revenues:				
Grant - Louisiana Department of Social Services	-	-	237,400	237,400
Victim's Assistance Coordinator Fund	30,000	-	-	30,000
Pre-Trial Diversion Program	-	322,192	-	322,192
Other grants and awards	38,676	-	-	38,676
Reimbursements	2,117,632	-	-	2,117,632
Other	26,388	-	433	26,821
TOTAL REVENUES	2,611,030	322,192	237,833	3,171,055
<u>EXPENDITURES</u>				
Current:				
Judicial Activities				
Salaries, related taxes, and benefits	2,050,356	246,187	242,077	2,538,620
Local Area Compensated Enforcement Program (LACE)	-	218,200	-	218,200
Rent, utilities, and maintenance	160,812	13,181	22,323	196,316
Continuing education, auto, and travel	58,508	-	351	58,859
Office supplies	143,111	4,504	6,682	154,297
Insurance	24,889	-	-	24,889
Professional Services	28,000	1,550	-	29,550
Other	15,805	68,400	-	84,205
TOTAL EXPENDITURES	2,481,481	552,022	271,433	3,304,936
<u>EXCESS (DEFICIENCIES) OF REVENUES</u>				
<u>OVER EXPENDITURES</u>	129,549	(229,830)	(33,600)	(133,881)
<u>OTHER FINANCING SOURCES/(USES)</u>				
Transfers in	-	229,830	37,605	267,435
Transfers out	(267,435)	-	-	(267,435)
<u>NET CHANGE IN FUND BALANCE</u>	(137,886)	-	4,005	(133,881)
Fund balances - beginning of year	3,500,049	-	63,153	3,563,202
Fund balances - end of year	\$ 3,362,163	\$ -	\$ 67,158	\$ 3,429,321

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Net Change in fund balances - Governmental Funds \$ (133,881)

Amounts reported in the Statement of Activities are different due to:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation and asset disposals exceed capital outlay in the current period

Capital outlay included in expenditures

Depreciation expense for the year

-
(14,984)

(14,984)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds. These expenditures consist of:

Net effects of changes in net pension liability, deferred outflows
and deferred inflows.

138,879

Total Change in Net Position for year ended December 31, 2021

\$ (9,986)

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

STATEMENT OF FIDUCIARY NET POSITION
DECEMBER 31, 2021

	<u>Custodial Funds</u>
<u>ASSETS</u>	
Cash and cash equivalents	<u>\$ 103,170</u>
TOTAL ASSETS	<u>103,170</u>
<u>LIABILITIES</u>	<u>-</u>
<u>NET POSITION</u>	
Restricted for Individuals, organizations and other governments	<u>103,170</u>
TOTAL NET ASSETS	<u><u>\$ 103,170</u></u>

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Custodial Funds</u>
<u>ADDITIONS</u>	
Resitution and check collection	\$ 3,487
Forfeitures	132,451
Adjudicated properties	<u>8,296</u>
Total Additions	<u>144,234</u>
 <u>DEDUCTIONS</u>	
Resitution and check collection	4,329
Forfeitures	108,095
Adjudicated properties	<u>5,270</u>
Total Deductions	<u>117,694</u>
Net increase in fiduciary net position	26,540
Net position - beginning	<u>76,630</u>
Net position - ending	<u>\$ 103,170</u>

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

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, the District Attorney of the Fortieth Judicial District (District Attorney) has charge of every criminal prosecution by the State within his district, is the representative of the State before the grand jury in his district, is legal advisor to the grand jury, and performs other duties as provided by law and is elected by the qualified electors of the Judicial District for a term of six years. The Fortieth Judicial District encompasses the Parish of St. John The Baptist, Louisiana ("The Parish").

A. Basis of Presentation

The District Attorney's basic financial statements consist of the government-wide statements and the fund financial statements. The statements are prepared in accordance with accounting principles generally accepted in the United States of America as applied to governmental units and promulgated by the Governmental Accounting Standards Board (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*.

B. Financial Reporting Entity

For financial reporting purposes, in conformance with governmental accounting standards, the District Attorney is a part of the district court system in the State of Louisiana. However, the District Attorney operates autonomously from the State of Louisiana and independently from the district court system. Therefore, the District Attorney reports as an independent reporting entity.

The District Attorney is an independently elected official and is not considered fiscally dependent of the St. John the Baptist Parish Council ("the Council"). As the governing authority of the Parish, for reporting purposes, the Council is the financial reporting entity for the Parish. The financial reporting entity consists of (a) the primary government (the Council), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary 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 established criteria for determining which component units should be considered part of the Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The governmental accounting standards have set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Council 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 Council.
2. Organizations for which the Council does not appoint a voting majority but are fiscally dependent on the Council and pose a financial benefit or burden to the Council.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Financial Reporting Entity (continued)

As the Council does not appoint the District Attorney, or have any control over the District Attorney, the District Attorney was determined not to be a component unit of the Council. The accompanying financial statements present information only on the funds maintained by the District Attorney and do not present information on the Council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity of the Parish.

C. Fund Accounting

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

Governmental Funds

Governmental funds account for all the District Attorney's taxpayer funded activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the District Attorney. The following are the District Attorney's governmental funds:

General Fund

The General Fund was established in compliance with Louisiana Revised Statute (R.S.) 15:571.11 and accounts for the operations of the District Attorney's office. The statute provides that a percentage of the fines collected, and bonds forfeited within the Judicial District be transmitted to the District Attorney to defray the necessary expenses of the District Attorney. The General Fund is always a major fund.

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted to expenditures for a specific purpose. The Special Revenue Funds reported as major funds in the fund financial statements are as follows:

Pre-Trial Diversion Fund: This special revenue fund accounts for the collection of a fee paid by first-time offenders to the District Attorney, and expenditures made for the administration of this program.

Title IV-D Incentives Fund: This special revenue fund consists of incentive payments from the Louisiana Department of Social Services, as authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the Social Security Act. The purpose of the program is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Fund Accounting (continued)

Fiduciary Type Funds – Custodial Funds

Fiduciary fund reporting focuses on resources held for other parties. The only funds accounted for in this category by the District Attorney are custodial funds. Custodial funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the custodial funds have no measurement focus, but use the full accrual basis of accounting. The following custodial funds are utilized by the District Attorney:

Adjudicated Properties Fund: This fund includes activity involving the sale of property that has been placed in the Parish's control due to failure to pay property taxes.

Asset Forfeitures Fund: This fund was established to receive the proceeds of assets forfeited and to pay the costs associated with such forfeitures.

Restitution – Hot Checks Fund: This fund was established to hold reimbursements for checks written with insufficient funds and disburse the funds to the original payees.

D. Basis of Accounting / Measurement Focus

Government Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the government (The District Attorney). These statements include the financial activities of the overall government, except for fiduciary activities. Governmental activities are generally financed through fines and forfeitures, intergovernmental revenues, and other non-exchange transactions. Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District Attorney's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fines and forfeitures (charges) and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

The GWFS are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange or exchange-like transactions are recognized when the exchange occurs regardless of when cash is received or disbursed. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange transactions, are recognized in accordance with the requirements of GASB Codification Section N50, Non-exchange Transactions.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Basis of Accounting / Measurement Focus (continued)

Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financial sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Governmental Funds are accounted for on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become measurable and available to pay current period liabilities. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period or 60 days. Commissions on fines and bond forfeitures are reported in the year they are collected by the tax collector. Revenues resulting from non-exchange transactions, such as grants, are recognized when all applicable eligibility requirements are met, and the resources are measurable and available. Interest income on investments is recorded when earned. Substantially, all other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, and general long-term obligations principal and interest payments are recognized only when due or when a liability is incurred, regardless of the timing of related cash flows.

Transfers between funds that are not expected to be repaid are accounted for as other financing sources.

E. Budgets and Budgetary Accounting

As required by the Louisiana Revised Statute (R.S.) 39:1303, the District Attorney adopted a budget for the General Fund and all special revenue funds. The District Attorney follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The District Attorney prepares operating budgets for the general and special revenue funds at least fifteen days prior to the commencement of the budgetary fiscal year. The operating budgets include proposed expenditures and the means of financing them for the upcoming year.
2. The budgets are available for public inspection for a fifteen-day period prior to a public hearing held to obtain taxpayer comment.
3. The budgets are adopted at the public hearing and are authorized for implementation on the first day of the fiscal year.
4. The budgets are prepared on a basis consistent with accounting principles generally accepted in the United States of America (GAAP), except that it excludes on-behalf support which are non-cash transactions and no impact on the net change in fund balance.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Budgets and Budgetary Accounting (continued)

5. The budgets may be revised during the year as estimates regarding revenues and expenditures change. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the District Attorney.
6. Appropriations lapse at the end of each fiscal year.

F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are stated at cost, which approximates market value. The Louisiana Revised Statute (R.S.) 39:1225 provides that the amount of pledged securities shall always be equal to 100% of the amount on deposit to the credit of each depositing authority, except the portion of deposits insured by any governmental agency insuring bank deposits, which is organized under the laws of the United States. Under state law, the District Attorney may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

G. Receivables

All receivables are reported at their gross value and consist primarily of grants and fines and forfeitures. The District Attorney expects to collect all balances due to the nature of the receivables and as such no allowance for bad debts has been recorded.

H. Capital Assets

All capital assets are capitalized at historical cost or estimated historical costs for assets where actual cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The District Attorney maintains a capitalization threshold level of \$1,000 or more.

Capital assets are recorded in the GWFS but are not reported in the FFS. All capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are disposed or sold for an immaterial amount when declared as no longer needed by the District Attorney, no salvage value is taken into consideration for depreciation purposes. The useful lives vary from 5 to 7 years for office furniture and equipment.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Compensated Absences

The District Attorney has the following vacation and sick leave policies:

Vacation Leave – annual leave shall be earned in accordance with the following criteria:

- Employees with less than 5 years of service shall earn a total of 84 hours per calendar year
- Employees with at least 5 years of service shall earn a total of 120 hours per calendar year
- Employees with at least 15 years of service shall earn a total of 168 hours per calendar year
- Employees with at least 20 years of service shall earn a total of 204 hours per calendar year
- Employees with at least 30 years of service shall earn a total of 240 hours per calendar year

Sick Leave – full-time employees each 84 hours of sick leave per year

Employees shall be permitted to carry over up to a maximum of 40 hours of earned annual and sick leave to the following calendar year. Upon retirement, resignation, or termination, an employee is compensated for their accumulated and unused vacation leave only (not accumulated sick leave), which was earned during the year. The District Attorney did not have material amount of accumulated vacation or sick leave benefits required to be reported as of the current fiscal year-end.

J. Pension Plans

The District Attorney is a participating employer in two defined benefit pension plans (plans) as described in Note 7. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions from each plans' fiduciary net position have been determined on the same basis as they are reported by each of the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within each plan.

K. Deferred Inflows and Outflows of Resources

In addition to assets, the statement of net position sometimes reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. See Note 7 for additional information on deferred outflows of resources related to defined benefit pension plans.

In addition to liabilities, the statement of net position sometimes reports a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. See Note 7 for additional information on deferred inflows of resources related to defined benefit pension plans.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

L. Operating Transfers In and Out

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases, where repayment is expected, the transfers are accounted for through the various due from and due to accounts.

M. Use of Estimates

The preparation of financial statements requires 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 and expenses during the reporting period. Actual results could differ from those estimates.

N. Net Position

For the government-wide statement of net position, net position amount is classified and displayed in three components:

- Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
- Restricted net position – net position is considered restricted if its use is constrained to a particular purpose. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.
- Unrestricted net position – consists of all other net position that does not meet the definition of the above two components and is available for general use by the District Attorney.

O. Fund Balance of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

Nonspendable – represent permanently nonspendable balances that are not expected to be converted to cash.

Spendable

Restricted – represents balances where constraints have been established by parties outside of the District Attorney or imposed by law through constitutional provisions or enabling legislation.

Committed – represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the District Attorney.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

O. Fund Balance of Fund Financial Statements (continued)

Assigned – represents balances where informal constraints have been established by the District Attorney but are not restricted nor committed.

Unassigned – represents balances that have not been assigned to other funds and have not been restricted, committed, or assigned for a specific purpose within the general fund.

When both restricted and unrestricted resources are available for use, it is the District Attorney's intention to use restricted resources first, then committed, assigned and unassigned) as needed.

P. Current Accounting Standards Scheduled to be Implemented

Following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the District Attorney's financial report:

GASB Statement 87, *Leases*. This new standard will require the recognition of certain lease assets and liabilities that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the contract terms. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Additionally, the new standard requires all leases, both operating and capital leases, to be reported on the statement of net position under a single accounting model for both lessors and lessees. The standard is effective for annual reporting periods beginning after June 15, 2021. The District Attorney will include the requirements of this standard, as applicable, in its December 31, 2022, financial statement. All the District Attorney's lease agreements will need to be evaluated to determine the impact of implementing this standard; however, the effect of this standard or its applicability to the District Attorney is unknown at this time.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

2. CASH AND CASH EQUIVALENTS

Deposits in financial institutions can be exposed to custodial credit risk. Custodial credit risk is the risk that in the event of a financial institution failure, the District Attorney's deposits may not be returned to them. The District Attorney does not have a deposit policy for custodial credit risk; however, state law is designed to limit this risk. State law requires deposits to be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent financial institution. As of December 31, 2021, the District Attorney's bank balance of demand deposit accounts was \$3,191,161 and the carrying amount was \$3,392,203, all of which was fully collateralized or FDIC insured, and therefore not exposed to custodial credit risk.

3. ACCOUNTS RECEIVABLE

Accounts receivable totaled \$198,643 at December 31, 2021, which includes fines and forfeitures and intergovernmental reimbursements.

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2021 are as follows:

	Balance January 1, 2021	Additions	Deletions	Balance December 31, 2021
<u>Governmental Activities</u>				
Cost of capital assets				
Furniture and equipment	\$ 342,911	\$ -	\$ -	\$ 342,911
Total accumulated depreciation	(302,774)	(14,984)	-	(317,758)
Total governmental activities capital assets, net of accumulated depreciation	\$ 40,137	\$ (14,984)	\$ -	\$ 25,153

Depreciation expense for the year ended December 31, 2021 was \$14,984.

5. LEASES

The District Attorney entered operating leases for buildings, postage machines, and copier machines. The total minimum annual commitments under all operating leases are as follows:

<u>Year Ending</u>	<u>Amount</u>
2022	\$ 100,536
2023	96,823
2024	259
Total	\$ 197,618

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

6. TITLE IV-D PROGRAM

During the year, the District Attorney participated in the Title IV-D program administered by the State of Louisiana Department of Social Services, Office of Family Support. This program is funded by indirect assistance payments in the form of reimbursements of certain approved expenditures. The funds are received from the Louisiana Department of Social Services. For the year ended December 31, 2021, the District Attorney received reimbursements on expenditures totaling \$237,400.

The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis. These reimbursement payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditures that may be disallowed as a result of a review or audit by the federal grantor agency.

7. DEFINED-BENEFIT PENSION PLANS

The District Attorney is a participating employer in two cost-sharing defined benefit pension plans. These plans are administered by two public employee retirement systems, the Parochial Employees' Retirement System of Louisiana (PERSLA) and the District Attorneys' Retirement System (DARS) (hereinafter referred to cumulatively as Plans or Systems). Both plans are cost-sharing multiple-employer, defined benefit pension plans administered by a separate board of trustees.

Each of the Systems issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. These reports may be obtained by writing, calling, or downloading the reports as follows:

PERSLA:
7905 Wrenwood Blvd.
Baton Rouge, LA 70809
(225) 928-1361
www.persla.org

DARS:
2525 Quail Drive
Baton Rouge, LA 70808
(225) 267-4824
www.ladars.org

Plan Descriptions:

Parochial Employees' Retirement System of Louisiana (PERSLA)

PERSLA is the administrator of a cost-sharing, multiple-employer defined benefit pension plan. The System was established and provided for by R.S. 11:1901 of the Louisiana Revised Statute (LRS). 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 participates in Plan A.

PERSLA provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system, and which elects to become members of the System. 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 employments. 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 PERSLA.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

District Attorneys' Retirement System (DARS)

The District Attorneys' Retirement System (DARS), State of Louisiana is the administrator of a cost-sharing, multiple-employer defined benefit pension plan and is governed by a Board of Trustees. The pension plan was established in 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.

All persons who are district attorneys of the State of Louisiana, assistance 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 assistance district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

Funding Policy

PERSLA

Members of Plan A can retire providing they meet one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more of 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.

Employees hired after January 1, 2007:

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

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

DARS

Members who join 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.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

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, or 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.

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions to DARS. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee (PRSAC).

Contributions

Contributions to the Plans are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2021, for the District Attorney and covered employees were as follows:

	<u>District Attorney</u>	<u>Employees</u>
DARS	9.50%	8.00%
PERSLA	12.25%	9.50%

The contributions made to the Systems for the past two fiscal years, which equaled the required contributions for each of these years, were as follows:

	<u>December 31,</u>	
	<u>2021</u>	<u>2020</u>
DARS	\$ 40,519	\$ 23,729
PERSLA	104,108	118,705

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

The following schedule lists the District Attorney's proportionate share of the Net Pension Liability (Assets) allocated by each of the pension plans as of the respective measurement dates for each plan. The District Attorney uses this measurement to record its Net Pension Liability (Assets) and associated amounts as of December 31, 2021, in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used as of the respective measurement dates along with the change compared to the immediately prior measurement date. The District Attorney's proportion of the Net Pension Liability was based on a projection of the District Attorney's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

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

	Measurement Date	Net Pension Liability (Asset) at Measurement Date	Rate at Measurement Date	Increase (Decrease) to Prior Year Rate
DARS	June 30, 2021	\$ 167,224	0.939288%	(0.03363%)
PERSLA	December 31, 2020	(254,392)	0.145084%	(0.01350%)
		<u>\$ (87,168)</u>		

The following schedule lists each pension plan's proportionate share of recognized pension expense for the District Attorney for the year ended December 31, 2021:

	Pension Expense
DARS	\$ 88,736
PERSLA	26,121
	<u>\$ 114,857</u>

At December 31, 2021, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 115,584	\$ (81,711)
Changes of assumptions	398,798	-
Net difference between projected and actual earnings on pension plan investments	-	(951,308)
Changes in proportion and differences between Employer contributions and proportionate share of contributions		
Change in proportion	12,936	(53,744)
Difference in contributions	704	(97)
Employer contributions subsequent to the measurement date	132,721	-
Total	<u>\$ 660,743</u>	<u>\$ (1,086,860)</u>

The amount reported in the above table \$132,721 as a deferred outflow of resources relates to pension contributions made subsequent to the measurement date (\$28,613 for DARS and \$104,108 for PERS), which will be recognized as a reduction in net pension liability in the year ending December 31, 2022.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

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

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
DARS	\$ 408,971	\$ (537,440)
PERSLA	251,772	(549,420)
Total	<u>\$ 660,743</u>	<u>\$ (1,086,860)</u>

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

<u>Deferral Period</u>	<u>DARS</u>	<u>PERSLA</u>	<u>Total</u>
2022	\$ (106)	\$ (112,683)	\$ (112,789)
2023	(31,724)	(44,671)	(76,395)
2024	(3,875)	(163,277)	(167,152)
2025	(53,260)	(81,125)	(134,385)
2026	(68,117)	-	(68,117)
	<u>\$ (157,082)</u>	<u>\$ (401,756)</u>	<u>\$ (558,838)</u>

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of the measurement period for each plan are as follows:

	PERSLA	DARS
Valuation Date	December 31, 2020	June 30, 2021
Actuarial Cost Method	Plan A - Entry Age Normal	Entry Age Normal
Actuarial Assumptions:		
Expected Remaining Service Lives	4 years	5 years
Investment Rate of Return	6.40% (6.50% Prior Year) net of investment expenses, including inflation	6.10% (6.25% Prior Year) net of Pension Plan investment expense, including inflation
Inflation Rate	2.30%	2.20%
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees using MP2018 scale for annuitant and beneficiary mortality. For employees, Pub-2010 Public Retirement Plans Mortality Table for General Employees using MP2018 scale. For disabled annuitants, Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees using MP2018 scale. (All 3 table rates are multiplied by 130% for males and 125% for females)	Pub-2010 Public Retirement Mortality Table for General Above-Median Employees with full generational projections using the MP2019 scale. Pub-2010 Public Retirement Mortality Table for General Above-Median Retirees with full generational projections using the MP2019 scale. Pub-2010 Public Retirement Mortality Table for Disabled Retirees with full generational projections using the MP2019 scale. (All 3 table rates are multiplied by 115% for both make and females).
Salary Increases	Plan A – 4.75%	5.00%
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 increases not yet authorized by the Board of Trustees.	Only those previously granted.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

Actuarial Assumptions (continued)

The following schedule list the methods used by each of the retirement systems in determining the long term rate of return on pension plan investments:

PERSLA

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 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 2.00% 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, 2020.

DARS

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 rate of return is 8.25% for the year ended June 30, 2021.

The following table provides a summary of the best estimates of arithmetic/geometric real rates of return for each major asset class included in each of the Retirement Systems target asset allocations as of the measurement period date for each respective plan:

Asset Class	Long-Term Target Asset Allocation		Expected Portfolio Real Rate of Return	
	PERSLA	DARS	PERSLA	DARS
Equities	51.0%	57.11%	3.36%	6.43%
Fixed income	33.0%	30.19%	0.86%	0.94%
Alternatives	14.0%	12.67%	0.67%	0.89%
Real assets	2.0%	0.03%	0.11%	0.00%
Total	100.0%	100.0%	5.00%	5.80% (nominal)
Inflation			2.00%	2.45%
Expected Arithmetic Nominal Return			7.00%	8.25%

Discount Rate

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for PERSLA and DARS was 6.40% and 6.10%, for each Plan's measurement period year ended December 31, 2020, and June 30, 2021, respectively.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

7. DEFINED-BENEFIT PENSION PLANS (continued)

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the District Attorney's proportionate share of the Net Pension Liability/(Asset) (NPL) using the discount rate of each Retirement System as well as what the District Attorney's proportionate share of the NPL or NPA would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
DARS			
Rates	5.10%	6.10%	7.10%
District Attorney's Share of NPL	\$ 819,931	\$ 167,224	\$ (379,606)
PERSLA			
Rates	5.40%	6.40%	7.40%
District Attorney's Share of NPL	\$ 533,386	\$ (254,392)	\$ (914,140)

Special Funding Situation

A special funding situation is defined as circumstances in which a non-employer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity or entities and either (1) the amount of contributions for which the non-employer entity legally is responsible is not dependent upon one or more events unrelated to pensions or (2) the non-employer is the only entity with a legal obligation to make contributions directly to a pension plan.

Louisiana Revised Statute 16:10 – 11 stipulates that certain salary amounts for District Attorneys (DAs) and Assistant District Attorneys (ADAs) are payable by the State of Louisiana (State). Further, the total employer contributions allocable to that portion of the respective DAs and ADAs salaries are paid directly to DARS by the State. The State's proportional share of the collective net pension liability of DARS associated with the District Attorney is approximately \$245,000. This allocated share of the State's net pension liability is not recognized in the District Attorney's net pension liability. The State's proportionate share of pension expense associated with the District Attorney is approximately \$145,700

Payables to the Pension Plans

At December 31, 2021, the District Attorney had payables to DARS and PERSLA totaling \$8,857 and \$45,360, respectively, at fiscal year-end for employee and employer legally required contributions. These amounts are included in salaries and benefits payable.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

8. ON-BEHALF PAYMENTS FOR SALARIES AND FRINGE BENEFITS

The State of Louisiana and the Parish Council pay a portion of the salaries and benefits of the District Attorney. The District Attorney is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditure payments is the actual contributions made by the State and Parish Council. For the year ended December 31, 2021, these on-behalf payments have been recorded in the accompanying financial statements, in accordance with GASB Codification Section N50, *Non-exchange Transactions*, as intergovernmental revenues and expenditures as follows:

On-Behalf Payments:

Salaries	\$ 488,741
Insurance	7,087
Pensions	<u>34,437</u>
Total	<u>\$ 530,265</u>

9. CONTINGENCIES

The District Attorney is not involved in any litigation at December 31, 2021 which could have a material effect on its financial statements.

10. RISK MANAGEMENT

The District Attorney is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omission; injuries to employees; health insurance for its employees; auto liability; and natural disasters. The District Attorney has purchased commercial insurance for each type of risk to which it is exposed. Settlements have not exceeded insurance coverage in any of the three preceding years.

REQUIRED SUPPLEMENTARY INFORMATION – PART II

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

GENERAL FUND

BUDGETARY COMPARISON SCHEDULE-BUDGETARY BASIS

FOR THE YEAR ENDED DECEMBER 31, 2021

	Original	Final	Budgetary Basis Actual	Variance with Final Budget Favorable (Unfavorable)
<u>REVENUES</u>				
Court costs, fines and fees	\$ 499,880	\$ 290,700	\$ 302,980	\$ 12,280
Collection fees on worthless checks	2,300	500	355	(145)
Collection of forfeitures	27,500	81,700	94,999	13,299
Intergovernmental revenues				
Grant - LA Dept. of Social Services	-	-	38,676	38,676
Victim's Assistance Coordinator Fund	30,000	30,000	30,000	-
Reimbursements	1,440,320	1,544,900	1,587,367	42,467
Other	-	-	26,388	26,388
Total Revenues	2,000,000	1,947,800	2,080,765	132,965
<u>EXPENDITURES</u>				
Current:				
Judicial Activities:				
Salaries, related taxes, and benefits	1,306,185	1,245,700	1,520,091	(274,391)
Rent, utilities, and maintenance	159,715	153,070	160,812	(7,742)
Continuing education, auto, and travel	48,500	72,200	58,508	13,692
Office supplies	20,000	210,200	143,111	67,089
Insurance	290,000	315,600	24,889	290,711
Professional Services	37,500	37,500	28,000	9,500
Other	63,100	71,350	15,805	55,545
Capital Outlay	75,000	1,000	-	1,000
Total Expenditures	2,000,000	2,106,620	1,951,216	155,404
<u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u>	-	(158,820)	129,549	288,369
<u>OTHER FINANCING SOURCES</u>				
Transfers in/(out)	-	(250,170)	(267,435)	(17,265)
<u>NET CHANGE IN FUND BALANCE</u>	-	(408,990)	(137,886)	271,104
<u>FUND BALANCE</u>				
Beginning of year	3,337,173	3,500,049	3,500,049	-
End of year	<u>\$ 3,337,173</u>	<u>\$ 3,091,059</u>	<u>\$ 3,362,163</u>	<u>\$ 271,104</u>

Notes to Schedule:

Budgets are prepared on a budgetary basis which does not recognize the non-cash affects of intergovernmental support paid on behalf of the District Attorney. A reconciliation of the budgetary basis revenue and expenditures is presented below:

	Intergovernmental revenue- Reimbursements	Salaries, related taxes, and benefits
GAAP basis	\$ 2,117,632	\$ 2,050,356
Back out: On-behalf payments recognized	(530,265)	(530,265)
Budgetary basis	<u>\$ 1,587,367</u>	<u>\$ 1,520,091</u>

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

PRE-TRIAL INTERVENTION / DIVERSION PROGRAM FUND

BUDGETARY COMPARISON SCHEDULE

FOR THE YEAR ENDED DECEMBER 31, 2021

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<u>REVENUES</u>				
Intergovernmental revenues				
Pre-Trial Diversion Program	\$ 400,000	\$ 280,300	\$ 322,192	\$ 41,892
Total Revenues	<u>400,000</u>	<u>280,300</u>	<u>322,192</u>	<u>41,892</u>
<u>EXPENDITURES</u>				
Current:				
Judicial Activities:				
Salaries, related taxes, and benefits	203,695	255,700	246,187	9,513
Local Area Compensated Enforcement Program (LACE)	90,000	160,500	218,200	(57,700)
Rent, utilities, and maintenance	26,280	20,200	13,181	7,019
Continuing education, auto, and travel	3,300	3,300	-	3,300
Office supplies	5,000	18,200	4,504	13,696
Insurance	500	500	-	500
Professional Services	6,600	1,800	1,550	250
Other	64,625	70,270	68,400	1,870
Total Expenditures	<u>400,000</u>	<u>530,470</u>	<u>552,022</u>	<u>(21,552)</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u>	<u>-</u>	<u>(250,170)</u>	<u>(229,830)</u>	<u>20,340</u>
<u>OTHER FINANCING SOURCES</u>				
Transfers in/(out)	<u>-</u>	<u>250,170</u>	<u>229,830</u>	<u>(20,340)</u>
<u>NET CHANGE IN FUND BALANCE</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>FUND BALANCE</u>				
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

TITLE IV-D FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2021

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<u>REVENUES</u>				
Intergovernmental revenues				
Grant - Louisiana Dept. of Social Services	\$ 225,000	\$ 241,500	\$ 237,833	\$ (3,667)
Total Revenues	<u>225,000</u>	<u>241,500</u>	<u>237,833</u>	<u>(3,667)</u>
<u>EXPENDITURES</u>				
Current:				
Judicial Activities:				
Salaries, related taxes, and benefits	171,272	206,900	242,077	(35,177)
Rent, utilities, and maintenance	17,410	20,040	22,323	(2,283)
Continuing education, auto, and travel	1,650	620	351	269
Office supplies	1,504	10,900	6,682	4,218
Insurance	33,164	31,700	-	31,700
Total Expenditures	<u>225,000</u>	<u>270,160</u>	<u>271,433</u>	<u>(1,273)</u>
<u>EXCESS (DEFICIENCY) OF REVENUES</u>				
<u>OVER (UNDER) EXPENDITURES</u>	<u>-</u>	<u>(28,660)</u>	<u>(33,600)</u>	<u>(4,940)</u>
<u>OTHER FINANCING SOURCES</u>				
Transfers in/(out)	<u>-</u>	<u>-</u>	<u>37,605</u>	<u>37,605</u>
<u>NET CHANGE IN FUND BALANCE</u>	<u>-</u>	<u>(28,660)</u>	<u>4,005</u>	<u>32,665</u>
<u>FUND BALANCE</u>				
Beginning of year	<u>34,819</u>	<u>63,153</u>	<u>63,153</u>	<u>-</u>
End of year	<u>\$ 34,819</u>	<u>\$ 34,493</u>	<u>\$ 67,158</u>	<u>\$ 32,665</u>

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2021 (*)

<u>Pension Plan</u>	<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
District Attorneys' Retirement System (DARS)						
	2021	0.9393%	\$ 167,224	\$ 588,756	28.4029%	96.79%
	2020	0.9729%	770,815	603,541	127.7154%	84.86%
	2019	1.0452%	336,250	614,577	54.7124%	93.10%
	2018	0.9529%	306,618	542,054	56.5660%	92.90%
	2017	0.9773%	263,610	593,929	44.3841%	93.60%
	2016	0.8823%	168,887	533,943	31.6302%	95.10%
	2015	1.2842%	69,172	485,623	14.2440%	62.70%
Parochial Employees' Retirement System of Louisiana (PERS)						
	2021	0.1451%	\$ (254,392)	969,020	-26.2525%	103.00%
	2020	0.1586%	7,465	1,005,166	0.7427%	99.88%
	2019	0.1674%	742,897	1,028,990	72.1967%	1.13%
	2018	0.1535%	(113,910)	944,168	-12.0646%	98.10%
	2017	0.1292%	265,980	765,920	34.7269%	94.10%
	2016	0.1208%	317,996	644,277	49.3570%	92.20%
	2015	0.1226%	33,527	697,443	4.8071%	66.20%

Schedule is intended to show 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 end as follows:

DARS - June 30

PERS - December 31

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

SCHEDULE OF EMPLOYER'S CONTRIBUTIONS TO RETIREMENT SYSTEMS
FOR THE YEAR ENDED DECEMBER 31, 2021

Pension Plan	Year	Contractually Required Contribution ¹	Contributions in Relation to Contractually Required Contribution ²	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
District Attorneys' Retirement System (DARS)						
	2021	\$ 40,519	\$ 40,519	\$ -	\$ 600,866	6.7434%
	2020	23,729	23,729	-	593,227	4.0000%
	2019	16,003	16,003	-	614,577	2.6039%
	2018	3,736	3,736	-	601,092	0.6215%
	2017	-	-	-	531,970	0.0000%
	2016	10,667	10,667	-	304,774	3.5000%
	2015	23,866	23,866	-	455,519	5.2393%
Parochial Employees' Retirement System of Louisiana (PERS)						
	2021	\$ 104,108	\$ 104,108	\$ -	\$ 849,859	12.2500%
	2020	118,705	118,705	-	969,020	12.2500%
	2019	115,584	115,584	-	1,005,166	11.4990%
	2018	118,334	118,334	-	1,028,990	11.5000%
	2017	118,021	118,021	-	944,168	12.5000%
	2016	99,569	99,569	-	765,920	12.9999%
	2015	93,420	93,420	-	644,277	14.5000%

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

For reference only:

¹ *Employer contribution rate multiplied by covered payroll*

² *Actual employer contributions remitted to Retirement Systems*

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2021**

CHANGES IN BENEFIT TERMS RELATED TO DEFINED PENSION PLANS

Parochial Employees' Retirement System of Louisiana Plan A

There were no changes of benefit terms for the years presented.

District Attorneys' Retirement System

There were no changes of benefit terms for the years presented.

CHANGES IN ASSUMPTIONS RELATED TO DEFINED PENSION PLANS

Parochial Employees' Retirement System of Louisiana Plan A

The following changes in actuarial assumptions for each year are as follows:

<i>Discount Rate:</i>				<i>Merit:</i>			
Measurement				Measurement			
Year End	date	Rate	Change	Year End	date	Rate	Change
12/31/2021	12/31/2020	6.40%	-0.10%	12/31/2021	12/31/2020	2.45%	0.10%
12/31/2020	12/31/2019	6.50%	0.00%	12/31/2020	12/31/2019	2.35%	0.00%
12/31/2019	12/31/2018	6.50%	-0.25%	12/31/2019	12/31/2018	2.35%	-0.40%
12/31/2018	12/31/2017	6.75%	-0.25%	12/31/2018	12/31/2017	2.75%	0.00%
12/31/2017	12/31/2016	7.00%	0.00%	12/31/2017	12/31/2016	2.75%	0.00%
12/31/2016	12/31/2015	7.00%	-0.25%	12/31/2016	12/31/2015	2.75%	0.00%
12/31/2015	12/31/2014	7.25%	0.00%	12/31/2015	12/31/2014	2.75%	0.25%
12/31/2014	12/31/2013	7.25%		12/31/2014	12/31/2013	2.50%	

<i>Inflation Rate:</i>				<i>Investment rate of return:</i>			
Measurement				Measurement			
Year End	date	Rate	Change	Year End	date	Rate	Change
12/31/2021	12/31/2020	2.30%	-0.10%	12/31/2021	12/31/2020	6.40%	-0.10%
12/31/2020	12/31/2019	2.40%	0.00%	12/31/2020	12/31/2019	6.50%	0.00%
12/31/2019	12/31/2018	2.40%	-0.10%	12/31/2019	12/31/2018	6.50%	-0.25%
12/31/2018	12/31/2017	2.50%	0.00%	12/31/2018	12/31/2017	6.75%	-0.25%
12/31/2017	12/31/2016	2.50%	0.00%	12/31/2017	12/31/2016	7.00%	0.00%
12/31/2016	12/31/2015	2.50%	-0.50%	12/31/2016	12/31/2015	7.00%	-0.25%
12/31/2015	12/31/2014	3.00%	-0.25%	12/31/2015	12/31/2014	7.25%	0.00%
12/31/2014	12/31/2013	3.25%		12/31/2014	12/31/2013	7.25%	

<i>Salary Increases:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	12/31/2020	4.75%	0.00%
12/31/2020	12/31/2019	4.75%	0.00%
12/31/2019	12/31/2018	4.75%	-0.50%
12/31/2018	12/31/2017	5.25%	0.00%
12/31/2017	12/31/2016	5.25%	0.00%
12/31/2016	12/31/2015	5.25%	-0.50%
12/31/2015	12/31/2014	5.75%	0.00%
12/31/2014	12/31/2013	5.75%	

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2021**

CHANGES IN ASSUMPTIONS RELATED TO DEFINED PENSION PLANS (continued)

District Attorneys' Retirement System

The following changes in actuarial assumptions for each year are as follows:

<i>Discount Rate:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	6/30/2021	6.10%	-0.15%
12/31/2020	6/30/2020	6.25%	-0.25%
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	-0.25%
12/31/2014	6/30/2014	7.25%	

<i>Merit:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	6/30/2021	2.80%	0.10%
12/31/2020	6/30/2020	2.70%	-0.40%
12/31/2019	6/30/2019	3.10%	0.00%
12/31/2018	6/30/2018	3.10%	0.10%
12/31/2017	6/30/2017	3.00%	0.00%
12/31/2016	6/30/2016	3.00%	0.00%
12/31/2015	6/30/2015	3.00%	-0.50%
12/31/2014	6/30/2014	3.50%	

<i>Inflation Rate:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	6/30/2021	2.20%	-0.10%
12/31/2020	6/30/2020	2.30%	-0.10%
12/31/2019	6/30/2019	2.40%	0.00%
12/31/2018	6/30/2018	2.40%	-0.10%
12/31/2017	6/30/2017	2.50%	0.00%
12/31/2016	6/30/2016	2.50%	0.00%
12/31/2015	6/30/2015	2.50%	-0.25%
12/31/2014	6/30/2014	2.75%	

<i>Investment rate of return:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	6/30/2021	6.10%	-0.15%
12/31/2020	6/30/2020	6.25%	-0.25%
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	-0.25%
12/31/2014	6/30/2014	7.25%	

<i>Salary Increases:</i>			
Measurement			
Year End	date	Rate	Change
12/31/2021	6/30/2021	5.00%	-0.50%
12/31/2020	6/30/2020	5.50%	0.00%
12/31/2019	6/30/2019	5.50%	0.00%
12/31/2018	6/30/2018	5.50%	0.00%
12/31/2017	6/30/2017	5.50%	0.00%
12/31/2016	6/30/2016	5.50%	0.00%
12/31/2015	6/30/2015	5.50%	-0.75%
12/31/2014	6/30/2014	6.25%	

SUPPLEMENTARY INFORMATION

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2021

District Attorney Bridget Dinvaut

Paid by office of the District Attorney:

Salary	\$ 120,600
Benefits-Insurance	9,205
Housing	725
Per Diem	200
Reimbursements	1,700
Cell Phone	840
	<hr/>

Total paid by Office of the District Attorney	<hr/> 133,270
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On-behalf payments for salaries benefits:

Salaries from the State of Louisiana	54,999
Salaries from St. John the Baptist Parish	10,000
Benefits from the State of Louisiana	2,199
Retirement from St. John the Baptist Parish	93
	<hr/>

Total on-behalf payments	<hr/> 67,291
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Total	<hr/> <hr/> \$ 200,561
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DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED DECEMBER 31, 2021

	First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 76,630	\$ 48,603
Add: Collections		
Civil Fees	5,399	6,893
Asset Forfeiture/Sale	50,803	113,346
Pre-Trial Diversion Program Fees	219,482	102,710
Criminal Fines - Other	-	-
Restitution	2,468	7,509
Other (do not include collections that fit into more specific categories above)	1,600	1,477
Subtotal Collections	279,752	231,935
Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
LDAA - Asset Forfeiture/Sale	823	454
St. John Clerk of Court - Asset Forfeiture/Sale	3,213	2,050
St. John Sheriff - Asset Forfeiture/Sale	48,890	27,370
St. John Criminal Court Fund - Asset Forfeiture/Sale	16,297	8,998
St. John Sheriff - Restitution	495	1,449
Crime Victim Reparations Board - Restitution	300	-
St. John Public Works - Restitution	103	-
St. John Clerk of Court - Civil Fees	430	410
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection		
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount		
Self-Disbursed - Asset Forfeiture/Sale	9,739	21,957
Self-Disbursed - Pre-Trial Diversion Program	219,482	102,710
Self-Disbursed - Restitution	285	120
Self-Disbursed - Civil Fees	3,995	-
Self-Disbursed - Other	1,600	1,000
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Restitution Payments to Individuals (additional detail is not required)	2,127	5,990
Payments to 3rd Party Collection/Processing Agencies	-	4,860
Subtotal Disbursements/Retainage	307,779	177,368
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 48,603	\$ 103,170

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED DECEMBER 31, 2021

	First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
Receipts From: <i>(Must include one agency name and one collection type - see below - on each line and may require multiple lines for the same agency. Additional rows may be added as necessary.)</i>		
St. John Parish Sheriff/ Criminal Court Costs/Fees	\$ 182,951	\$ 90,950
St. John Parish Sheriff/Bond Fees	41,309	23,600
St. John Parish Clerk of Court/ Criminal Court Costs/Fees	350	750
Subtotal Receipts	\$ 224,610	\$ 115,300

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

**INDEPENDENT AUDITORS' 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**

The Honorable Bridget A. Dinvaut
District Attorney of the Fortieth
Judicial District
St. John the Baptist Parish, 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 Fortieth Judicial District for the Parish of St. John the Baptist (the "District Attorney"), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements, and have issued our report thereon dated July 13, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District Attorney's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney's internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney'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 District Attorney'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District Attorney'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 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Purpose of this Report

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

Postlethwaite & Netterville

Metairie, Louisiana
July 13, 2022

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expressed an unmodified opinion on the basic financial statements of the District Attorney of the 40th Judicial District of St. John the Baptist Parish.
2. No instances of material weaknesses or significant deficiencies in internal controls over financial reporting were reported for the year ended December 31, 2021.
3. No instances of noncompliance material to the financial statements of the District Attorney of the 40th Judicial District of St. John the Baptist Parish were reported for the year ended December 31, 2021.

B. FINDINGS – FINANCIAL STATEMENT AUDIT

None.

C. COMPLIANCE WITH STATE LAWS AND REGULATIONS

None.

DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT

SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

A. FINDINGS – FINANCIAL STATEMENT AUDIT

2020-001: Internal Control Over Financial Reporting of Receivables and Payables

Criteria: The definition of internal control over financial reporting includes ensuring that policies and procedures exist *that* pertain to an entity's ability to initiate, record, process, and report financial data consistent with the assertion embodied in the financial statements, which for the District Attorney, is that the financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Condition: The District Attorney uses QuickBooks as the general ledger accounting system to account for general fund, two special revenue funds and a custodial fund. The accounting software is not being utilized such that the accounting for each fund is properly segregated. Further, the software is not utilized in a way that balances subsidiary ledgers of receivables, payables and inter-fund receivables and payables to the general ledger. During our audit, we noted that many accounts required adjustment and assistance was needed to prepare detailed list of receivables, accounts payable and the balancing of inter-fund receivables and payables.

Recommendation: We recommend that the District Attorney initiate steps to redesign its general ledger chart of accounts to maintain a balancing set of accounts for the general fund, each special revenue fund, and the custodial funds. In addition, the accounting system should be utilized to maintain a detailed list of receivables and payables, including inter-fund receivables and payables, for each fund.

Current Status: **Resolved**

B. COMPLIANCE WITH STATE LAWS AND REGULATIONS

None

**DISTRICT ATTORNEY OF THE FORTIETH
JUDICIAL DISTRICT**

ST. JOHN THE BAPTIST PARISH, LOUISIANA

**REPORT ON STATEWIDE AGREED-UPON PROCEDURES on
COMPLIANCE and CONTROL AREAS**

FOR THE YEAR ENDED DECEMBER 31, 2021



Postlethwaite & Netterville

A Professional Accounting Corporation

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TABLE OF CONTENTS

	<u>Page</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures	1 - 15
Schedule A: Management's Response and Corrective Action Plan	16 - 17

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Honorable Bridget A. Dinvaut
District Attorney of the Fortieth
Judicial District
St. John the Baptist Parish, Louisiana
And the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The District Attorney of the Fortieth Judicial District for the Parish of St. John the Baptist's (the Entity) management is responsible for those C/C areas identified in the SAUPs.

The Entity 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, 2021 through December 31, 2021. 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 performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in *italics*. If the item being subjected to the procedures is positively identified or present, then the results will read "*no exceptions noted*" or for step 25 "*we performed the procedure and discussed the results with management*". If not, then a description of the exception ensues.

A – Written Policies and Procedures

1. 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):

- a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

No exceptions noted

- b) ***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.

No exceptions noted

- c) ***Disbursements***, including processing, reviewing, and approving

No exceptions noted



- d) **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).

No exceptions noted

- e) **Payroll/Personnel**, including (1) payroll processing, and (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.

No exceptions noted

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

No exceptions noted

- g) **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).

No exceptions noted

- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

No exceptions noted

- i) **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) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

The following subcategories were not properly addressed in the entity's ethics policy: (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy. Exceptions noted.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

This category is not applicable as the entity has not debt. No exception(s) noted.

- k) **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.

No exceptions noted

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

No exceptions noted

B – Board or Finance Committee

- 2. 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:

- a) 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.

Procedure is not applicable to entities managed by a single elected official. The District Attorney is a single elected official who manages the District Attorney's Office. As such, this procedure is not applicable to the District Attorney of the 40th Judicial District.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-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.*

Procedure is not applicable to entities managed by a single elected official. The District Attorney is a single elected official who manages the District Attorney's Office. As such, this procedure is not applicable to the District Attorney of the 40th Judicial District.

- c) 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.

Procedure is not applicable to entities managed by a single elected official. The District Attorney is a single elected official who manages the District Attorney's Office. As such, this procedure is not applicable to the District Attorney of the 40th Judicial District.

C – Bank Reconciliations

3. 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 selected each account, and observe that:

A listing of bank accounts was provided and included a total of 4 bank accounts. Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected all 4 bank accounts (1 main operating and 3 other accounts due to their being less than 5 total accounts) and obtained the bank reconciliations for the month ending June 30, 2021.

This procedure resulted in obtaining only 3 out of 4 monthly bank reconciliations obtained and subjected to the below procedures. Bank reconciliations were not prepared for 1 account (Award Account) due to no financial activity occurring in the account during the period.

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged).

No exceptions noted.

- b) 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

No exceptions noted.

- c) 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.

For 3 of the 4 bank accounts selected for testing, the bank reconciliations included long-outstanding amounts, ranging from fiscal periods of 2015 to 2020, which have not been researched/cleared as of the current fiscal period.

D – Collections (excluding electronic funds transfers)

4. 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).

A listing of deposit sites was provided and included a total of 1 deposit site. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected 1 deposit site (due to there being < 5 deposit sites) and performed the procedures below.

5. 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:

A listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 2 collection locations (for the 1 deposit site). No exceptions were noted as a result of performing this procedure.

From each of the listings provided, we randomly selected one collection location for each deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

- a) Employees responsible for cash collections do not share cash drawers/registers.

No exceptions noted.

- b) 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.

No exceptions noted.

- c) 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.

No exceptions noted.

- d) 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 verifies the reconciliation.

No exceptions noted.

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

The entity does not have a bond or insurance policy in place to cover employees who have access to cash.

7. 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:

Only 3 of the 4 bank accounts selected in procedure #3 had financial activity during the fiscal period. Therefore, we randomly selected two deposit dates for each of the applicable 3 bank accounts. We obtained supporting documentation for each of the 6 deposits and performed the procedures below.

- a) Observe that receipts are sequentially pre-numbered.

No exceptions noted.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions noted.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

No exceptions noted.

- d) 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).

Of the 6 deposits tested, 2 deposits were not made within one business day of receipt at the collection located. One deposit was made 12 business days from receipt and the other deposit was made 7 business days from receipt.

- e) Trace the actual deposit per the bank statement to the general ledger.

No exceptions noted.

E – Non-payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. 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).

The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.

Based on client inquiry, it was noted there is only one physical location which process disbursements; therefore, P&N selected this location and performed the procedures below.

9. For each location selected under #8 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:

The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.

Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

No exceptions noted.

- b) At least two employees are involved in processing and approving payments to vendors.

No exceptions noted.

- c) 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.

For the 1 location selected for testing, the person processing payments was not prohibited from adding/modifying vendor files. However, another person is responsible for reviewing updates/changes to the vendor files.

- d) 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.

For the 1 location selected for testing, the person responsible for mailing payments is also responsible for processing payments.

10. For each location selected under #8 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:

A listing of non-payroll disbursements for each payment processing location selected in procedures #8 was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 disbursements and performed the procedures below.

- a) Observe whether the disbursement matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

No exceptions noted.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

For 5 of the 5 disbursements selected for our procedures, a single employee is responsible for mailing payments, as well as processing payments.

F – Credit Cards/Debit Cards/Fuel Cards/P-Cards

- 11. 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.

A listing of cards was provided. No exceptions were noted as a result of performing this procedure.

Based on client-provided information, the entity has only 1 active credit card. Therefore, we selected this credit card and performed the procedures below.

- 12. 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:

From the listing provided, we selected 1 card (due to the entity having only 1 active credit card) used in the fiscal period. We randomly selected one monthly statement for the card selected and performed the procedures noted below.

- a) 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, 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.]]

For the monthly statement selected for testing, the authorized cardholder was the same person who reviewed and approved the statement for payment.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions noted.

- 13. Using the monthly statements or combined statements selected under #12 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 (i.e. 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.

From the monthly statement selected under #12 above, we selected all 7 transactions (since less than 10) and performed the specified procedures.

Of the 7 transactions selected, 1 transaction totaling \$27.25 paid to Shell Oil lacked documentation supporting the business/public purpose.

G – Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. 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:

The listing of travel and travel-related expense reimbursements was provided for the fiscal period. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 reimbursements and performed the procedures below.

- a) 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).

Of the 5 reimbursements selected for our procedures, 5 used a per diem. No exceptions noted.

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

Of the 5 reimbursements selected for our procedures, 4 used actual costs. No exceptions noted.

- c) 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).

No exceptions noted.

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted.

H – Contracts

15. 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:

An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 contracts and performed the procedures below.

- a) 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.

Per the Louisiana Public Bid Law (R.S. 38:2211) and LLA FAQ document, "contracts for professional services procured by political subdivisions and local government agencies are not subject to the Public Bid Law." The entity had only 5 existing contracts during the fiscal period. Two contracts related to lease agreements and the other three were for professional services. No exceptions noted.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

No exceptions noted.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

No amendments to contracts were noted during the fiscal period. No exceptions noted.

- d) 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.

We randomly selected 1 payment for the 5 contracts selected in procedure #15 and performed the specified procedures. No exceptions noted.

1 – Payroll and Personnel

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

A listing of employees/elected officials employed during the fiscal year was provided. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 employees/officials and performed the specified procedures. No exceptions noted.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

We randomly selected 1 pay period during the fiscal period and performed the procedures below for the 5 employees/officials selected in procedure #16.

- a) Observe all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.).

Entity employees/officials are not required to record daily attendance. Only leave time is required to be recorded. However, none of the employees requested leave for the pay period selected for testing. No exceptions noted.

- b) Observe whether supervisors approved the attendance and leave of the selected employees/officials.

Entity employees/officials are not required to record daily attendance. Only leave time is required to be recorded. However, none of the employees requested leave for the pay period selected for testing. Therefore, this procedure is not applicable. No exceptions noted.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

No exceptions noted.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions noted.

18. Obtain a listing of those employees/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 or official's cumulative leave records, agree the pay rates to the employee or official's authorized pay rates in the employee or official's personnel files, and agree the termination payment to entity policy.

A listing of employees/officials receiving termination payments during the fiscal period was provided. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 2 employees/officials and performed the specified procedures. No exceptions noted.

19. 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.

No exceptions noted.

J – Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

For the 5 employees/officials selected for our procedures, documentation that the required ethics training was completed. No exceptions noted.

- b) 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.

The entity did not have any changes to the ethics policy during the fiscal period, thus this step is not applicable. No exceptions noted.

K – Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Not applicable as the entity does not have any such debt.

22. 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).

Not applicable as the entity does not have any such debt.

L – Other: Fraud Notice

23. 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.

The entity did not have any misappropriations of public funds and assets during the fiscal period. Therefore, this step is not applicable. No exceptions noted.

24. 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.

The entity has not posted, either on its premises or website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriations, fraud, waste, or abuse of public funds.

M – Other: Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if 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.

We performed the procedure and discussed the results with management.

- c) 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.

We performed the procedure and discussed the results with management.

N – Other: Sexual Harassment

- 26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, 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.

No exceptions noted.

- 27. Observe 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).

The entity has not posted, either on its premises or website, its sexual harassment policy and complaint procedure. Exception noted.

- 28. 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 it includes the applicable requirements of R.S. 42:344:

There was no evidence of this report being prepared on or before February 1. The following procedures were based on a report with no date on it.

- a) Number and percentage of public servants in the agency who have completed the training requirements.

No exception noted.

- b) Number of sexual harassment complaints received by the agency.

No exception noted.

- c) Number of complaints which resulted in a finding that sexual harassment occurred.

No exception noted.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

No exceptions noted.

- e) Amount of time it took to resolve each complaint.

Not applicable as there were no complaints reported.

Corrective Action

29. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

See management's responses in the attached "Responses to Statewide Agreed Upon Procedures 2021".

We were engaged by the District Attorney of the Fortieth Judicial District for the Parish of St. John the Baptist (the "District Attorney") 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 the District Attorney 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.

Postlethwaite & Netterville

Metairie, Louisiana
July 13, 2022

**DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT
MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN
DECEMBER 31, 2021**

Schedule A

The District Attorney of the Fortieth Judicial District (District Attorney) provided a response and corrective action plan for the exceptions noted in Schedule A and are set forth below.

Policies & Procedures

The District Attorney will develop/write new and/or amended existing policies and procedures as well as reemphasize existing policies and procedures where applicable to address the findings noted in this section.

Bank Reconciliations

The District Attorney has adopted a policy whereby outstanding checks aged greater than 12 months are reviewed at least annually. This review was performed but, we acknowledge that there is no documentation evidencing this review. The District Attorney will improve documentation of the review of outstanding checks by September 30, 2022.

Collections (excluding electronic funds transfers)

The District Attorney acknowledges that employees who have access to cash are not bonded or covered by the District Attorney's insurance policy. The District Attorney has adopted policies and procedures stating that an annual assessment of the volume and risk, will be completed to determine the need for bonding employees. The District Attorney will document her annual assessment of the volume and risk, as well as mitigating controls over collections as part of the annual review of policies and procedures.

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

The District Attorney acknowledges that individuals who are responsible for processing payments have access to add/modify vendors in the accounting system. The District Attorney further acknowledges that the person responsible for processes payments also mails payments. It should be noted that all disbursements are reviewed and approved by persons not responsible for processing payments and mitigating controls are in place requiring a separate review of vendor additions and modifications. The District Attorney will adopted policies and procedures stating that an annual assessment of the volume and risk, as well as mitigating controls over non-payroll disbursements will be completed to determine the need to shift responsibilities to segregate duties further. The District Attorney will document her annual assessment of the volume and risk, as well as mitigating controls over collections as part of the annual review of policies and procedures.

Credit Cards/Debit Card/Fuel Cards/P-Cards

The District Attorney will emphasize the need to document the business/public purpose of the transaction. Further, the District Attorney will assign an individual other than the authorized cardholder to review and approve credit card statements by September 30, 2022.

**DISTRICT ATTORNEY OF THE FORTIETH JUDICIAL DISTRICT
MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN
DECEMBER 31, 2021**

Schedule A

Other: Fraud Notice

The District Attorney will post either on the premises or website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriations, fraud, waste, or abuse of public funds by September 30, 2022.

Other: Sexual Harassment

The District Attorney will post either on the premises or website, the sexual harassment policy and complaint procedures by September 30, 2022. Further, the District Attorney will continue to generate annually a sexual harassment report containing information from the previous year pertaining to sexual harassment and emphasize the need to date it evidencing that it was prepared and made public by February 1 of each year as required by R.S. 42:344.