

**DISTRICT ATTORNEY
OF THE THIRD JUDICIAL DISTRICT
PARISHES OF
LINCOLN AND UNION, LOUISIANA**

**FINANCIAL STATEMENTS
DECEMBER 31, 2023**

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

FINANCIAL STATEMENTS
DECEMBER 31, 2023

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INDEPENDENT AUDITOR'S REPORT

Honorable John Belton
District Attorney of the Third Judicial District
100 West Texas, 2nd Floor
Ruston, Louisiana 71270

Report on the Audit of the Financial Statements

Opinions

I 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 Third Judicial District, a component unit of the Lincoln Parish Police Jury, as of and for the year ended December 31, 2023, 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 my 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 of the Third Judicial District as of December 31, 2023, 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

I conducted my 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the District Attorney's Office and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my 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*, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney'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 my 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.

I am 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 I 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, budgetary comparison information, and the required schedules related to pension plans on the pages indicated in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney's basic financial statements. The accompanying supplemental schedule of compensation, benefits, and other payments, schedule of justice system funding - receiving and schedule of justice system funding - collecting/disbursing 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 my opinion, the supplemental schedule of compensation, benefits and other payments, schedule of justice system funding - receiving and schedule of justice system funding - collecting/disbursing are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated August 7, 2024, on my consideration of the District Attorney's internal control over financial reporting and on my 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 my 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.



Don M. McGehee
Certified Public Accountant
August 7, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

John F. K. Belton, District Attorney

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**MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2023**

Our discussion and analysis of the District Attorney's financial performance provides an overview of the financial activities for the year ended December 31, 2023. It is based upon currently known facts, decisions, and conditions. Please read it in conjunction with the financial statements which begin on page 8.

Basic Financial Statements

The basic financial statements include government-wide and fund financial statements. The government-wide statements consist of a Statement of Net Position and a Statement of Activities and provide information about the financial activities of our Office as a whole. The government-wide statements present a long-term view of our finances. Fund financial statements consist of the respective fund's balance sheet and the fund's statement of revenues, expenditures and changes in fund balance, if applicable. The fund statements tell how our services were financed in the short-term and what remains for future spending. The primary differences between the fund and government-wide statement presentation methods is that expenditures for capital assets are expensed in the fund financial statements but capitalized and depreciated in the government-wide statements and expenditures for retirement benefits are expensed in the fund financial statements based on required contributions but are measured and expensed in the government-wide statements based on the change in net pension liability and amortization of deferred inflows and outflows using actuarial information.

Our office reports information about monies we hold as an agent for others in the fiduciary fund. We are responsible for ensuring that all assets held for others are distributed as ordered by the court. We cannot use the assets held for others to finance our operations.

Statement of Net Position and Statement of Activities

One of the most important questions asked about our finances is, "Is the District Attorney's Office as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about our Office as a whole and about our activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is a method similar to accounting used by most private-sector companies. All revenues and expenses of the current year are reported under this method regardless of when cash is received or disbursed.

These two statements report our Office's net position and the changes in the position. You can think of net position - the difference between assets and liabilities - as one way to measure the financial health, or financial position, of our Office. Increases/(decreases) in our net position are one indicator of whether our financial health is improving/(deteriorating).

We report the financial activity of all services provided by us in the Statement of Net Position and Statement of Activities. Expenses primarily include salaries, related benefits, and office expenses. Fees received from defendants, funds from grants and other assistance, and on-behalf payments from the State of Louisiana finance most of our activities.

Government-Wide Financial Analysis

As noted above, net position may serve as a useful indicator of an entity's financial position. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the governmental activities of our Office.

Table 1
Total Net Position

	<u>2023</u>	<u>2022</u>
Current and Other Assets	\$ 2,071,022	\$ 2,070,063
Capital Assets	<u>52,783</u>	<u>76,274</u>
Total Assets	<u>2,123,805</u>	<u>2,146,337</u>
Total Deferred Outflows	<u>585,643</u>	<u>457,706</u>
Current Liabilities	33,990	35,247
Noncurrent Liabilities	<u>849,766</u>	<u>152,312</u>
Total Liabilities	<u>883,756</u>	<u>187,559</u>
Total Deferred Inflows	<u>130,596</u>	<u>569,304</u>
Net Position:		
Investment in Capital Assets	52,783	76,274
Restricted Net Position	34,249	84,159
Unrestricted Net Position	<u>1,608,064</u>	<u>1,686,747</u>
Total Net Position	<u>\$ 1,695,096</u>	<u>\$ 1,847,180</u>

Net position decreased \$152,084 from the prior year. Unrestricted net position, which is the part of net position that can be used to finance the day-to-day operations of our office without constraints, decreased \$78,683. Restricted net position, related to special revenue programs, decreased \$49,910. The decrease in net position was primarily a result of a decrease in revenues and an increase in expenses, but there was a decrease in receivables which improved cash flows such that ending cash and certificates of deposit balances increased \$53,306 from the prior year.

Table 2
Change in Net Position

	<u>2023</u>	<u>2022</u>
Revenues		
Program Revenues:		
Fees	\$ 769,175	\$ 1,005,605
Intergovernmental	623,525	572,381
On-Behalf Revenue	557,364	538,863
Grants and Other Assistance	606,055	683,081
General Revenues:		
Intergovernmental	364,660	364,660
Interest Income	10,801	1,858
Other Income	<u>5,605</u>	<u>5,064</u>
Total Revenues	<u>2,937,185</u>	<u>3,171,512</u>
Program Expenses:		
General Government-Judiciary	2,531,905	2,284,643
On-Behalf Expenses	<u>557,364</u>	<u>538,863</u>
Total Expenses	<u>3,089,269</u>	<u>2,823,506</u>
Increase (Decrease) in Net Position	<u>\$ (152,084)</u>	<u>\$ 348,006</u>

Total revenues decreased by 7% (\$234,327) from the prior year. Fees decreased by 24% (\$236,430), intergovernmental revenue decreased 9% (\$51,144), and grants and other assistance decreased by 11% (\$77,026). On-behalf revenue increased by 2% (\$18,501).

Expenses increased 9% (\$265,763), which was primarily the result of increases in pension expense, salaries, group health insurance, and on-behalf expenses.

The net effect of the 2023 changes in revenues and expenses from 2022 was a \$500,090 decrease in the total change in net position for the year ended December 31, 2023, compared to the prior year total change in net position.

Fund Financial Statements

As of our year end on December 31, 2023, our governmental funds reported a fund balance of \$1,973,365, which is \$110,759 more than last year's fund balance. Less than 1% (\$7,930) is considered unspendable, that portion having been used for prepaid items, 2% (\$41,249) is restricted, with the remaining 97% (\$1,924,186) unassigned. During 2023, revenues decreased 5% (\$158,925) primarily as a result of a decrease in fees and grants offsetting an increase in intergovernmental revenues. Expenditures increased less than 1% (\$16,140) over the prior year, primarily the net result of increases in salaries and benefits mitigated by decreases in trial expenses, capital outlay, office expense, and contract services.

General Fund Budgetary Highlights

We amend our budget when we determine there are unexpected unfavorable differences exceeding 5% between actual and anticipated revenues and/or expenditures. There were budget amendments adopted for 2023.

Our final amended budget was adopted just prior to year end. The differences between the original and final amended budget were a 15% (\$432,556) decrease in expenditures, a 100% (\$20,000) decrease in transfers out, and a 2% (\$49,180) decrease in revenues. The changes to budgeted expenditures included decreases in salaries and benefits, contract services, trial, and other expenses. Budgeted revenues included decreases to fees and increases to intergovernmental revenue, grants and on-behalf revenues. There were no other significant budget amendments.

Actual general fund revenues were \$56,807 less than budgeted revenues, and actual general fund expenditures were \$162,431 less than budgeted expenditures. The more significant variances between actual results compared to the general fund budget, as reported on page 35, were \$50,745 less in fees than budgeted, \$9,762 less in grants than budgeted, \$8,391 more in intergovernmental than budgeted, \$7,725 less in on-behalf revenue than budgeted, \$86,717 less in employee benefits than budgeted, \$64,216 less in salaries than budgeted, and \$8,373 less in payroll taxes than budgeted.

Capital Assets

In 2023 we purchased a file cabinet, a computer, and antennas. For the upcoming year, we plan to purchase \$10,000 of additional computer equipment, and there are no plans to issue debt to finance the purchase of capital assets or any other future project.

Currently Known Facts, Decisions, or Conditions

We are not aware of any facts, decisions, or conditions that are expected to have a significant impact on the financial position or results of operations after the reporting date.

Contacting the District Attorney's Office

This financial report is designed to provide citizens and taxpayers with a general overview of the finances of the District Attorney's Office and to show accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District Attorney's Office at 100 W. Texas Avenue, Ruston, LA 71270.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF NET POSITION
DECEMBER 31, 2023**

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 1,539,239
Investments	269,076
Due from Other Governmental Units	159,754
Due from Grants	82,390
Due from Others	12,633
Prepaid Insurance	7,930
Capital assets, net of depreciation	<u>52,783</u>
Total Assets	<u>2,123,805</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>585,643</u>
LIABILITIES	
Accounts Payable	33,990
Long-Term Liability:	
Compensated Absences	14,425
Pension Liability	<u>835,341</u>
Total Liabilities	<u>883,756</u>
DEFERRED INFLOWS OF RESOURCES	<u>130,596</u>
NET POSITION	
Invested in Capital Assets	52,783
Restricted for:	
IV-D Program	5,814
IWC Program	3,987
PHSAC Program	24,448
Unrestricted	<u>1,608,064</u>
Total Net Position	<u>\$ 1,695,096</u>

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023**

Functions/Programs	Expenses	Program Revenues			Net
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	(Expense) Revenue
GOVERNMENTAL ACTIVITIES:					
General Government-Judicial	\$ <u>3,089,269</u>	\$ <u>1,950,064</u>	\$ <u>606,055</u>	\$ <u>0</u>	\$ <u>(533,150)</u>
Total Governmental Activities	\$ <u>3,089,269</u>	\$ <u>1,950,064</u>	\$ <u>606,055</u>	\$ <u>0</u>	<u>(533,150)</u>
General Revenues:					
Intergovernmental not restricted to specific programs					364,660
Interest earnings					10,801
Miscellaneous					<u>5,605</u>
Total General Revenues					<u>381,066</u>
Change in Net Position					(152,084)
Net Position - Beginning					<u>1,847,180</u>
Net Position - Ending					<u>\$ 1,695,096</u>

See accompanying notes to financial statements.

STATE OF NEW YORK

FUND FINANCIAL STATEMENTS

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2023**

	<u>General Fund</u>	<u>Special Revenue Funds</u>			<u>Total Governmental Funds</u>
		<u>Title IV-D</u>	<u>Worthless Checks</u>	<u>PHSAC</u>	
ASSETS					
Cash	\$ 1,148,669	\$204,967	\$ 38,753	\$146,850	\$ 1,539,239
Investments	269,076	0	0	0	269,076
Due from Other					
Governmental Units	69,490	26,597	0	0	96,087
Due from Grants	10,211	0	0	72,179	82,390
Due from Others	11,577	0	0	1,056	12,633
Due from Other Funds	437,299	0	0	0	437,299
Prepaid Expenses	7,930	0	0	0	7,930
Total Assets	<u>\$ 1,954,252</u>	<u>\$231,564</u>	<u>\$ 38,753</u>	<u>\$220,085</u>	<u>\$ 2,444,654</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts Payable	\$ 22,136	\$ 798	\$ 0	\$ 11,056	\$ 33,990
Due to Other Funds	0	224,952	34,766	177,581	437,299
Total Liabilities	<u>22,136</u>	<u>225,750</u>	<u>34,766</u>	<u>188,637</u>	<u>471,289</u>
FUND BALANCES					
Nonspendable--					
Prepaid Expenses	7,930	0	0	0	7,930
Restricted for--					
Title IV-D	0	5,814	0	0	5,814
Worthless Checks	0	0	3,987	0	3,987
PHSAC	0	0	0	31,448	31,448
Unassigned	1,924,186	0	0	0	1,924,186
Total Fund Balance	<u>1,932,116</u>	<u>5,814</u>	<u>3,987</u>	<u>31,448</u>	<u>1,973,365</u>
Total Liabilities and Fund Balance	<u>\$ 1,954,252</u>	<u>\$231,564</u>	<u>\$ 38,753</u>	<u>\$220,085</u>	

Amounts reported in the Statement of Net Position in the government-wide financial statements are different from those reported in the balance sheet above because:

Capital assets are not recognized as financial resources and are not reported as assets in the balance sheet above yet are recognized in the Statement of Net Position. 52,783

Certain receivables that are not expected to be collected and available to timely pay current period expenditures are not recognized as financial resources and are not recorded as assets in the balance sheet above yet are recognized in the Statement of Net Position. 63,667

The deferred outflows of expenditures for pension obligations are not a use of current resources, and therefore, are not reported in the fund financial statements. 585,643

The deferred inflows of contributions for pension obligations are not available resources, and therefore, are not reported in the fund financial statements. (130,596)

Long-term pension liabilities and compensated absences liabilities that are not due and payable in the current period, and therefore are not reported in the fund financial statements. (849,766)

Net position of government activities in the government-wide financial statements \$ 1,695,096

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - GOVERNMENTAL FUNDS
DECEMBER 31, 2023**

	<u>General</u>	<u>Title IV-D</u>	<u>Worthless Checks</u>	<u>PHSAC</u>	<u>Total Governmental Funds</u>
REVENUES					
Fees	\$ 768,055	\$ 0	\$ 1,120	\$ 0	\$ 769,175
Grants and Other Assistance	121,851	326,189	0	201,558	649,598
Interest Income	10,299	502	0	0	10,801
Intergovernmental	1,048,385	0	0	4,800	1,053,185
On-Behalf Revenue	557,364	0	0	0	557,364
Other Income	<u>5,605</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,605</u>
Total Revenues	<u>2,511,559</u>	<u>326,691</u>	<u>1,120</u>	<u>206,358</u>	<u>3,045,728</u>
EXPENDITURES					
Capital Outlay	4,760	0	0	2,354	7,114
Contract Services	193,272	0	0	106,600	299,872
Dues	11,869	0	0	700	12,569
Employee Benefits	358,567	65,383	1,371	20,053	445,374
Insurance	28,987	0	0	0	28,987
LDAA Assessment	15,677	0	0	0	15,677
Library	10,978	0	0	0	10,978
Lincoln Police Jury	27,634	0	0	0	27,634
Office Expense	80,477	7,925	0	4,811	93,213
Other	265	0	0	9,384	9,649
Payroll Taxes	31,245	3,481	50	3,984	38,760
Professional Fees	81,370	7,425	0	0	88,795
Rent	792	0	0	0	792
Salaries	1,461,858	241,704	3,776	100,702	1,808,040
Telephone	16,818	267	0	3,311	20,396
Training and Seminars	4,803	0	0	798	5,601
Travel	16,308	0	0	0	16,308
Trial Expenses	<u>5,210</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,210</u>
Total Expenditures	<u>2,350,890</u>	<u>326,185</u>	<u>5,197</u>	<u>252,697</u>	<u>2,934,969</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	160,669	506	(4,077)	(46,339)	110,759
OTHER FINANCING SOURCES (USES)					
Operating Transfers In (Out)	<u>(7,000)</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>
Total Other Financing Sources (Uses)	<u>(7,000)</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	153,669	506	(4,077)	(39,339)	110,759
Fund Balance-Beginning	<u>1,778,447</u>	<u>5,308</u>	<u>8,064</u>	<u>70,787</u>	<u>1,862,606</u>
Fund Balance-Ending	<u>\$ 1,932,116</u>	<u>\$ 5,814</u>	<u>\$ 3,987</u>	<u>\$ 31,448</u>	<u>\$ 1,973,365</u>

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**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, 2023**

Net Change in Fund Balances-Total Governmental Funds **\$ 110,759**

Amounts reported in the Statement of Activities in the government-wide financial statements are different from those reported in the Statement of Revenues, Expenditures, and Changes in Fund Balance in the fund financial statements because:

Capital outlays are not recognized as expenditures in the Statement of Activities, but an economic cost of the outlay over an estimated useful life of the asset is recognized as depreciation expense. Depreciation expense of \$30,605 recognized in the government-wide Statement of Activities was less than the \$7,114 in capital outlay expenditures reported in the fund financial statements by \$23,491. (23,491)

Net revenues of \$0 recognized in the Statement of Activities were not available to fund current period expenditures and are not recognized as revenue in the fund financial statements. Revenues of \$108,543 that were recognized in the Statement of Activities in the prior year but not in the fund financial statements were recognized in the current period fund financial statements. (108,543)

Adjustment for Difference in Pension Expense - Governmental funds report pension expenditures based on required contributions, while in the Statement of Activities pension expense is reported based on the change in net pension liability and amortization of deferred inflows and outflows. (128,823)

Accrued expenses for compensated absences reported in the Statement of Activities do not require the use of current financial resources and are not reported as an expenditure in the fund financial statements. (1,986)

Change in Net Position of Government Activities **\$ (152,084)**

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUND
DECEMBER 31, 2023**

	<u>Custodial Fund</u>
ASSETS	
Cash	\$ <u>37,706</u>
TOTAL ASSETS	<u>37,706</u>
NET POSITION	
Restricted for Others	<u>37,706</u>
TOTAL NET FIDUCIARY POSITION	<u>\$ 37,706</u>

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUND
DECEMBER 31, 2023**

	Custodial <u>Fund</u>
ADDITIONS:	
Asset Forfeitures	\$ <u>201,048</u>
Total Additions	<u>201,048</u>
DEDUCTIONS:	
Disbursed Judgments	<u>201,048</u>
Total Deductions	<u>201,048</u>
Change in Net Position	0
NET POSITION, BEGINNING	<u>37,706</u>
NET POSITION, ENDING	<u>\$ 37,706</u>

See accompanying notes to financial statements.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023**

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

The accompanying basic financial statements of the District Attorney's Office are prepared in accordance with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies used by the District Attorney's Office are discussed below:

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

For financial reporting purposes, in conformity with GASB Statement No. 14, the District Attorney of the Third Judicial District is a component unit of the Lincoln Parish Police Jury. For the purposes of this financial report, this component unit serves as the nucleus for its own financial reporting entity and issues separate financial statements.

FUND-ACCOUNTING

The accounts of the District Attorney are organized and operated on the basis of funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. Fund accounting utilizes three categories of funds: governmental, proprietary, and fiduciary. Furthermore, each category is divided into separate "fund types."

The fund categories used by the District Attorney's Office are governmental funds and fiduciary funds. Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Fiduciary funds account for the activity of the District Attorney as an agent for third parties.

Governmental Funds

General Fund

The General Fund is the general operating fund of the district attorney. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specific purposes. The District Attorney's Office uses the following special revenue funds:

Title IV-D Fund - To account for the receipt and expenditures of reimbursement grants from the Louisiana Department of Health and Human Resources, authorized by Act 117 of 1975, to establish family and child support programs compatible with Title IV-D of the social security act. The purpose of the fund is to enforce the support obligation owed by absent parents to their families and children, to locate absent parents, to establish paternity, and to obtain family and child support.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Special Revenue Funds (continued)

Worthless Checks Fund - To account for the receipt and use of the proceeds from fees collected in accordance with Louisiana Revised Statute 16:15, which provides that the District Attorney receives, from the principle to the offense, a prescribed amount upon collection of a worthless check. The fund may be used to defray the salaries and expenses of the office of the District Attorney, but may not be used to supplement the salary of the District Attorney.

Pine Hills Sexual Assault Center (PHSAC) - To account for the receipt and use of monies from grants to operate the Pine Hills Sexual Assault Center. The Pine Hills Children's Advocacy Center, Inc. (a non-profit organization) passes grants through to the PHSAC to provide services to victims of sexual abuse and/or assault and their families. The PHSAC is not legally separate from the District Attorney's Office.

Fiduciary Funds

Custodial Fund

Custodial Funds are used to account for assets held by the District Attorney's Office as a custodian for individuals, private organizations, or other governments outside the primary government that are not held in a trust. The custodial fund reports assets being held for others, accounts payable for disbursements that are scheduled within three months, and any excess of assets over liabilities are reported as net fiduciary position.

Forfeiture and Fine Fund - To account for assets received under the asset forfeiture law, under the bond forfeiture law, and for bail bond license fees. The asset forfeiture funds and the bond forfeiture funds are held until a judgment is rendered on each case instructing the District Attorney's Office on the disbursements of the funds. The bail bond license fees are distributed to various agencies, as provided by law.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. The Statement of Net Position and Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. 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 Nonexchange Transactions."

Program revenues included in the Statement of Activities derive directly from the program itself and reduce the cost of the function to be financed from the general revenues.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

Fund Financial Statements

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All government funds are accounted for using a current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means that the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. An availability period of 60 days was used. Revenues accrued include commissions (collected by another governmental unit and remitted to the District Attorney), other intergovernmental revenue, and reimbursements for expenditures from the state. Revenues that are not considered susceptible to accrual include certain charges for fees and forfeitures. Expenditures are recorded when the related fund liability is incurred.

With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fiduciary fund financial statements are presented on the accrual basis of accounting and are presented separately from the governmental fund and government wide financial statements.

GOVERNMENT-WIDE NET POSITION

Government-wide net position is divided into three components:

Net Investment in Capital Assets - consist of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets.

Restricted Net Position - consist of assets that are restricted by the state enabling legislation, by grantors, and by other contributors less related liabilities and deferred inflows of resources.

Unrestricted - all other net position is reported in this category.

GOVERNMENTAL FUND BALANCE

Beginning January 1, 2011, the District Attorney's Office implemented GASB Statement 54 "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance - amounts that are not in spendable form (such as prepaids) or are required to be maintained intact.

Restricted Fund Balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Committed Fund Balance - amounts constrained to specific purposes by the government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.

Assigned Fund Balance - amounts the government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Unassigned Fund Balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The District Attorney's Office establishes (and modifies or rescinds) fund balance commitments by passage of an order by the District Attorney. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as special incentives). Assigned fund balance is established by the District Attorney through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

USE OF RESTRICTED RESOURCES

When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the District Attorney's Office's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the District Attorney's Office's policy is to first apply the expenditure toward restricted fund balance and then to other, less-restrictive classifications - committed and then assigned fund balances before using unassigned fund balance.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

BUDGETS AND BUDGETARY ACCOUNTING

The District Attorney's Office prepared an operating budget on its general fund and special revenue funds for the year ended December 31, 2023, except the Worthless Check Fund (which has less than \$50,000 in expenditures, and is exempt from the Louisiana Local Government Budget Act). Budgetary data is prepared based on prior year actual operating revenues and expenditures. It is monitored by management and amended throughout the year as necessary. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. The District Attorney's Office performs only a custodial function in the case of the custodial fund and therefore a budget for this fund is not appropriate.

The 2023 general fund budget was authorized by the District Attorney, made available for public inspection at the District Attorney's Office, and adopted by the District Attorney on December 15, 2022. The budget was amended prior to year end by the District Attorney.

DEPOSITS AND INVESTMENTS

Cash and cash equivalents consist of cash on hand, demand deposits, interest-bearing demand deposits, and short-term time deposits with original maturities of three months or less from the date of acquisition. It also includes cash on hand and undeposited currency being held in trust for evidence.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Under state law, the District Attorney may invest funds in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities. Investments are reported at fair value, except certificates of deposit are reported at cost.

SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These transactions result in receivables and payables between funds which are classified as due from other funds or due to other funds on the balance sheet.

CAPITAL ASSETS

Capital assets are recorded at cost and depreciated over their estimated useful lives. Donated assets are recorded at their estimated fair value as of the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Furniture and Equipment	5 - 7 years
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DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

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

PAID TIME OFF AND SICK LEAVE

Employees earn from 105 to 168 hours of Paid Time Off (PTO) each year depending on the number of years employed. PTO must be used in the year earned. Sick leave is earned at the rate of seven and one-half hours per month of employment, with the employee allowed to accumulate up to 270 hours to use as sick leave. All unused sick leave is forfeited upon termination. There is an accrual of \$14,425 of accumulated and vested benefits relating to PTO that is reported as a long-term liability. There are no sick leave amounts that require accrual or disclosure at year end.

PENSIONS

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expenses, information about the fiduciary net position of the District Attorney's Retirement System (DARS) and the Parochial Employees Retirement System of Louisiana (PERS), and additions to/deductions from DARS' and PERS' fiduciary net position have been determined on the same basis as they are reported by DARS and PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 2 - CASH AND INVESTMENTS

Cash consists of demand deposits and money market deposits, which includes fiduciary fund cash under the District Attorney's control. Investments include certificates of deposit. These deposits are carried at cost which approximates market value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. Pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 2 - CASH AND INVESTMENTS (CONTINUED)

At December 31, 2023, the District Attorney's Office has \$1,846,021 in cash and investments (carrying value) or \$1,933,483 in deposits (collected bank balances). These deposits are secured from risk by \$1,325,609 of federal deposit insurance and \$607,874 of pledged securities held by the custodial bank in the name of the fiscal agent with no of amounts held for deposit uncollateralized. Even though the securities are considered uncollateralized under the provisions of GASB Statement 3, LSA-R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District Attorney's Office that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units consisted of the following:

Commissions and Fees from -	
City of Ruston	\$ 80
Lincoln Parish Sheriff's Office	16,664
Union Parish Sheriff's Office	2,862
Lincoln Parish Criminal Court Fund	45,181
Union Parish Criminal Court Fund	65,667
Lincoln Parish Sheriff's Office-Cost of Prosecution Fees and Restitution	203
State of Louisiana-Victim's Assistance	<u>2,500</u>
Total General	133,157
State of Louisiana-Title IV-D	<u>26,597</u>
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 159,754</u>

NOTE 4 - CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2023, are as follows:

	<u>Balance</u> <u>01/01/23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/23</u>
<u>Capital Assets at Cost</u>				
Furniture and Equipment	\$ <u>312,757</u>	\$ <u>7,114</u>	\$ <u>3,047</u>	\$ <u>316,824</u>
TOTALS	<u>312,757</u>	<u>7,114</u>	<u>3,047</u>	<u>316,824</u>
<u>Less Accumulated Depreciation</u>				
Furniture and Equipment	<u>236,483</u>	<u>30,605</u>	<u>3,047</u>	<u>264,041</u>
TOTALS	<u>236,483</u>	<u>30,605</u>	<u>3,047</u>	<u>264,041</u>
Net Capital Assets	<u>\$ 76,274</u>	<u>\$ (23,491)</u>	<u>\$ 0</u>	<u>\$ 52,783</u>

NOTE 5 - INTERFUND RECEIVABLES AND PAYABLES

Interfund balances at December 31, 2023, consisted of the following individual fund receivables and payables:

	<u>Receivable</u>	<u>Payable</u>
General Fund	\$ 437,299	\$ 0
Special Revenue Fund - Title IV-D	0	224,952
Special Revenue Fund - Worthless Check	0	34,766
Special Revenue Fund - PHSAC	0	177,581
TOTAL	<u>\$ 437,299</u>	<u>\$ 437,299</u>

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 6 - PENSION PLANS

The District Attorney's Office contributes to the District Attorneys' Retirement System (DARS) and the Parochial Employees Retirement System of Louisiana (PERS). The District Attorney and Assistant District Attorneys are members of the Louisiana District Attorneys' Retirement System. All other employees are members of the Parochial Employees Retirement System of Louisiana, if they are permanent employees working at least 28 hours a week.

The DARS plan is a cost sharing multiple-employer defined benefit pension plan administered by the District Attorneys' Retirement System (DARS). DARS was established August 1, 1956 and was placed under the management of the Board of Trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys, assistant district attorneys in each parish and employees of this retirement system and the Louisiana District Attorneys' Association. The DARS issues a publicly available financial report that includes financial statements and required supplementary information for DARS. That report may be obtained by writing to District Attorneys' Retirement System of Louisiana, 2525 Quail Drive, Baton Rouge, Louisiana 70808, or by calling (225) 267-4824. Access to the stand-alone audit report for the year ended June 30, 2023, can be found on the Louisiana Legislative Auditor's website: www.lia.la.gov or the DARS website: www.ladars.org.

The PERS plan is a cost sharing multiple-employer defined benefit pension plan administered by the Parochial Employees' Retirement System of Louisiana (PERS). The PERS was established and provided for by R.S. 11:1901 of the Louisiana Revised Statutes. The retirement system issues a publicly available financial report. That report may be obtained by writing to Parochial Employees' Retirement System of Louisiana, 7905 Wrenwood Blvd., Baton Rouge, Louisiana 70809, or by calling (225) 928-1361. Access to the stand-alone audit report for the year ended December 31, 2022 can be found on the Louisiana Legislative Auditor's website: www.lia.la.gov or the PERS website: www.persla.org.

GENERAL INFORMATION ABOUT THE PENSION PLANS

Benefits Provided

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

Retirement Benefits

DARS Plan

Members who joined the DARS 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 THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLANS (CONTINUED)

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

PERS Plan

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification.

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

Employees hired prior to January 1, 2007, can retire at any age with thirty or more years of creditable service, age 55 with twenty-five years of creditable service, age 60 with a minimum of ten years of creditable service, or age 65 with a minimum of seven years of creditable service.

Employees hired after January 1, 2007, can retire age 55 with 30 years of service, age 62 with ten years of service, or age 67 with 7 years of service.

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

Employees hired prior to January 1, 2007, can retire at age 55 with thirty years of creditable service, age 60 with a minimum of ten years of creditable service, or age 65 with a minimum of seven years of creditable service.

Employees hired after January 1, 2007, can retire age 55 with 30 years of service, age 62 with ten years of service, and age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to 3% of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts. The percent used for Plan B members is 2%.

Deferred Retirement Benefits

DARS Plan

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

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

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLANS (CONTINUED)

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

PERS Plan

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement. In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in DROP in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments in the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

Disability Benefits

DARS Plan

Disability benefits are awarded to active contributing members with at least ten years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to 3% (3.5% for members covered under the new retirement benefit provisions) of his average final compensation multiplied by the lessor of his actual service (not less than fifteen years) or projected continued service to age sixty.

PERS Plan

For Plan A and Plan B, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has a least five years of creditable service or if hired after January 1, 2007, and has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board.

Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lessor of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty. Plan B members shall be paid a disability benefit equal to the lessor of

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

an amount equal to two percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or an amount equal to what the member's normal benefit would be based on the member's current final compensation but assuming the member remained in continuous service until his earliest normal retirement age.

Survivor's Benefits

DARS Plan

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

PERS Plan

Upon the death of any member of Plan A with five or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. Upon the death of any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes. Plan B members need ten years of service credit to be eligible for survivor benefits. Upon the death of any member of Plan B with twenty or more years of creditable service who is not eligible for normal retirement, the plan provides for an automatic Option 2 benefit for the surviving spouse when he/she reaches age 50 and until remarriage, if the remarriage occurs before age 55. A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Permanent Benefit Increases/Cost-of-Living Adjustments

DARS Plan

The Board of Trustees is authorized to grant retired members and surviving beneficiaries of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows who are 65 years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the Board may grant an increase in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the board to grant any of these increases, the DARS must meet certain criteria detailed in the statute related to funding status and interest earnings.

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

PERS Plan

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July, 1973. The adjustment cannot exceed two percent of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age 65 equal to two percent of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

Contributions

DARS Plan

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2023 and June 30, 2022, the actual employer contribution rate was 12.00% and 9.50%, respectively. The District Attorney's contributions to DARS for the year ended December 31, 2023, was \$44,727, equal to the required contributions for the year.

In accordance with state statute, the DARS receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

PERS Plan

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2022, the actuarially determined contribution rate was 7.10% of member's compensation for Plan A and 4.93% of member's compensation for Plan B. The actual rate for the fiscal year ending December 31, 2022 was 11.50% for Plan A and 7.5% for Plan B. The District Attorney's Office participates in Plan A. Contributions to the pension plan from the District Attorney's Office were \$76,827 for the year ended December 31, 2023, at a rate of 11.50%.

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

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

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

At December 31, 2023, the Employer reported a liability of \$835,341 for its proportionate share of the Net Pension Liability/Asset for all plans. The Net Pension Liability/Asset was measured as of June 30, 2023 for the DARS Plan and as of December 31, 2022 for the PERS Plan, and the total pension liability used to calculate the Net Pension Liability/Asset was determined by an actuarial valuation as of those dates. The District Attorney's proportion of the Net Pension Liability/Asset 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. At June 30, 2023, the District Attorney's proportion of the DARS Plan was 0.603786% which was an increase of 0.01782% from its proportion measured as of June 30, 2022. At December 31, 2022, the District Attorney's proportion of the PERS Plan was 0.082510%, which was a decrease of 0.021798% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the District Attorney recognized pension expense of \$150,866 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$99,511.

At December 31, 2023, 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	\$ 43,957	\$ 52,091
Changes of assumptions	89,444	0
Net difference between projected and actual earnings on pension plan investments	394,850	0
Change in proportion and differences between Employer contributions and proportionate share of contributions	32,163	78,505
Employer contributions subsequent to the measurement date	25,229	0
Total	\$ 585,643	\$ 130,596

The District Attorney is reporting \$25,229 as deferred outflows of resources related to pensions resulting from the District Attorney's contributions subsequent to the measurement date which is recognized as a reduction of the Net Pension Liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6- PENSION PLAN (CONTINUED)

Year Ended December 31:

2024	\$ (20,710)
2025	\$ (83,703)
2026	\$ (198,269)
2027	\$ (127,136)

Actuarial Assumptions

DARS Plan

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Individual Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	6.10%, net of Pension Plan investment expense, including inflation
Projected Salary Increases	5.00% (2.2% Inflation, 2.8% Merit)
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Employees multiplied by 115% for males and females for current employees, each with full generational projection using the MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Healthy Retirees multiplied by 115% for males and females for annuitants and beneficiaries, each with full generational projection using the MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 115% for males and females for disabled retirees, each with full generational projection using the MP2019 scale.
Expected Remaining Service Lives	5 years -- June 30, 2023, 2022, 2021 6 years -- June 30, 2020, 2019, 2018 7 years -- June 30, 2017, 2016
Cost of Living Adjustments	Only those previously granted

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

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

Actuarial Assumptions

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 7.70% for the year ended June 30, 2023. The best estimates of arithmetic real rates of return for each major asset class based on DARS's target asset allocations as of June 30, 2023, were as follows:

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

PERS Plan

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

Valuation Date	December 31, 2022
Actuarial Cost Method	Plan A - Entry Age Normal Plan B - Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.4%, net of investment expense, including inflation
Projected Salary Increases	Plan A - 4.75% Plan B - 4.25%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the PERS 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.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using M2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Inflation Rate	2.30%

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

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

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

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

Discount Rate

DARS Plan

The discount rate used to measure the total pension liability was 6.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that the contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the DARS's actuary. Based on those assumptions, 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.

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE 6 - PENSION PLAN (CONTINUED)

PERS Plan

The discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the 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.

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

DARS Plan

The following presents the net pension liability of the participating employer's proportionate share calculated using the discount rate of 6.10%, as well as what the employer's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (5.10%) or one percentage-point higher (7.10%) than the current rate:

	1.0% Decrease (5.10%)	Current Discount Rate (6.10%)	1% Increase (7.10%)
Employer's proportionate share of the net pension liability	\$ 967,636	\$ 517,777	\$ 140,381

PERS Plan

The following presents the net pension liability/asset of the participating employer's proportionate share calculated using the discount rate of 6.40%, as well as what the employer's proportionate share of the net pension liability/asset would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

	1.0% Decrease (5.40%)	Current Discount Rate (6.40%)	1% Increase (7.40%)
Employer's proportionate share of the net pension liability	\$ 785,346	\$ 317,564	\$ (74,612)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued DARS 2023 Annual Financial Report at www.lla.la.gov and the PERS 2022 Annual Financial Report at www.persla.org.

Payables to the Pension Plan

As of December 31, 2023, the District Attorney did not have a payable to DARS or PERS for payments made after year end.

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 7 - ON-BEHALF PAYMENTS

Employees of the District Attorney's Office receive salaries and fringe benefits from the State of Louisiana. The following is a summary of these on-behalf payments:

General Fund

Salaries	\$ 496,667
Fringe Benefits	<u>60,697</u>
Total On-Behalf Payments	<u>\$ 557,364</u>

Fringe benefits paid by the State of Louisiana include pension plan contributions to the District Attorneys' Retirement System.

REQUIRED SUPPLEMENTARY INFORMATION

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
DECEMBER 31, 2023**

	Original Budget Amounts	Amended Budget Amounts	Actual Amounts	Variance with Amended Budget Favorable (Unfavorable)
REVENUES				
Fees	\$ 978,500	\$ 818,800	\$ 768,055	\$ (50,745)
Grants and Other Assistance	102,413	131,613	121,851	(9,762)
Interest Income	560	7,265	10,299	3,034
Intergovernmental	994,710	1,039,994	1,048,385	8,391
On-Behalf Revenue	538,863	557,364	557,364	0
Other Income	<u>2,500</u>	<u>13,330</u>	<u>5,605</u>	<u>(7,725)</u>
TOTAL REVENUES	<u>2,617,546</u>	<u>2,568,366</u>	<u>2,511,559</u>	<u>(56,807)</u>
EXPENDITURES				
Capital Outlay	5,000	4,700	4,760	(60)
Contract Services	277,243	197,000	193,272	3,728
Dues and Subscriptions	11,100	11,869	11,869	0
Employee Benefits	426,980	445,284	358,567	86,717
Insurance	29,225	28,987	28,987	0
LDAA Assessment	15,675	15,677	15,677	0
Library	10,800	11,771	10,978	793
Lincoln Parish Police Jury	27,635	27,634	27,634	0
Office Expenses	87,032	80,644	80,477	167
Other	40,000	3,804	265	3,539
Payroll Taxes	41,542	39,618	31,245	8,373
Professional Fees	82,100	81,370	81,370	0
Rent	864	864	792	72
Salaries	1,830,681	1,526,074	1,461,858	64,216
Telephone	18,000	16,843	16,818	25
Training and Seminars	10,000	4,250	4,803	(553)
Travel and Meals	22,000	15,332	16,308	(976)
Trial Expenses	<u>10,000</u>	<u>1,600</u>	<u>5,210</u>	<u>(3,610)</u>
TOTAL EXPENDITURES	<u>2,945,877</u>	<u>2,513,321</u>	<u>2,350,890</u>	<u>162,431</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(328,331)</u>	<u>55,045</u>	<u>160,669</u>	<u>105,624</u>
OTHER FINANCING USES				
Operating Transfers Out	<u>(20,000)</u>	<u>0</u>	<u>(7,000)</u>	<u>(7,000)</u>
TOTAL OTHER FINANCING USES	<u>(20,000)</u>	<u>0</u>	<u>(7,000)</u>	<u>(7,000)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES	<u>(348,331)</u>	<u>55,045</u>	<u>153,669</u>	<u>98,624</u>
FUND BALANCE - BEGINNING	<u>1,371,723</u>	<u>1,778,447</u>	<u>1,778,447</u>	<u>0</u>
FUND BALANCE - ENDING	<u>\$ 1,023,392</u>	<u>\$ 1,833,492</u>	<u>\$ 1,932,116</u>	<u>\$ 98,624</u>

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
BUDGETARY COMPARISON SCHEDULE-SPECIAL REVENUE FUNDS
DECEMBER 31, 2023
TITLE IV - D FUND

	<u>Original Budget Amounts</u>	<u>Amended Budget Amounts</u>	<u>Actual Amounts</u>	Variance with Amended Budget Favorable (Unfavorable)
REVENUES				
Grant	\$ 343,400	\$ 327,000	\$ 326,189	\$ (811)
Interest Income	100	475	502	27
TOTAL REVENUES	<u>343,500</u>	<u>327,475</u>	<u>326,691</u>	<u>(784)</u>
EXPENDITURES				
Employee Benefits	63,394	65,250	65,383	(133)
Office Expense	7,815	7,922	7,925	(3)
Payroll Taxes	3,661	3,506	3,481	25
Professional Fees	8,775	8,100	7,425	675
Salaries	252,500	241,757	241,704	53
Telephone	263	250	267	(17)
TOTAL EXPENDITURES	<u>336,408</u>	<u>326,785</u>	<u>326,185</u>	<u>600</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	7,092	690	506	(184)
FUND BALANCE-BEGINNING	<u>21,244</u>	<u>5,308</u>	<u>5,308</u>	<u>0</u>
FUND BALANCE-ENDING	<u>\$ 28,336</u>	<u>\$ 5,998</u>	<u>\$ 5,814</u>	<u>\$ (184)</u>

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
BUDGETARY COMPARISON SCHEDULE-SPECIAL REVENUE FUND
DECEMBER 31, 2023
PHSAC FUND

	Original Budget Amounts	Amended Budget Amounts	Actual Amounts	Variance with Amended Budget Favorable (Unfavorable)
REVENUES				
Grant	232,100	\$ 217,661	\$ 201,558	\$ (16,103)
Crime Victims Reparations Fund	<u>0</u>	<u>4,800</u>	<u>4,800</u>	<u>0</u>
TOTAL REVENUES	<u>232,100</u>	<u>222,461</u>	<u>206,358</u>	<u>(16,103)</u>
EXPENDITURES				
Capital Outlay	5,000	0	2,354	(2,354)
Contract Services	64,000	104,000	106,600	(2,600)
Dues	600	700	700	0
Employee Benefits	19,319	20,053	20,053	0
Supplies	5,525	5,237	0	5,237
Office Expense	18,623	4,811	4,811	0
Other	0	7,233	9,384	(2,151)
Payroll Taxes	4,600	4,612	3,984	628
Professional Fees	11,049	0	0	0
Salaries	118,740	107,513	100,702	6,811
Telephone	3,350	3,195	3,311	(116)
Training and Seminars	<u>0</u>	<u>798</u>	<u>798</u>	<u>0</u>
TOTAL EXPENDITURES	<u>250,806</u>	<u>258,152</u>	<u>252,697</u>	<u>5,455</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(18,706)	(35,691)	(46,339)	(10,648)
OTHER FINANCING SOURCES				
Operating Transfers In	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES	(18,706)	(35,691)	(39,339)	(3,648)
FUND BALANCE-BEGINNING	<u>55,079</u>	<u>70,787</u>	<u>70,787</u>	<u>0</u>
FUND BALANCE-ENDING	<u>36,373</u>	<u>\$ 35,096</u>	<u>\$ 31,448</u>	<u>\$ (3,648)</u>

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
DECEMBER 31, 2023**

**SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY**

<u>Fiscal Year</u>	<u>Employer's Proportion of the Net Pension Liability</u>	<u>Employer's Proportionate Share of the Net Pension Liability/(Benefit)</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability 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					
2023	0.60379 %	\$ 517,777	\$ 402,155	128.75 %	85.85 %
2022	0.58597 %	631,209	380,840	165.74 %	81.65 %
2021	0.57047 %	101,563	357,580	28.40 %	96.79 %
2020	0.55223 %	437,514	342,580	127.71 %	84.86 %
2019	0.62275 %	200,340	372,019	53.85 %	93.13 %
2018	0.55328 %	178,042	344,000	51.76 %	92.92 %
2017	0.51957 %	140,138	315,732	44.39 %	93.57 %
2016	0.47361 %	90,652	286,598	31.63 %	95.09 %
2015	0.48245 %	25,987	282,936	9.18 %	98.56 %
2014	0.54258 %	10,821	315,085	3.43 %	99.45 %
Parochial Employees' Retirement System					
2023	0.08251 %	\$ 317,564	\$ 668,055	47.54 %	91.74 %
2022	0.10431 %	(491,336)	613,439	(80.10)%	110.46 %
2021	0.10144 %	(177,859)	650,076	(27.36)%	104.00 %
2020	0.10451 %	4,920	677,492	0.73 %	99.89 %
2019	0.10339 %	458,900	662,644	69.25 %	88.86 %
2018	0.10191 %	(75,644)	635,437	(11.90)%	101.98 %
2017	0.09666 %	199,064	627,286	31.73 %	94.15 %
2016	0.09852 %	259,336	573,225	45.24 %	92.23 %
2015	0.09339 %	25,533	563,883	4.53 %	99.15 %
2014	0.10358 %	7,361	541,323	1.36 %	99.77 %

Notes:

The District Attorneys' Retirement System amounts presented for each fiscal year were determined as of a June 30th measurement date prior to the fiscal year end.

The Parochial Employees' Retirement System amounts presented for each fiscal year were determined December 31st measurement date.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
DECEMBER 31, 2023**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
TO PENSION PLANS**

<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a % of Covered Payroll</u>
District Attorneys' Retirement System					
2023	\$ 44,727	\$ 44,727	\$ 0	\$ 415,488	10.76 %
2022	36,991	36,991	0	389,377	9.50 %
2021	25,297	25,297	0	373,413	6.77 %
2020	13,803	13,803	0	345,080	4.00 %
2019	8,979	8,979	0	344,207	2.61 %
2018	2,411	2,411	0	382,102	0.63 %
2017	0	0	0	317,250	0.00 %
2016	5,388	5,388	0	312,163	1.73 %
2015	13,421	13,421	0	258,061	5.20 %
2014	19,805	19,805	0	315,085	6.29 %
Parochial Employees' Retirement System					
2023	\$ 76,827	\$ 76,827	\$ 0	\$ 668,055	11.50 %
2022	70,466	70,466	0	613,439	11.49 %
2021	79,635	79,635	0	650,076	12.25 %
2020	82,993	82,993	0	677,492	12.25 %
2019	76,204	76,204	0	662,644	11.50 %
2018	73,097	73,097	0	635,437	11.50 %
2017	78,411	78,411	0	627,286	12.50 %
2016	74,548	74,548	0	573,225	13.00 %
2015	81,763	81,763	0	563,883	14.50 %
2014	86,643	86,643	0	541,323	16.00 %

Notes:

The amounts presented were determined as of the end of the fiscal year end.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR PENSIONS
FOR THE YEAR ENDED DECEMBER 31, 2023**

District Attorneys' Retirement System

1. Schedule of Employer's Share of Net Pension Liability

This schedule reflects the participation of Third Judicial District, District Attorney's Office employees in DARS and its proportionate share of the net pension liability as a percentage of its covered employee payroll, and the plan fiduciary net position as a percentage of the total pension liability.

2. Schedule of Employer's Contributions

This schedule represents the employer contributions subsequent to the measurement date and recognized as a reduction of the net pension liability in future years.

3. Changes in Benefits

A cost of living adjustment was granted effective July 1, 2022

4. Changes in Actuarial Assumptions for Net Pension Liability

The following is a list of changes in actuarial assumptions:

Investment Rate of Return	6.10% per annum for 2021, 2022, and 2023 6.25% per annum for 2020 6.50% per annum for 2018 and 2019 6.75% per annum for 2017 7.00% per annum for 2015 and 2016 7.25% per annum for 2014
Inflation Rate	2.20% per annum for 2021, 2022, and 2023 2.30% per annum for 2020 2.40% per annum for 2018 and 2019 2.50% per annum for 2015, 2016, and 2017 2.75% per annum for 2014
Mortality Rate - Active Members	Pub-2010 mortality table multiplied by 115% for males and females using the appropriate MP-2019 improvement scale for 2020, 2021, 2022, and 2023 RP-2000 Set back 1 year for females for 2015, 2016, 2017, 2018, and 2019 RP-2000 Set back 3 years for males and 1 year for females for 2014
Mortality Rate - Annuitant and Beneficiary	Pub-2010 mortality table multiplied by 115% for males and females using the appropriate MP-2019 improvement scale for 2020, 2021, 2022, and 2023 RP-2000 projected to 2032 for 2015, 2016, 2017, 2018, and 2019 RP-2000 Set back 3 years for males and 1 year for females

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR PENSIONS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

Mortality Rate -Disabled	Pub-2010 mortality table multiplied by 115% for males and females using the appropriate MP-2019 improvement scale for 2020, 2021, 2022, and 2023 RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females for 2015, 2016, 2017, 2018, and 2019 RP-2000 Disabled Lives Mortality Table for 2014
Salary Increases	5.00% per annum for 2020, 2021, 2022, and 2023 5.50% per annum for 2015, 2016, 2017, 2018, and 2019 6.25% per annum for 2014

Parochial Employees' Retirement System

1. Schedule of Employer's Share of Net Pension Liability

This schedule reflects the participation of Third Judicial District, District Attorney's Office employees in PERS and its proportionate share of the net pension liability as a percentage of its covered employee payroll, and the plan fiduciary net position as a percentage of the total pension liability.

2. Schedule of Employer's Contributions

This schedule represents the employer contributions subsequent to the measurement date and recognized as a reduction of the net pension liability in future years.

3. Changes in Benefits Terms

- 2.5% Cost of Living Adjustment to retirees aged 62 and older for 2023
- 2.5% Cost of Living Adjustment to retirees aged 62 and older for 2021
- 2.5% Cost of Living Adjustment to retirees aged 62 and older for 2018
- 2.5% Cost of Living Adjustment to retirees aged 62 and older for 2015

4. Changes in Actuarial Assumptions for Net Pension Liability

The following is a list of changes in actuarial assumptions:

Investment Rate of Return	6.40% per annum for 2021, 2022, and 2023 6.50% per annum for 2019 and 2020 6.75% per annum for 2018 7.00% per annum for 2016 and 2017 7.25% per annum for 2015
Inflation Rate	2.30% per annum for 2021, 2022, and 2023 2.40% per annum for 2019 and 2020 2.50% per annum for 2016, 2017 and 2018 3.00% per annum for 2015

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR PENSIONS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

Mortality Rate - Employees

Pub-2010 Public Ret Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale for 2019, 2020, 2021, 2022, and 2023

RP-2000 Employee table set back 4 years for males and 3 years for females for 2016, 2017, and 2018

RP-2000 Employee Mortality table set back 1 year for males and females for 2015

Mortality Rate - Disabled Annuitants

Pub-2010 Public Ret Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for 2019, 2020, 2021, 2022, and 2023

RP-2000 Disabled Lives Mortality Table set back 5 years for male and 3 years for females for 2016, 2017, and 2018

RP-2000 Disabled Lives Mortality table for 2015

Mortality Rate - Annuitant and Beneficiary

Pub-2010 Public Ret Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females using MP2018 scale for 2019, 2020, 2021, 2022, and 2023

RP-2000 Healthy Annuitant Sex Distinct Tables projected to 2031 using Scale AA set back 1 year for female for 2016, 2017, and 2018

RP-2000 Healthy Annuitant Mortality Table set back 1 year for males and females for 2015

Salary Increases

4.75% for 2019, 2020, 2021, 2022, and 2023

5.25% for 2016, 2017, and 2018

5.75% for 2015

OTHER REPORTS AND SCHEDULES

DON M. MCGEHEE
(A Professional Accounting Corporation)

P.O. Box 1344
205 E. Reynolds Drive, Suite A
Ruston, Louisiana 71273-1344

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable John Belton
District Attorney of the Third Judicial District
100 West Texas, 2nd Floor
Ruston, Louisiana 71270

I 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 Third Judicial District District Attorney, a component unit of the Lincoln Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements and have issued my report thereon dated August 7, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I 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 my 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, I 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 entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. I identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as #2023-1 that I consider to be a significant deficiency.

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, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item #2023-2.

District Attorney's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District Attorney's responses to the findings identified in my audit and described in the accompanying schedule of management's corrective action plan. The District Attorney's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on the response.

Purpose of this Report

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



Don M. McGehee
Certified Public Accountant
August 7, 2024

DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2023

I have audited the financial statements of the District Attorney as of and for the year ended December 31, 2023, and have issued my report thereon dated August 7, 2024. I conducted my 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. My audit of the financial statements as of December 31, 2023 resulted in an unqualified opinion. The following is a summary of my audit observations on internal control, tests of compliance, and findings related to the financial statements that are required to be reported in accordance with Government Auditing Standards:

Section 1 Summary of Auditor's Reports

Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

Section 2 Financial Statement Findings

Finding 2023-1. Insufficient controls over payroll. The District Attorney's Office paid salaries to an employee for hours that were not worked and did not properly account for leave time for another employee. There should be internal controls in place to prevent, or detect and correct errors on employee timesheets and leave records. The District Attorney's Office has supervisors that approve employee timesheets and leave records. The timesheets appear to have been approved, but they were not verified by comparing to other information that was available. The leave sheets were properly completed and approved, but were entered incorrectly into the cumulative time records. The District Attorney's Office does not have internal control procedures in place requiring someone to review the timesheets to determine if they need additional verification procedures and someone to review the leave requests and verify that they are reported correctly in the cumulative time records. Recommend that the District Attorney assign an additional employee the task of reviewing timesheets and leave records.

Finding 2023-2. Late Submitting Audit Report. The District Attorney's Office did not submit their audited financial statements to the Legislative Auditor by June 30, 2024, as required by state law. The auditor engaged to issue a audit report on the financial statements was not able to timely submit a current PEER Review Report (PRR) to the PRR Oversight Committee due to unforeseen health issues of the PRR preparer. The late submission of the PRR delayed the acceptance of the PRR by the PRR Oversight Committee until after June 30th. In that the auditor was required to have a current PRR which had been accepted by the PRR Oversight Committee on file with the Legislative Auditor for his audit report to be accepted, the auditor was prevented from timely submitting audited financial statements to the Legislative Auditor.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023**

SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

<u>FINDINGS</u>	<u>STATUS</u>
2022-1. Insufficient controls over grant reimbursement requests. The District Attorney's Office requested reimbursement for the same expenditures on more than one grant.	Resolved.

3
DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT

Finding 2023-1. Insufficient controls over payroll. The District Attorney's Office paid salaries to an employee for hours that were not worked and did not properly account for leave time for another employee. There should be internal controls in place to prevent, or detect and correct errors on employee timesheets and leave records. The District Attorney's Office has supervisors that approve employee timesheets and leave records. The timesheets appear to have been approved, but they were not verified by comparing to other information that was available. The leave sheets were properly completed and approved, but were entered incorrectly into the cumulative time records. The District Attorney's Office does not have internal control procedures in place requiring someone to review the timesheets to determine if they need additional verification procedures and someone to review the leave requests and verify that they are reported correctly in the cumulative time records. Recommend that the District Attorney assign an additional employee the task of reviewing timesheets and leave records.

Response: The District Attorney's Office has assigned the Financial Administrator to review the leave requests and verify that they are reported correctly in the cumulative time records beginning in August, 2024. Also, the timesheets will be approved by the financial administrator to determine if additional procedures need to be performed to verify the time reported on the timesheets beginning in August, 2024.

Finding 2023-2. Late Submitting Audit Report. The District Attorney's Office did not submit their audited financial statements to the Legislative Auditor by June 30, 2024, as required by state law. The auditor engaged to issue a audit report on the financial statements was not able to timely submit a current PEER Review Report (PRR) to the PRR Oversight Committee due to unforeseen health issues of the PRR preparer. The late submission of the PRR delayed the acceptance of the PRR by the PRR Oversight Committee until after June 30th. In that the auditor was required to have a current PRR which had been accepted by the PRR Oversight Committee on file with the Legislative Auditor for his audit report to be accepted, the auditor was prevented from timely submitting audited financial statements to the Legislative Auditor.

Response: The District Attorney's Office will make inquiries of the auditor to determine if there are any anticipated problems that would prevent the auditor from being able to complete the 2024 audit and submit the financial statements to the Legislative Auditor by June 30, 2025.

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENTS TO THE DISTRICT ATTORNEY
FOR THE YEAR ENDED DECEMBER 31, 2023**

District Attorney of the Third Judicial District, John F. K. Belton:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 141,988
Salary paid On-Behalf	55,000
Benefits-Retirement	15,264
Benefits-Retirement paid On-Behalf	5,913
Benefits-Group Health Insurance	14,090
Travel	5,467
Seminars	700
Dues	448

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**SCHEDULE OF JUSTICE SYSTEM FUNDING - RECEIVING
FOR THE YEAR ENDED DECEMBER 31, 2023**

As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period <u>Ended 06/30/23</u>	Second Six Month Period <u>Ended 12/31/23</u>
Receipts From:		
Lincoln Parish Sheriff, Bond Fees	\$ 35,755	\$ 35,800
Union Parish Sheriff, Bond Fees	16,385	13,937
Lincoln Parish Sheriff, Criminal Court Costs/Fees	72,036	75,958
Union Parish Sheriff, Criminal Court Costs/Fees	15,840	17,043
City of Ruston, Criminal Fines - Other	718	1,865
Lincoln Parish Sheriff, Criminal Fines - Other	<u>2,679</u>	<u>1,676</u>
Total Receipts	<u>\$ 143,413</u>	<u>\$ 146,279</u>
Ending Balance of Amounts Assessed but Not Received	<u>\$ 0</u>	<u>\$ 0</u>

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

**SCHEDULE OF JUSTICE SYSTEM FUNDING - COLLECTING/DISBURSING
FOR THE YEAR ENDED DECEMBER 31, 2023**

As Required by Act 87 of the 2020 Regular Legislative Session

	<u>First Six Month Period Ended 06/30/23</u>	<u>Second Six Month Period Ended 12/31/23</u>
Beginning Balance of Amounts Collected	\$ 0	\$ 0
Add: Collections		
Asset Forfeiture/Sale	10,947	172,981
Pre-Trial Diversion Program Fees	395,502	373,059
Criminal Fines - Other	335	810
Restitution	6,741	9,722
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	15,325	13,759
Other	<u>1,935</u>	<u>2,066</u>
Subtotal Collections	<u>430,785</u>	<u>572,397</u>
Less: Disbursements to Governments and Nonprofits		
Lincoln Parish Criminal Court Fund, Asset Forfeiture/Sale	2,028	22,730
Union Parish Criminal Court Fund, Asset Forfeiture/Sale	377	15,428
Drug Asset Recovery, Asset Forfeiture/Sale	59	964
Lincoln Parish NET, Asset Forfeiture/Sale	2,397	22,362
Lincoln Parish Clerk of Court, Asset Forfeiture/Sale	90	240
Union Parish Clerk of Court, Asset Forfeiture/Sale	0	60
Indigent Defender Board, Asset Forfeiture/Sale	984	15,255
Lincoln Parish Sheriff, Asset Forfeiture/Sale	1,229	15,276
Union Parish Sheriff, Asset Forfeiture/Sale	1,131	38,696
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collections	0	0
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amounts	0	0
Amounts "Self-Disbursed" to Collecting Agency		
Asset Forfeiture/Sale	2,652	41,970
Pre-Trial Diversion Program Fees	395,502	373,059
Criminal Fines - Other	335	810
Other	1,610	1,800
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Restitution Payments to Individuals	6,741	9,722
Other Disbursements to Individuals	325	266
Payments to 3rd Party Collection/Processing Agencies	<u>15,325</u>	<u>13,759</u>
Subtotal Disbursements/Retainage	<u>430,785</u>	<u>572,397</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	<u>\$ 0</u>	<u>\$ 0</u>
Ending Balance of "Partial Payments" Collected but not Disbursed	<u>\$ 0</u>	<u>\$ 0</u>

**DISTRICT ATTORNEY OF THE THIRD JUDICIAL DISTRICT
PARISHES OF LINCOLN AND UNION, LOUISIANA**

SCHEDULE OF JUSTICE SYSTEM FUNDING - COLLECTING/DISBURSING (continued)
FOR THE YEAR ENDED DECEMBER 31, 2023

As Required by Act 87 of the 2020 Regular Legislative Session

Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected	\$ <u> 0</u>	\$ <u> 0</u>
Total Waivers During the Fiscal Period	\$ <u> 0</u>	\$ <u> 0</u>

**DISTRICT ATTORNEY
OF THE THIRD JUDICIAL DISTRICT
PARISHES OF
LINCOLN AND UNION, LOUISIANA**

**STATEWIDE AGREED-UPON PROCEDURES
DECEMBER 31, 2023**

DON M. MCGEHEE
(A Professional Accounting Corporation)

P.O. Box 1344
205 E. Reynolds Drive, Suite A
Ruston, Louisiana 71273-1344

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

Honorable John Belton
District Attorney of the Third Judicial District
and the Louisiana Legislative Auditor:

I 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, 2023 through December 31, 2023. The Third Judicial District, District Attorney's management is responsible for those C/C areas identified in the SAUPs.

The Third Judicial District, District Attorney 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 the LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

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

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

No exceptions were found as a result of this procedure.

- ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

No exceptions were found as a result of this procedure.

- iii. **Disbursements**, including processing, reviewing, and approving.

No exceptions were found as a result of this procedure.

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

No exceptions were found as a result of this procedure.

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

No exceptions were found as a result of this procedure.

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

Management provided us with the written policy and procedures and all functions are addressed, except there are no standard terms and conditions for contracts.

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

No exceptions were found as a result of this procedure.

- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

No exceptions were found as a result of this procedure.

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

2) Board (or Finance Committee, if applicable)

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Not applicable.

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

Not applicable.

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Not applicable.

3) Bank Reconciliations

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

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

No exceptions were found as a result of this procedure.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

No exceptions were found as a result of this procedure.

- iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

No exceptions were found as a result of this procedure.

4) Collections (excluding electronic funds transfers)

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

Management provided us with the required list and representation that it is complete.

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

- i. Employees responsible for cash collections do not share cash drawers/registers;

The District Attorney's office does not accept cash and does not have a cash register or cash drawer.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

No exceptions were found as a result of this procedure.

- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

No exceptions were found as a result of this procedure.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.

No exceptions were found as a result of this procedures.

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

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

Management provided us with the required list and representation that it is complete.

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

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

No exceptions were found as a result of this procedure.

- ii. At least two employees are involved in processing and approving payments to vendors;

No exceptions were found as a result of this procedure.

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

No exceptions were found as a result of this procedure.

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

No exceptions were found as a result of this procedure.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

No exceptions were found as a result of this procedure.

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

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

No exceptions were found as a result of this procedure.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

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

Management provided us with the required list and representation that it is complete.

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

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor or a Lawrson Act municipality, should not be reported); and

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for

meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as "missing receipt statement" that is subject to increased scrutiny.

No exceptions were found as a result of this procedure, except two of the transactions selected did not have an original itemized receipt.

Management's Response: Both of the missing receipts were for baggage charges related to airline flights for an approved business trip at \$30.00 each. The employee lost the receipt, but the charges were approved by someone other than the employee. We will prepare a missing receipt policy to add a compensating control.

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

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

i. If reimbursed using a per diem, observe that 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);

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

8) Contracts

A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions were found as a result of this procedure.

9) Payroll and Personnel

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

No exceptions were found as a result of this procedure.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

No exceptions were found as a result of this procedure.

- ii. Observe whether supervisors approved the attendance and leave of the selected employee or officials;

No exceptions were found as a result of this procedure.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

No exceptions were found as a result of this procedure, except one of the approved leave forms was not recorded correctly on the cumulative leave records.

Management's Response: The leave form was approved for one day, but it was recorded in the cumulative leave record as one hour. The financial administrator will review all approved leave forms and verify that they are recorded correctly in the cumulative leave records beginning August, 2024.

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

No exceptions were found as a result of this procedure.

- C. 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 policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

No exceptions were found as a result of this procedure.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, and workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions were found as a result of this procedure.

10) Ethics

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

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

No exceptions were found as a result of this procedure.

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

No exceptions were found as a result of this procedure.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

No exceptions were found as a result of this procedure.

11) Debt Service

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

Not applicable.

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

Not applicable.

12) Fraud Notice

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

13) Information Technology Disaster Recovery/Business Continuity

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

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

We performed the procedures and discussed the results with management.

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

We performed the procedures and discussed the results with management.

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

We performed the procedures and discussed the results with management.

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

We performed the procedures and discussed the results with management.

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

None of the employees selected were required to complete the cybersecurity training.

14) Prevention of Sexual Harassment

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

No exceptions were found as a result of this procedure.

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

No exceptions were found as a result of this procedure.

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

i. Number and percentage of public servants in the agency who have completed the training requirements;

No exceptions were found as a result of this procedure.

ii. Number of sexual harassment complaints received by the agency;

No exceptions were found as a result of this procedure.

iii. Number of complaints which resulted in a finding that sexual harassment occurred;

No exceptions were found as a result of this procedure.

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

No exceptions were found as a result of this procedure.

v. Amount of time it took to resolve each complaint.

No exceptions were found as a result of this procedure.

I was engaged by the Third Judicial District, District Attorney to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Third Judicial District, District Attorney and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.



Don M. McGehee
Certified Public Accountant
August 7, 2024