

**North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana**

Financial Statements With Auditor's Report

As of and For the Year Ended December 31, 2020

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana

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Independent Auditors' Report

To the Members of the
Board of Commissioners
North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the North Louisiana Criminalistics Laboratory Commission (the "Commission") as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the North Louisiana Criminalistics Laboratory Commission's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the North Louisiana Criminalistics Laboratory Commission as of December 31, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9, budgetary comparison information on pages 32-33, the Schedule of Proportionate Share of Net Pension Liability on page 34, and the Schedule of Contributions on page 35, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the North Louisiana Criminalistics Laboratory Commission's basic financial statements. The accompanying other supplementary information listed in the table of contents as Schedule of Compensation, Benefits, and Other Payments to Agency Head and shown on page 36 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying Schedule of Compensation, Benefits, and Other Payments to Agency Head 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Commission prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedule, Justice System Funding Schedule, shown on pages 37-40, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The schedule is presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with accounting principles generally

accepted in the United States of America. The 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the Justice System Funding Schedule, shown on pages 37-40, is fairly stated in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2021, on our consideration of North Louisiana Criminalistics Laboratory Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of North Louisiana Criminalistics Laboratory Commission'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 North Louisiana Criminalistics Laboratory Commission's internal control over financial reporting and compliance.



Cook & Morehart
Certified Public Accountants
June 24, 2021

NORTH LOUISIANA CRIMINALISTICS LABORATORY COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of North Louisiana Criminalistics Laboratory Commission's financial performance provides an overview of the North Louisiana Criminalistics Laboratory Commission's financial activities for the fiscal year ended December 31, 2020. Please read it in conjunction with the Commission's financial statements, which begin on page 10.

FINANCIAL HIGHLIGHTS

The North Louisiana Criminalistics Laboratory Commission's net position decreased by \$2,204,551 or 8%.

The North Louisiana Criminalistics Laboratory Commission's total revenues were \$4,018,703 in 2020 compared to \$4,735,190 in 2019; this decrease is due to decrease in fees and fines which are remitted from various courts, due in large part to court closures during a portion of 2020 as a result of Covid-19 pandemic.

During the year ended December 31, 2020, the North Louisiana Criminalistics Laboratory Commission had total expenses, excluding depreciation of \$5,312,761, compared to \$5,340,715 in 2019.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 and 11) provide information about the activities of the North Louisiana Criminalistics Laboratory Commission as a whole and present a longer-term view of the Commission's finances. Fund financial statements start on page 12. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the North Louisiana Criminalistics Laboratory Commission's operations in more detail than the government-wide statements by providing information about the North Louisiana Criminalistics Laboratory Commission's most significant funds.

Reporting the North Louisiana Criminalistics Laboratory Commission as a Whole

Our analysis of the North Louisiana Criminalistics Laboratory Commission as a whole begins on page 10. One of the most important questions asked about the North Louisiana Criminalistics Laboratory Commission's finances is "Is the North Louisiana Criminalistics Laboratory Commission 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 the funds maintained by the North Louisiana Criminalistics Laboratory Commission as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the North Louisiana Criminalistics Laboratory Commission's *net position* and changes in it. You can think of the North Louisiana Criminalistics Laboratory Commission's net position – the difference between assets and liabilities – as one way to measure the North Louisiana Criminalistics Laboratory Commission's financial health, or *financial position*. Over time, *increases* or *decreases* in the North Louisiana Criminalistics Laboratory Commission's net position is one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, to assess the overall health of the Commission.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the North Louisiana Criminalistics Laboratory Commission as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the North Louisiana Criminalistics Laboratory Commission are reported here which consists primarily of personal services, materials and supplies, contractual and other services, and other program services. Grants and court fees finance most of these activities.

Reporting the Commission's Most Significant Funds

Our analysis of the major funds maintained by the North Louisiana Criminalistics Laboratory Commission begins on page 12. The fund financial statements begin on page 12 and provide detailed information about the most significant funds maintained by the North Louisiana Criminalistics Laboratory Commission– not the North Louisiana Criminalistics Laboratory Commission as a whole. The North Louisiana Criminalistics Laboratory Commission's *governmental funds* use the following accounting approaches:

Governmental funds – All of the North Louisiana Criminalistics Laboratory Commission's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the North Louisiana Criminalistics Laboratory Commission's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain North Louisiana Criminalistics Laboratory Commission expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

THE NORTH LOUISIANA CRIMINALISTICS LABORATORY COMMISSION AS A WHOLE

The North Louisiana Criminalistics Laboratory Commission's total net position changed from a year ago, decreasing from \$29,259,016 to \$27,054,465. Our analysis below will focus on key elements of the total governmental funds for the years ended December 31, 2020 and 2019.

Table 1
Net Position

	Governmental Activities	
	2020	2019
Current and other assets	\$ 2,253,682	\$ 3,630,361
Capital assets	25,273,947	26,101,535
Total assets	<u>27,527,629</u>	<u>29,731,896</u>
Deferred outflows of resources		
- pension related	<u>692,514</u>	<u>1,522,446</u>
Current liabilities	179,649	263,586
Long-term liabilities	<u>69,358</u>	<u>1,632,033</u>
Total liabilities	<u>249,007</u>	<u>1,895,619</u>
Deferred inflows of resources		
- pension related	<u>916,671</u>	<u>99,707</u>
Net position:		
Net investment in capital assets	25,273,947	26,083,259
Unrestricted	<u>1,780,518</u>	<u>3,175,757</u>
Total net position	<u>\$ 27,054,465</u>	<u>\$ 29,259,016</u>

Net position of the North Louisiana Criminalistics Laboratory Commission's governmental activities decreased by \$2,204,551 or 8%. Unrestricted net assets, the part of net assets that can be used to finance North Louisiana Criminalistics Laboratory Commission expenses without constraints or other legal requirements, decreased from \$3,175,757 at December 31, 2019 to \$1,780,518 at December 31, 2020. This decrease is due to a decrease in fees and fines which are remitted from the various courts, due in large part to court closures during a portion of 2020 as a result of Covid-19 pandemic.

Table 2
Change in Net Position

	Governmental Activities	
	2020	2019
Revenues		
Program Revenues		
Capital grants and contributions	\$ 66,272	\$ 118,304
Operating grants and contributions	316,128	105,983
Court fees:		
District courts	1,384,222	1,664,923
City courts	749,842	1,245,928
Mayor courts	476,850	528,058
Bond fees	76,447	92,419
Fees Act 432	928,725	1,060,960
General Revenues		
Interest income	1,188	1,554
Miscellaneous revenues	19,029	49,715
Loss on disposal of assets		(132,654)
Total revenues	<u>4,018,703</u>	<u>4,735,190</u>
Expenses		
Operations - criminalistics laboratory	<u>6,223,254</u>	<u>6,290,315</u>
Increase (decrease) in net position	<u>\$ (2,204,551)</u>	<u>\$ (1,555,125)</u>

Total revenues decreased \$716,487 or 15% from total revenues in the year ended December 31, 2019 of \$4,735,190 to total revenues of \$4,018,703 in the year ended December 31, 2020. This decrease is due to a decrease in fees and fines which are remitted from the various courts, due in large part to court closures during a portion of 2020 as a result of Covid-19 pandemic.

THE COMMISSION'S FUNDS

As the Commission completed the year, its governmental funds (as presented in the balance sheet on page 12) reported a *combined* fund balance of \$1,964,041, which is lower than last year's fund balance of \$3,359,490. This decrease is due to a decrease in fees and fines which are remitted from the various courts, due in large part to court closures during a portion of 2020 as a result of Covid-19 pandemic.

General Fund Budgetary Highlights

The Commission adopted a budget for its General Fund for the year ended December 31, 2020. There was one amendment to the budget during the year. The Commission's budgetary comparison is presented as required supplementary information and shown on page 32. Highlights for the year are as follows:

- Actual revenues were slightly lower than budgeted amounts, due to less court fees being received by year-end than originally anticipated.
- Actual expenses were lower than budgeted amounts, due to less grant expenditure than originally anticipated.

The Commission's General Fund balance of \$1,964,041 reported on page 13 differs from the General Fund's *budgetary* fund balance of \$1,662,766 reported in the budgetary comparison schedule on page 32. This is primarily due to the Commission budgeting on the cash basis of accounting.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of December 31, 2020 and 2019, the North Louisiana Criminalistics Laboratory Commission had invested \$25,273,947 and \$26,101,535, respectively, in capital assets.

Table 3
Capital Assets At Year End
(Net of Depreciation)

	2020	2019
Land	\$ 76,161	\$ 76,161
Buildings	23,357,059	23,998,037
Lab and office equipment	1,451,264	1,611,368
Furniture and fixtures	376,388	390,283
Software	6,232	10,632
Vehicles	6,843	15,054
Total	<u>\$ 25,273,947</u>	<u>\$ 26,101,535</u>

This year's major additions included:

Lab and office equipment	\$ 82,905	\$ 184,981
Total	<u>\$ 82,905</u>	<u>\$ 184,981</u>

More detailed information about the capital assets are presented in Note 6 to the financial statements.

Debt Administration

Long-term liabilities of the Commission are summarized as follows:

Table 4
Long-term Liabilities at Year End

	Governmental Activities	
	2020	2019
Net pension liability	\$ 19,736	\$ 1,632,033
Capital lease – equipment		18,276
Compensated absences	<u>55,202</u>	<u>63,537</u>
	<u>\$ 74,938</u>	<u>\$ 1,713,846</u>

More detailed information about the long-term liabilities is presented in Note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The North Louisiana Criminalistics Laboratory Commission's management considered many factors when setting a fiscal year December 31, 2021 budget. Amounts available for appropriation and expenditures are expected to remain consistent with 2020. It is anticipated that management will consider and monitor the economic uncertainties of Covid-19 and the impact on available financial resources.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the North Louisiana Criminalistics Laboratory Commission and to show the North Louisiana Criminalistics Laboratory Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director of the North Louisiana Criminalistics Laboratory Commission at 1630 Tulane Avenue, Shreveport, Louisiana 71103.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Statement of Net Position
December 31, 2020

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 1,743,139
Receivables	430,719
Prepaid expenses	79,824
Capital assets	
Depreciable (net)	25,197,786
Non-depreciable	<u>76,161</u>
Total assets	<u>27,527,629</u>
DEFERRED OUTFLOWS OF RESOURCES - Pension Related	<u>692,514</u>
LIABILITIES	
Accounts payable	15,311
Accrued liabilities	164,338
Long-term liabilities:	
Due within one year	49,622
Due in more than one year	<u>19,736</u>
Total liabilities	<u>249,007</u>
DEFERRED INFLOWS OF RESOURCES - Pension Related	<u>916,671</u>
NET POSITION	
Net investment in capital assets	25,273,947
Unrestricted	<u>1,780,518</u>
Total net position	<u><u>\$ 27,054,465</u></u>

The accompanying notes are an integral part of the financial statements.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Statement of Activities
For the Year Ended December 31, 2020

	<u>Governmental Activities</u>
Expenses:	
Operations - criminalistics laboratory	\$ 6,222,009
Interest on long-term debt	1,245
Total expenses	<u>6,223,254</u>
Program revenues:	
Charges for services:	
Court fees:	
District courts	1,384,222
City courts	749,842
Mayor courts	476,850
Bond fees	76,447
Fees Act 432	928,725
Operating grants and contributions	316,128
Capital grants and contributions	<u>66,272</u>
Total program revenues	<u>3,998,486</u>
Net program revenues (expenses)	<u>(2,224,768)</u>
General revenues (losses)	
Interest income	1,188
Miscellaneous	<u>19,029</u>
Total general revenues (losses)	<u>20,217</u>
Change in net position	(2,204,551)
Net position - beginning	<u>29,259,016</u>
Net position - ending	<u><u>\$ 27,054,465</u></u>

The accompanying notes are an integral part of the financial statements.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Balance Sheet
Governmental Fund
December 31, 2020

	General Fund
Assets	
Cash	\$ 1,743,139
Receivables	430,719
Total assets	<u>\$ 2,173,858</u>
Liabilities	
Accounts payable	\$ 15,311
Accrued liabilities	164,338
Total liabilities	<u>179,649</u>
Deferred inflows of resources	
Unavailable revenue	<u>30,168</u>
Fund balance	
Unassigned	<u>1,964,041</u>
Total liabilities and fund balance	<u>\$ 2,173,858</u>
Total fund balance - governmental fund	\$ 1,964,041
Amounts reported for governmental activities in the statement of net position are different because:	
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	79,824
Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds.	
Net pension liability	(19,736)
Compensated absences	(49,622)
Deferred inflows - pension related	(916,671)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	25,273,947
Other long-term assets and other amounts are not available to pay for current period expenditures and therefore are not available in the fund statements	
Unavailable revenue	30,168
Deferred outflows - pension related	<u>692,514</u>
Net position of governmental activities	<u>\$ 27,054,465</u>

The accompanying notes are an integral part of the financial statements.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
For the Year Ended December 31, 2020

	General Fund
Revenues	
Court fees:	
District courts	\$ 1,384,222
City courts	747,345
Mayor courts	473,700
Intergovernmental	
Grants	323,953
Bond fees	76,447
Fees Act 432	928,725
Interest income	1,188
Miscellaneous	19,029
Total revenues	<u>3,954,609</u>
Expenditures	
Operations:	
Auto expense	2,860
Building maintenance	335,272
Accreditation expense	15,630
Dues and subscriptions	7,453
Freight	1,972
Insurance - general	119,139
Insurance - health	327,830
Laboratory equipment maintenance	136,967
Laboratory supplies	245,634
Professional fees	31,028
Office supplies	28,771
Document examiner	27,600
DNA	483,906
Other services	4,204
Retirement expense	339,287
Salaries	2,798,562
Payroll taxes	39,673
Training	25,716
Travel	11,228
Utilities	264,623
Miscellaneous	277
Capital outlay	82,905
Debt service:	
Principal payment	18,276
Interest	1,245
Total expenditures	<u>5,350,058</u>
Net change in fund balance	(1,395,449)
Fund balance, beginning of year	<u>3,359,490</u>
Fund balance, end of year	<u><u>\$ 1,964,041</u></u>

The accompanying notes are an integral part of the financial statements.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balance of the Governmental Fund to the Statement of Activities
For the Year Ended December 31, 2020

Net change in fund balance - total governmental fund	\$ (1,395,449)
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Amounts reported for governmental activities in the statement of activities
are different because:

The nonallocation method of accounting for prepayments is used in the
fund statements, since the prepayment does not provide expendable
financial resources.

5,345

Repayment of principal of long-term debt - capital lease consumes the
financial resources of governmental funds, but has no effect on net
position.

Capital lease

18,276

Some expenses reported in the statement of activities do not require the
use of current financial resources and therefore are not reported as
expenditures in the governmental funds.

Compensated absences

(704)

Pension expense

(68,525)

Revenues in the statement of activities that do not provide current
financial resources are not reported as revenues in the funds.

Unavailable revenue

30,168

Non-employer contributions to cost-sharing pension plan

33,926

Governmental funds report capital outlays as expenditures. However, in
the statement of activities, the cost of those assets is allocated over their
estimated useful lives and reported as depreciation expense. This is the
amount by which depreciation expense (\$910,493) exceeded capital
outlays (\$82,905) in the current period.

(827,588)

Change in net position of governmental activities	<u><u>\$ (2,204,551)</u></u>
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The accompanying notes are an integral part of the financial statements.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2020

INTRODUCTION

The North Louisiana Criminalistics Laboratory Commission (the Commission) was created in accordance with Louisiana Revised Statutes 40:2261–2266.3, for crime detection, prevention, investigation and other related activities in connection with criminal investigations. The Laboratory Commission serves the Louisiana parishes of Avoyelles, Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, Desoto, East Carroll, Franklin, Grant, Jackson, LaSalles, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tensas, Union, Vernon, Webster, West Carroll and Winn.

The membership of the Commission consists of the coroner, sheriff, and Commission attorney of the parish in which the Commission is domiciled, which is Caddo Parish, to serve during their elective terms of office, together with one person from each of the twenty-nine (29) parishes which the Commission serves. Those persons are appointed by the respective governing authorities of the parishes and serve for a period of two years or until a successor is appointed. The Commissioners serve without pay.

(1) Summary of Significant Accounting Policies

The North Louisiana Criminalistics Laboratory Commission's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the North Louisiana Criminalistics Laboratory Commission are discussed below.

A. Reporting Entity

Louisiana Revised Statute 40:2265 states that the Commission is created as a body politic with the right to sue and be sued, acquire any and all property necessary for its operations, to incur debt, to accept gifts and donations, and to establish rules and regulations for the conduct of its affairs. For those reasons and due to the nature of its operations covering twenty-nine (29) parishes, the Commission is considered a legally separate local public entity and it is not considered a component unit of any parish or other local government.

B. Basic Financial Statements – Government-Wide Statements

The North Louisiana Criminalistics Laboratory Commission's basic financial statements include both government-wide (reporting the funds maintained by the North Louisiana Criminalistics Laboratory Commission as a whole) and fund financial statements (reporting the North Louisiana Criminalistics Laboratory Commission's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The North Louisiana Criminalistics Laboratory Commission's general fund is classified as governmental activities. The North Louisiana Criminalistics Laboratory Commission does not have any business-type activities.

(Continued)

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2020
(Continued)

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The North Louisiana Criminalistics Laboratory Commission's net position is reported in two parts – net investment in capital assets and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the North Louisiana Criminalistics Laboratory Commission's functions. The functions are supported by general government revenues and program revenues consisting of fees and fines paid to the various courts, operating grants and contributions, including non-employer contributions to cost sharing pension plan, and capital grants and contributions. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. The net costs (by function) are covered by general revenues.

This government-wide focus is more on the sustainability of the North Louisiana Criminalistics Laboratory Commission as an entity and the change in the North Louisiana Criminalistics Laboratory Commission's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the North Louisiana Criminalistics Laboratory Commission are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the North Louisiana Criminalistics Laboratory Commission:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the North Louisiana Criminalistics Laboratory Commission:

- a. General funds are the general operating funds of the North Louisiana Criminalistics Laboratory Commission. They are used to account for all financial resources except those required to be accounted for in another fund.

The emphasis in fund financial statements is on the major funds in the governmental category. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Commission's general fund was determined to be a major fund.

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North Louisiana Criminalistics Laboratory Commission
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Notes to Financial Statements
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D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The Commission's primary revenue source consists of fees assessed in accordance with Louisiana Revised Statute 40:2264 on criminal cases prosecuted under state statutes, parish ordinances, or city ordinances in any mayor's, city, or district court of the State of Louisiana sitting within a parish served by the Commission. The fees are assessed in accordance with fee schedule as listed in Louisiana Revised Statute 40:2264 and vary per case depending on the type of offense. Revenue is recorded based upon the period collected by various courts. Interest income is recorded when earned. Donations are recorded when received in cash, because they are generally not measurable until actually received. Federal and state grants are recorded when the Commission is entitled to the funds.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The System Director and Executive Secretary prepare a proposed budget and do the following:

- (1) Submit it to the Board of Commissioners for approval.
- (2) Submit it to all governing authorities of the parishes which the Commission serves in order to obtain at least a majority approval.
- (3) All budgetary appropriations lapse at the end of each fiscal year.
- (4) The basis of accounting applied to budgetary data is presented on the cash basis of accounting.

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North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Notes to Financial Statements
December 31, 2020
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F. Cash, Cash Equivalents, and Investments

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

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The Federal Government has a reversionary interest in property purchased with federal funds. Its disposition as well as the ownership of any proceeds therefrom is subject to federal regulations.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	20 – 40 years
Vehicles	10 – 15 years
Equipment	5 – 35 years
Furniture / Fixtures	5 – 35 years

H. Compensated Absences

The Commission has the following policy relating to vacation and sick leave:

Employees of the Commission earn from 8 hours to 16 hours per month of sick leave each year and from 6 hours to 14 hours per month of vacation leave each year, depending on their lengths of service. Upon separation of employment unused vacation leave can be paid to the employee. Sick leave will not be paid upon separation of service. Effective January 1, 1998, vacation leave unused in a given year in excess of 40 hours may not be carried forward. Accumulated unused vacation leave as of December 31, 1997 was allowed to be carried forward. Unused sick leave is allowed to accumulate. The cost of leave privileges, computed in accordance with the above policy, is recognized as a current-year expenditure within the general fund when leave is actually taken.

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North Louisiana Criminalistics Laboratory Commission
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Notes to Financial Statements
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I. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

J. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

K. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the district or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The commission's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

L. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the Commission (the Entity's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the judge removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the Commission's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications

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North Louisiana Criminalistics Laboratory Commission
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Notes to Financial Statements
December 31, 2020
(Continued)

When both restricted and unrestricted fund balances are available for use, it is the Commission's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

M. Deferred Inflows/Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission has one type of item that meets this definition and qualifies for reporting in this category. Accordingly, the item pension-related is reported in the statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element *deferred inflows of resources*, reflects an increase in net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has two types of items that meet this definition and qualifies for reporting in this category. Accordingly, the item unavailable revenue is reported in the balance sheet for governmental fund, and pension-related is reported in the statement of net position.

N. Pension Plan

The Commission is a participating employer in a cost-sharing, multiple-employer, defined benefit pension plan as described in Note 7. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plans fiduciary net position have been determined on the same basis as they are reported by the plan.

(2) Cash and Cash Equivalents

At December 31, 2020, the Commission had cash and cash equivalents (book balances) totaling \$1,743,139 in interest bearing demand deposit and savings accounts. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2020, \$1,509,185 of the Commission's bank balances of \$1,759,185 was exposed to custodial credit risk as uninsured deposits protected and collateralized with pledge securities held by the custodial bank's trust department not in the Commission's name.

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North Louisiana Criminalistics Laboratory Commission
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Notes to Financial Statements
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(3) Receivables

The following is a summary of receivables at December 31, 2020:

Court fees	\$ 366,195
Bond fees	13,344
Grants	47,862
Other	3,318
Total	<u>\$ 430,719</u>

(4) Accrued Liabilities

Accrued liabilities at December 31, 2020, consisted of the following:

Compensated absences	\$ 5,580
Retirement payable	134,328
Payroll taxes	24,430
	<u>\$ 164,338</u>

(5) Long-term Debt

The Commission's long-term liabilities related to pension, capital lease, and compensated absences for the year ended December 31, 2020, were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Net pension liability	\$1,632,033	\$	\$(1,612,297)	\$ 19,736	\$
Capital Lease – equipment	18,276		(18,276)		
Compensated absences	63,537	204,381	(212,716)	55,202	55,202
	<u>\$1,713,846</u>	<u>\$ 204,381</u>	<u>\$(1,843,289)</u>	74,938	55,202
Less amounts due within period of availability				(5,580)	(5,580)
Total long-term liabilities, government-wide statements				<u>\$ 69,358</u>	<u>\$ 49,622</u>

Capital Lease - Equipment

During 2016, the Commission entered into a capital lease agreement to lease a phone system. The lease agreement qualifies as a capital lease for accounting purposes. The phone system is included in capital assets at a cost of \$110,179, with accumulated depreciation totaling \$48,663 as of December 31, 2020. Interest has been imputed at a rate of 1.632%, and the Commission will make annual payments through 2020. The capital lease was paid off in 2020.

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North Louisiana Criminalistics Laboratory Commission
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Notes to Financial Statements
December 31, 2020
(Continued)

(6) Capital Assets

Capital assets and activity for the year ended December 31, 2020 was as follows:

	Balance at Jan. 1, 2020	Additions	Deletions	Balance at Dec. 31, 2020
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 76,161	\$	\$	\$ 76,161
Total capital assets, not being depreciated	<u>76,161</u>			<u>76,161</u>
Capital assets, being depreciated:				
Buildings	25,547,451			25,547,451
Lab and office equipment	3,979,261	82,905		4,062,166
Furniture and fixtures	457,366			457,366
Software	89,863			89,863
Vehicles	89,351			89,351
Total capital assets being depreciated at historical cost	<u>30,163,292</u>	<u>82,905</u>		<u>30,246,197</u>
Less accumulated depreciation:				
Buildings	(1,549,414)	(640,978)		(2,190,392)
Lab and office equipment	(2,367,893)	(243,009)		(2,610,902)
Furniture and fixtures	(67,083)	(13,895)		(80,978)
Software	(79,231)	(4,400)		(83,631)
Vehicles	(74,297)	(8,211)		(82,508)
Total accumulated depreciation	<u>(4,137,918)</u>	<u>(910,493)</u>		<u>(5,048,411)</u>
Total capital assets being depreciated, net	<u>26,025,374</u>	<u>(827,588)</u>		<u>25,197,786</u>
Governmental activities capital assets, net	<u>\$ 26,101,535</u>	<u>\$ (827,588)</u>	<u>\$</u>	<u>\$ 25,273,947</u>

Depreciation expense of \$910,493 was charged to Operations - criminalistics laboratory in the Statement of Activities.

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(7) Pension Plan

The Commission participates in the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs and pays persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The Retirement System is governed by Louisiana Revised Statutes, Title 11, Sections 1901 through 2025, specifically, and other general laws of the State of Louisiana.

All employees of the Commission are members of Plan A.

Plan Description

Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.11:1901 of the Louisiana Revised Statute (LRS). The System provides retirement benefits to employees of taxing Commissions of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to these appropriate statutes for more complete information.

Eligibility Requirements:

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join the System.

Retirement Benefits:

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

For employees hired prior to January 1, 2007:

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

For employees hired after January 1, 2007:

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

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Notes to Financial Statements
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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.

Survivor Benefits:

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. 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. A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Deferred Retirement Option Plan:

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

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

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

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North Louisiana Criminalistics Laboratory Commission
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Disability Benefits:

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to 3% of the member's final average compensation multiplied by his years of service, not to be less than 15, or three percent multiplied by years of service assuming continued service to age 60 for those members who are enrolled prior to January 1, 2017 and to age 62 for those members who are enrolled January 1, 2007 and later.

Cost of Living Increases:

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age 65 equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

Employer Contributions

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2019, the actuarially determined contribution rate was 12.18% of member's compensation for Plan A. However, the actual rate for the fiscal year ending December 31, 2019 was 11.5% for Plan A. The actual rate for the fiscal year ending December 31, 2020 was 12.25%. The Commission's contributions to the System for the years ended December 31, 2020, 2019, and 2018 were \$345,133, \$305,704, and \$259,962, respectively. Included in employer contributions are contributions due for the fourth quarter of 2020 totaling \$72,895, which were paid in January 2021.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Non-employer contributions received by the System and attributable to the Commission during the years ended December 31, 2020 and 2019 were \$33,926 and \$28,099, respectively.

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North Louisiana Criminalistics Laboratory Commission
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Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2020, the Commission reported a liability of \$19,736 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Parochial Employees' Retirement System of Louisiana. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contribution to the plan during the fiscal year ended December 31, 2019 as compared to the total of all employers' contributions received by the plan during the fiscal year ended December 31, 2019.

At December 31, 2019, the Commission's proportion was .419239%, which was an increase of .051528% from its proportion measured as of December 31, 2018.

For the year ended December 31, 2020, the Commission recognized pension expense of \$409,089, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$4,569.

At December 31, 2020, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ 176,675
Changes of assumptions	275,631	
Net difference between projected and actual earnings on pension plan investments		739,789
Changes in proportion and differences between employer contributions and proportionate share of contributions	71,750	207
Employer contributions subsequent to the measurement Date	345,133	
Total	<u>\$ 692,514</u>	<u>\$ 916,671</u>

The Commission reported a total of \$345,133 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2019, which will be recognized as an increase in net pension asset in the year ended December 31, 2021.

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

Year	Amount
2021	\$ (115,013)
2022	(159,174)
2023	37,959
2024	(333,062)
Total	<u>\$ (569,290)</u>

Actuarial Methods and Assumptions

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

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2019, are as follows:

Valuation Date	December 31, 2019
Actuarial Cost Method	Plan A – Entry Age Normal
Investment Rate of Return	6.50%, net of investment expense, including inflation
Expected Remaining Service lives	4 years
Projected Salary Increases	Plan A – 4.75%
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

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Inflation Rate	2.40%
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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 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.18% for the year ended December 31, 2019.

	Target Asset	Long-Term Expected Portfolio Real Rate of
<u>Asset Class</u>	<u>Allocation</u>	<u>Return</u>
Fixed income	35%	1.05%
Equity	52%	3.41%
Alternatives	11%	0.61%
Real assets	2%	0.11%
Totals	<u>100%</u>	<u>5.18%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Nominal Return		<u>7.18%</u>

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The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2012 through December 31, 2017. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projections 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 to equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

Sensitivity to Change in Discount Rate

The following presents the net pension liability of the participating employers as of December 31, 2019 calculated using the discount rate of 6.50%, as well as what the employers' net pension liability/asset would be if it were calculated using a discount rate that is one percentage point lower 5.50% or one percentage point higher 7.50% than the current rate.

	PLAN A		
	Changes in Discount Rate		
		Current	
	1%	Discount	1%
	Decrease	Rate	Increase
	5.50%	6.50%	7.50%
Net Pension Liability	\$2,133,043	\$19,736	(\$1,751,175)

Change in Net Pension Liability

The changes in the net pension liability for the year ended December 31, 2019 were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience:

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Differences between Projected and Actual Investment Earnings:

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five year period.

Change in Assumptions:

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

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Change in Proportion:

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using a the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

Contributions – Proportionate Share

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

Retirement System Audit Report

Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2019. Access to the audit report can be found on the System's website: www.persla.org or on the Office of Louisiana Legislative Auditor's official website: www.lla.state.la.us.

Plan Fiduciary Net Position

Plan fiduciary net position is a significant component of the System's collective net pension liability/(asset). The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended December 31, 2019. Access to these reports can be found on the Louisiana Legislative Auditor's website, www.lla.la.gov.

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(8) Leases

The Commission has several operating lease agreements for office equipment. During 2020, total payments made under these leases were \$19,406. The minimum annual commitments under leases are as follows:

Year Ending December 31,	
2021	\$ 17,736
2022	4,078
2023	1,680
	<u>\$ 23,494</u>

(9) Risk Management

The Commission purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the prior year.

(10) Subsequent Events

Subsequent events have been evaluated through June 24, 2021, the date the financial statements were available to be issued.

(11) Uncertainty

As a result of the Covid-19 Coronavirus, economic uncertainties have arisen which are likely to negatively impact financial resources. While the duration on the economic impact is expected to be temporary, there is considerable uncertainty around the duration. The related financial impact and duration cannot be reasonably estimated at this time.

(12) Commitments

The Crime Lab has commitments for signed contracts for building mechanical system service and IT services of approximately \$521,730. As of December 31, 2020, approximately \$350,115 had been incurred on those contracts, with the balance remaining in those contracts to be incurred subsequent to December 31, 2020.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Required Supplementary Information
Schedule of Revenues, Expenditures, and Changes in Fund Balances-
Budget (Cash Basis) and Actual
For the Year Ended December 31, 2020

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Court fees:				
District courts	\$ 1,590,700	\$ 1,754,732	\$ 1,665,536	\$ (89,196)
City courts	1,290,906	785,096	752,298	(32,798)
Mayor courts	550,000	503,145	476,934	(26,211)
Grant revenue	350,000	230,000	384,212	154,212
Bond fees	93,000	78,318	74,883	(3,435)
Fees collected Act 432	1,064,358	962,025	957,930	(4,095)
Interest income			1,188	1,188
Miscellaneous	50,000	19,000	15,711	(3,289)
Total revenues	<u>4,988,964</u>	<u>4,332,316</u>	<u>4,328,692</u>	<u>(3,624)</u>
Expenditures				
Operations:				
Auto expense	14,000	3,508	3,380	128
Building maintenance	313,500	351,568	338,946	12,622
Dues and subscriptions	18,000	13,462	7,678	5,784
Freight	2,000	2,212	1,972	240
Grant expenses	350,000	230,000	168,673	61,327
Insurance - general	110,000	116,403	119,139	(2,736)
Insurance - health	310,000	314,975	327,830	(12,855)
Laboratory equipment maintenance	217,000	147,969	136,967	11,002
Laboratory supplies	248,200	247,811	247,335	476
Professional fees	25,000	25,000	27,128	(2,128)
Accreditation expense	20,000	20,000	15,630	4,370
Office supplies	30,000	26,739	28,770	(2,031)
Legal - other services	5,000	3,865	3,952	(87)
DNA supplies	330,000	348,632	304,571	44,061
Document examiner	27,600	27,600	27,600	
Retirement expense	289,332	336,065	334,120	1,945
Salaries	2,661,346	2,821,174	2,807,602	13,572
Payroll taxes	30,000	30,000	39,673	(9,673)
Training	25,000	25,000	34,616	(9,616)
Travel	20,000	20,000	13,382	6,618
Utilities	322,000	312,865	291,101	21,764
Miscellaneous			277	(277)
Contingency				
Capital outlay	50,000		82,905	(82,905)
Total expenditures	<u>5,417,978</u>	<u>5,424,848</u>	<u>5,363,247</u>	<u>61,601</u>
Excess (deficiency) of revenues over (under) expenditures	(429,014)	(1,092,532)	(1,034,555)	57,977
Fund balance, beginning of year	2,922,497	3,359,490	2,697,321	(662,169)
Fund balance, end of year	<u>\$ 2,493,483</u>	<u>\$ 2,266,958</u>	<u>\$ 1,662,766</u>	<u>\$ (604,192)</u>

See accompanying notes to the required supplementary schedule.

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Note to Required Supplementary Information
December 31, 2020

The Commission's budget is adopted on a cash basis for all funds. There was one amendment to the 2020 budget. The budget comparison schedule included in the accompanying financial statements includes the original and adopted budgets. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ (1,034,555)
Adjustments:	
Revenue accruals – net	(374,083)
Expenditure accruals – net	<u>13,189</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ (1,395,449)</u>

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Schedule of Proportionate Share of Net Pension Liability (Asset)
For the Year Ended December 31, 2020

Parochial Employees' Retirement System

<u>Year Ended December 31</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered-employee payroll</u>	<u>Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2020	0.14924%	\$ 19,736	\$ 2,658,631	0.74%	99.89%
2019	0.36771%	1,632,033	2,262,250	72.14%	88.86%
2018	0.31531%	(234,040)	1,940,807	12.06%	101.98%
2017	0.30372%	625,517	1,801,228	34.73%	94.15%
2016	0.32383%	852,416	1,856,716	45.91%	92.23%
2015	0.33403%	91,327	1,820,003	5.02%	99.15%

*Amounts presented were determined as of the measurement date.

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

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Schedule of Contributions
For the Year Ended December 31, 2020

Parochial Employees' Retirement System

<u>Year Ended June 30</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
2020	\$ 345,133	\$ 345,133	\$	\$ 2,817,410	12.25%
2019	305,704	305,704		2,658,631	11.50%
2018	259,962	259,962		2,262,250	11.49%
2017	242,601	242,601		1,940,807	12.50%
2016	234,160	234,160		1,801,228	13.00%
2015	269,224	269,224		1,856,716	14.50%

*Amounts presented were determined as of the end of the fiscal year (December 31).

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

North Louisiana Criminalistics Laboratory Commission
Shreveport, Louisiana
Other Supplementary Information
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended December 31, 2020

Agency Head: Jimmy Barnhill - System Director - January 1, 2020 - September 30, 2020

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$ 145,179
Benefits - insurance	7,525
Benefits - retirement	16,339
Cell phone	1,917
Per diem	53
Reimbursements	893

Agency Head: Joey Jones - System Director - October 1, 2020 - December 31, 2020

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$ 40,000
Benefits - insurance	2,508
Benefits - retirement	4,900
Cell phone	493

North Louisiana Criminalistics Laboratory Commission
Other Supplementary Information
Justice System Funding Schedule
Receiving Schedule - General Fund
As Required by Act 87 of the 2020 Regular Legislative Session
For the Year Ended December 31, 2020

Cash Basis Presentation	January 2020 - June 2020	July 2020 - December 2020
Receipts From:		
<u>Criminal court costs/fees:</u>		
Alexandria City court	\$ 40,320	\$ 29,003
Avoyelles Sheriff- District court-	21,430	21,180
Bastrop city Court		532
Bastrop city Court	7,449	10,479
Benton Mayor Court	1,520	2,700
Bienville Sheriff District Court	66,431	70,465
Bossier City court	34,351	54,601
Bossier Parish Sheriff- District Court	98,441	107,539
Caddo Parish Sheriff-District Court	92,588	78,308
Cadlwell Parish Sheriff-District court	6,852	7,450
Campti Mayor Court	70	90
Castor Mayor Court		90
Catahoula Sheriff District Court	10,548	10,760
Chatham Mayor Court	750	300
City of Grambling	6,570	2,450
Claiborne Parish sheriff district court	35,650	28,380
Concordia sheriff District court	11,341	14,851
Coushatta Mayor Court	750	1,580
DeSoto Sheriff-District court	41,629	36,475
Dixie Inn Mayor Court	150	30
Dodson Mayor Court		60
Doyline Mayor Court	2,760	2,550
Dubach Mayor Court	1,210	1,310
East Carroll Sheriff District court	33,002	47,439
Ferriday Mayor Court	8,900	3,360
Fisher Mayor Court	2,010	2,250
Franklin Sheriff-District Court	22,465	21,650
Glenmora Mayor Court	770	660
Grant Sheriff -District Court	28,189	25,463
Hall Summit Mayor Court	30	
Haynesville Mayor Court	4,470	2,760
Homer City court	960	
Jackson Sheriff-District Court	12,721	17,804
Jena Mayor Court	1,720	1,590
Kilbourne Mayor Court	40	30
Lake Providence Mayor Court	12,310	4,000
LaSalle Sheriff District Court	4,909	4,200
Leesville city court	10,954	10,851

(Continued)

North Louisiana Criminalistics Laboratory Commission
Other Supplementary Information
Justice System Funding Schedule
Receiving Schedule - General Fund
As Required by Act 87 of the 2020 Regular Legislative Session
For the Year Ended December 31, 2020
(Continued)

	January 2020 - June 2020	July 2020 - December 2020
Leesville Police department	284	264
Lincoln sheriff District Court	56,973	46,494
Madison Sheriff District Court	57,742	47,141
Mansfield city Court	1,920	1,480
Many City court	5,750	3,050
Marion Mayor Court	1,500	390
Marksville City court	2,455	2,960
McNary Mayor Court	290	300
Minden city court	2,250	2,520
Monore city court	56,463	52,584
Morehouse Sheriff District Court	8,601	7,944
Natchitoches City Court	18,360	20,890
Natchitoches Sheriff District Court	67,108	57,178
Oak Grove Mayor Court	120	50
Ouachita Sheriff District Court	84,184	73,525
Pineville City court	23,226	16,933
Plain Dealing Mayor Court	520	280
Rapides Sheriff District Court	73,855	60,262
Red River Sheriff District Court	8,710	12,950
Richland Sheriff District Court	44,914	34,632
Ringgold Mayor Court	140	70
Robeline Mayor Court	7,810	
Ruston City court	37,105	55,333
Sabine sheriff District Court	12,576	19,563
Sarepta Mayor Court	4,570	3,544
Shreveport city court	190,014	136,658
Sibley Mayor Court	3,470	1,340
Springhill City Court	8,370	11,120
Stonewall City Court	90	570
Tensas Sheriff District Court	8,716	10,831
Town of Arcadia	80	40
Town of Bernice	90	20
Town of Blanchard	3,170	4,320
Town of Columbia	2,760	2,170
Town of Farmerville	3,128	2,170
Town of Forest Hill	9,780	9,080
Town of Greenwood	27,550	23,640
Town of Haughton	10,735	12,920
Town of Hodge	680	450
Town of Lake Providence		38
Town of Mangham	7,550	8,530
Town of Montgomery	290	340

(Continued)

North Louisiana Criminalistics Laboratory Commission
 Other Supplementary Information
 Justice System Funding Schedule
 Receiving Schedule - General Fund
 As Required by Act 87 of the 2020 Regular Legislative Session
 For the Year Ended December 31, 2020
 (Continued)

	January 2020 - June 2020	July 2020 - December 2020
Town of New Llano	15,622	19,271
Town of Olla	10,260	8,210
Town of Pollock	1,030	630
Town of Richwood	80	20
Town of Ringgold		4
Town of Rosepine	760	500
Town of Sarepta	2	2
Town of Tullos	23,440	22,800
Town of Woodworth	55,300	39,990
Town of Zwolle	70	10
Union Sheriff District Court	18,696	20,740
Vernon Sheriff District Court	380,316	119,267
Vidalia City court	2,840	4,180
Village of Athens	3,273	2,075
Village of Baskins	14,270	10,180
Village of Creola	20,138	3,660
Village of Delta	1,470	7,530
Village of Epps	20	
Village of Florien	5,540	2,070
Village of Georgetown	1,430	2,940
Village of Heflin	140	410
Village of Hessmer	30	90
Village of Hosston	270	200
Vivian Mayor Court	2,160	1,870
Webster Sheriff District Court	31,479	24,323
West Carroll District Court	16,843	15,028
West Monroe city court	21,390	20,579
Winn sheriff District Court	24,444	18,769
Winnfield City Court	940	1,790
Winnsboro city court	4,229	5,257
Sub-total criminal court costs/fees	2,134,636	1,720,208

Bond Fees:

Avoyelles Sheriff District Court- Bond Fees	1,360	1,050
Bienville Sheriff District Court-Bond Fees	228	
Bossier Parish Sheriff- District Court-Bond Fees	2,986	3,466
Caddo Parish Sheriff-District Court-Bond Fees	13,147	5,466
Catahoula Sheriff District Court-Bond Fees	586	548
City of Many- Bond Fees	50	72
Claiborne Parish sheriff district court-Bond Fees	226	366
Concordia sheriff District court- Bond Fees	727	640
DeSoto Sheriff-District court-Bond Fees	392	592

(Continued)

North Louisiana Criminalistics Laboratory Commission
Other Supplementary Information
Justice System Funding Schedule
Receiving Schedule - General Fund
As Required by Act 87 of the 2020 Regular Legislative Session
For the Year Ended December 31, 2020
(Continued)

	January 2020 - June 2020	July 2020 - December 2020
East Carroll Sheriff District court-Bond Fees	244	130
Farmerville- Bond Fees	775	
Franklin Sheriff-District Court- Bond Fees	344	216
Grant Sheriff -District Court-Bond Fees	444	284
Haynesville- Bond Fees	20	
Jackson Sheriff-District Court- Bond Fees	252	234
Lasalle Sheriff District Court-Bond Fees	560	296
Lincoln sheriff District Court-Bond Fees	736	1,238
Madison Sheriff District Court-Bond Fees	250	286
Morehouse Sheriff District Court-Bond Fees	362	856
Natchitoches Sheriff District Court-bond Fees	192	250
Ouachita Sheriff District Court-Bond Fees	6,480	7,434
Rapides Sheriff District Court-Bond fees	2,991	2,869
Red River Sheriff District Court-Bond Feed	272	864
Richland Sheriff District Court-Bond fees	790	
Sabine sheriff District Court-Bond Fees	479	603
Tensas Sheriff District Court-Bond Fees	156	134
Town of Richwood- Bond Fees	90	
Town of Vivian- Bond Fees	12	12
Union Sheriff District Court-Bond Fees	626	672
Vernon Sheriff District Court-Bond Fees	4,432	1,240
Webster Sheriff District Court-Bond Fees	1,356	1,314
West Carroll District Court-Bond Fees	268	384
Winn sheriff District Court -Bond fees	152	154
Sub-total bond fees	41,985	31,671
Total receipts	\$ 2,176,622	\$ 1,751,880
Ending Balance of Amounts Assessed but Not Received	-	-

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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*

Independent Auditor's Report

To the Members of the
Board of Commissioners
North Louisiana Criminalistics
Laboratory Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the North Louisiana Criminalistics Laboratory Commission as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the North Louisiana Criminalistics Laboratory Commission's basic financial statements, and have issued our report thereon dated June 24, 2021.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether North Louisiana Criminalistics Laboratory Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.



Cook & Morehart
Certified Public Accountants
June 24, 2021

North Louisiana Criminalistics Laboratory
Shreveport, Louisiana
Summary Schedule of Prior Year Audit Findings
Schedule For Louisiana Legislative Auditor
December 31, 2020

There was one finding for the prior year audit for the year ended December 31, 2019.

2019-001 - Budget

Finding: The Commission did not appropriately amend its budget in accordance with the Local Government Budget Act. Total revenues were less than budgeted amounts by more than five percent for the year ended December 31, 2019.

Recommendation: We recommend that the Commission implement procedures for ensuring that all provisions of the Local Government Budget Act are complied with in the future.

Current Status: No finding in current year audit for the year ended December 31, 2020.

Summary Schedule of Current Year Audit Findings
Schedule For Louisiana Legislative Auditor
December 31, 2020

There are no findings for the current year audit for the year ended December 31, 2020.