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**DISTRICT ATTORNEY OF THE  
FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA**

**Caddo Parish  
December 31, 1999**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-26-00

**DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA**

Caddo Parish  
December 31, 1999

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**DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT**  
**Caddo Parish, Louisiana**

Exhibit A

**Combined Balance Sheet**  
**All Fund Types and Account Groups**  
**December, 31 1999**  
**with comparative totals for December 31, 1998**

	General Fund (District Attorney's Expenses)	Special Revenue Funds		Agency Funds		Account Groups General Fixed Assets	Totals (Memorandum Only)	
		Title IV-D	Hot Check	Drug Asset Forfeiture	Escrow		1999	1998
<b>Assets</b>								
Cash	\$ 424,269	\$ 91,718	\$ 225,891	\$ 92,534	\$ 738	\$ -	\$ 835,150	\$ 556,270
Certificates of Deposit	325,000	180,000	300,000	-	-	-	805,000	1,205,000
Investments	483,211	102,355	127,944	-	-	-	713,510	-
Receivables								
Pre-Trial Receivables	50	-	-	-	-	-	50	6,101
Fines - Forfeitures	32,856	-	-	-	-	-	32,856	115,583
Court Costs	12,257	-	-	-	-	-	12,257	10,658
Due from State of Louisiana								
IV D Reimbursement	-	152,882	-	-	-	-	152,882	89,108
Other Grants	21,360	-	-	-	-	-	21,360	45,257
Other Funds	14,759	-	-	-	-	-	14,759	3,450
Other	24,818	375	90	-	-	-	25,283	7,490
Siezed Property	-	-	-	66,752	-	-	66,752	77,072
Property and Equipment	-	-	-	-	-	495,634	495,634	410,317
<b>Total Assets</b>	<b>\$ 1,338,580</b>	<b>\$ 527,330</b>	<b>\$ 653,925</b>	<b>\$ 159,286</b>	<b>\$ 738</b>	<b>\$ 495,634</b>	<b>\$ 3,175,493</b>	<b>\$ 2,526,306</b>
<b>Liabilities and Fund Balances</b>								
<b>Liabilities</b>								
Payables	\$ 300,113	\$ 9,517	\$ 5,303	\$ 159,286	\$ 738	\$ -	\$ 474,957	\$ 455,481
Accrued Expenses	308,883	60,045	-	-	-	-	368,928	223,778
Due to Related Parties	-	-	-	-	-	-	-	37,165
<b>Total Liabilities</b>	<b>608,996</b>	<b>69,562</b>	<b>5,303</b>	<b>159,286</b>	<b>738</b>	<b>-</b>	<b>843,885</b>	<b>716,424</b>
<b>Fund Balances</b>								
Investment in General Fixed Assets	-	-	-	-	-	495,634	495,634	410,317
Unreserved and Undesignated	729,584	457,768	648,622	-	-	-	1,835,974	1,399,565
<b>Total Fund   Balances</b>	<b>729,584</b>	<b>457,768</b>	<b>648,622</b>	<b>-</b>	<b>-</b>	<b>495,634</b>	<b>2,331,608</b>	<b>1,809,882</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 1,338,580</b>	<b>\$ 527,330</b>	<b>\$ 653,925</b>	<b>\$ 159,286</b>	<b>\$ 738</b>	<b>\$ 495,634</b>	<b>\$ 3,175,493</b>	<b>\$ 2,526,306</b>

The accompanying notes are an integral part of this statement

**DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT**  
Caddo Parish, Louisiana

**Exhibit B**

**Combined Statement of Revenues, Expenditures and Changes in Fund Balances**  
**for the Year ended December 31, 1999**  
**with comparative totals for the Year Ended December 31, 1998**

	General Fund (District Attorney's Expenses)		Special Revenue Funds		Totals (Memorandum Only)	
			Title IV-D	Hot Check	1999	1998
<b>Revenue</b>						
Federal Financial Assistance	\$ 162,062	\$ 632,527	\$ -	\$ 794,589	\$ 768,513	
Fines, Fees & Bonds Forfeiture	281,703	-	-	281,703	272,124	
Court Cost Fees	140,057	-	-	140,057	65,469	
Interest Income	51,622	15,985	26,636	94,243	48,911	
Intake Fees	-	735	-	735	93,159	
Drug Asset Forfeiture	82,976	-	-	82,976	30,327	
Collection Fees	96,108	475	268,662	365,245	241,423	
Parish Financial Assistance	2,471,548	-	-	2,471,548		
Other	67,986	-	-	67,986	55,207	
<b>Total Revenue</b>	<u>3,354,062</u>	<u>649,722</u>	<u>295,298</u>	<u>4,299,082</u>	<u>1,575,133</u>	
<b>Expenditures</b>						
Salaries	1,993,239	395,136	-	2,388,375	480,065	
Benefits	400,700	69,996	-	470,696	121,658	
Telephone and Communication	57,732	3,865	-	61,597	14,591	
Travel	55,348	8,464	-	63,812	45,677	
Office supplies	-	5,654	43,670	49,324	62,716	
Office Equipment	77,129	12,766	-	89,895	80,288	
Copiers and Copier Supplies	-	3,842	32,628	36,470	36,446	
Equipment Maintenance	73,294	5,802	-	79,096	3,300	
Other	3,773	2,343	-	6,116	55,599	
Auto & Parking Allowance	57,378	5,180	-	62,558	59,992	
Reimbursement to Parish/Contingency	200,000	-	-	200,000	4,148	
Auto Maintenance	-	1,061	10,226	11,287	4,328	
Dues and Assessments	47,586	825	-	48,411	41,128	
Professional	106,214	12,150	-	118,364	112,009	
Insurance	411	-	-	411	-	
Computer System - Parish	36,840	5,112	-	41,952	54,845	
Rent	33,730	34,391	-	68,121	60,140	
Publications	-	165	20,787	20,952	29,796	
Vehicle purchase	21,299	-	-	21,299	16,981	
Postage	-	1,975	21,962	23,937	22,778	
<b>Total Expenditures</b>	<u>3,164,673</u>	<u>568,727</u>	<u>129,273</u>	<u>3,862,673</u>	<u>1,306,485</u>	
<b>Excess of Revenue Over Expenditures</b>	189,389	80,995	166,025	436,409	268,648	
<b>Other Financing Sources(Uses)</b>						
Operating Transfers In(Out)	42,777	(32,757)	(10,020)	-	-	
<b>Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses</b>	232,166	48,238	156,005	436,409	268,648	
<b>Beginning Fund Balance</b>	<u>497,418</u>	<u>409,530</u>	<u>492,617</u>	<u>1,399,565</u>	<u>1,130,917</u>	
<b>Ending Fund Balance</b>	<u>\$ 729,584</u>	<u>\$ 457,768</u>	<u>\$ 648,622</u>	<u>\$ 1,835,974</u>	<u>\$ 1,399,565</u>	

The accompanying notes are an integral part of this statement.

# DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT

Caddo Parish, Louisiana

## Combined Statement of Revenues, Expenditures and Changes in Fund Balances Budget (GAAP Basis) and Actual All Governmental Fund Types for the Year ended December 31, 1999

Exhibit C

	General Fund			Special Revenue Funds			Totals		
	(District Attorney's Expenses)			Title IV-D			(Memorandum Only)		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
Revenue	\$ 172,554	\$ 162,062	\$ (10,492)	\$ 633,074	\$ 632,527	\$ (547)	\$ -	\$ -	\$ -
Federal Financial Assistance	272,500	281,703	9,203	-	-	-	-	-	-
Fines & Bonds Forfeiture	67,500	140,057	72,557	-	-	-	-	-	-
Court Cost Fees	24,750	51,622	26,872	10,308	15,985	5,677	16,775	26,636	9,861
Interest Income	-	-	-	2,750	735	(2,015)	-	-	-
Intake Fees	35,300	82,976	47,676	-	-	-	-	-	-
Drug Asset Forfeiture	82,590	96,108	13,518	-	475	475	249,782	268,662	18,880
Collection Fees	2,546,769	2,471,548	(75,221)	-	-	-	-	-	-
Parish Financial Assistance	6,236	67,986	61,750	-	-	-	-	-	-
Other	3,208,199	3,354,062	145,863	646,132	649,722	3,590	266,557	295,298	28,741
<b>Total Revenue</b>	<b>1,788,179</b>	<b>1,993,239</b>	<b>(205,060)</b>	<b>418,941</b>	<b>395,136</b>	<b>23,805</b>	<b>-</b>	<b>-</b>	<b>(181,255)</b>
Expenditures	352,694	400,700	(48,006)	47,281	69,996	(22,715)	-	-	(70,721)
Salary	52,365	57,732	(5,367)	2,250	3,865	(1,615)	-	-	(6,982)
Benefits	46,750	55,348	(8,598)	4,900	8,464	(3,564)	-	-	(12,162)
Telephone and Communication	95,000	77,129	17,871	8,629	5,654	2,975	57,468	43,670	13,798
Travel	15,520	73,294	(57,774)	10,550	12,766	(2,216)	32,871	32,628	243
Office Supplies	77,611	3,773	73,838	8,875	3,842	5,033	-	-	(56,669)
Office Equipment	60,750	57,378	3,372	6,907	5,802	1,105	-	-	76,745
Copiers and Copier Supplies	40,550	47,586	(7,036)	5,250	2,343	2,907	-	-	4,292
Equipment Maintenance	101,000	106,214	(5,214)	6,100	5,180	920	-	-	62,558
Other	25,250	411	24,839	1,465	825	640	-	-	48,411
Auto Allow - Parking	89,000	36,840	52,160	8,700	12,150	(3,450)	-	-	15,655
Dues	34,000	33,730	270	3,800	3,800	-	-	-	5,276
Dues	34,000	21,299	12,701	3,800	3,800	-	6,246	10,226	36,470
Professional Insurance	250,000	200,000	50,000	1,500	1,061	439	-	-	79,096
Auto Maintenance	3,062,669	3,164,673	(102,004)	4,300	1,975	2,325	146,430	129,273	(17,351)
Computer System - Parish	145,530	189,389	43,859	50,000	568,727	67,496	-	-	6,116
Rent	-	-	-	2,275	165	2,110	-	-	62,558
Publications	-	21,299	21,299	2,275	165	2,110	-	-	48,411
Vehicle Purchase	-	-	-	4,300	1,975	2,325	-	-	118,364
Postage	-	-	-	4,300	1,975	2,325	-	-	29,050
Reimbursement to Parish/Contingency	-	-	-	50,000	568,727	67,496	-	-	7,746
<b>Total Expenditures</b>	<b>3,062,669</b>	<b>3,164,673</b>	<b>(102,004)</b>	<b>636,223</b>	<b>568,727</b>	<b>67,496</b>	<b>146,430</b>	<b>129,273</b>	<b>3,862,673</b>
Excess (Deficiency) of Revenue Over Expenditures	145,530	189,389	43,859	9,909	80,995	71,086	120,127	166,025	45,898
Other Financing Sources(Uses) Operating Transfers In(Out)	-	42,777	42,777	-	(32,757)	(32,757)	-	(10,020)	(10,020)
Excess of Revenues and Other Financing Sources(Uses) Over(Under) Expenditures and Other Financing Uses	145,530	232,166	86,636	9,909	48,238	38,329	120,127	156,005	35,878
Beginning Fund Balance	-	497,418	497,418	-	409,530	409,530	-	492,617	1,399,565
Ending Fund Balance	-	729,584	729,584	-	457,768	457,768	-	648,622	1,835,974

The accompanying notes are an integral part of this statement

**DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT**  
**STATE OF LOUISIANA**  
Caddo Parish

Notes to the Combined Financial Statements  
as of and for the Year Ended December 31, 1999

**Introduction**

The Louisiana Constitution of 1974, Article V, Section 14 created the judicial districts of the State, among them the First Judicial District. Article V, Section 26 created the Office of the District Attorney for each of the Judicial Districts, and sets forth the duties of the office. Louisiana R. S. 16:1 establishes a district attorney for each of the Judicial District Attorney's offices. The First Judicial District Attorney exists and operates in accordance with the authorities cited.

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.

Caddo Parish comprises the First Judicial District, and the First Judicial District Attorney's office is located in Shreveport.

The First Judicial District Attorney's office employs a total of eighty-three (83) persons. Twenty-nine (29) of these employees are attorneys, including the district attorney himself. Thirteen (13) of these employees are investigators, and the other forty-one (41) are administrative and clerical personnel.

**Note 1      **Summary of Significant Accounting Policies****

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepted accounting principles for state and local governments.

**A. Basis of Presentation**

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

The schedule of expenditures of federal awards includes the federal grant activity of the district attorney and is presented on the accrual basis. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general-purpose statements.

**B. Reporting Entity**

As the governing authority of the parish, for reporting purposes, the Caddo Parish Commission is the financial reporting entity for Caddo Parish. The financial reporting entity consists of (a) the primary government, the parish commission, (b) organizations for which the primary government is financially accountable, and (c) other

organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Caddo Parish Commission for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

Because the parish commission has (a) a fiscal responsibility to the district attorney, and (b) the potential for the district attorney to provide specific financial benefits to or impose specific financial burdens on the parish commission, the district attorney was determined to be a component unit of the Caddo Parish Commission, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the parish commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

### **C. Fund Accounting**

The district attorney uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the district attorney are classified as governmental 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. Governmental funds of the district attorney include:

#### **General Fund (District Attorney's Expenses)**

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve percent (12%) of the fines collected and bonds forfeited be transmitted to the district attorney to defray the necessary expenses of his office. Louisiana Revised Statute 16:16, which became effective August 30, 1986, provides that a court cost of \$10.00 be collected to defray expenses of the district attorney, in addition to all other fines, costs or forfeitures lawfully imposed. Louisiana Revised Statute 16:16.1, which became effective in 1997, provides that an additional court cost of \$10.00 be collected to defray expenses of the district attorney, in addition to all other fines, costs or forfeitures lawfully imposed.

As of September 1, 1994, the Louisiana Revised Statute 15:571.11 provided that all judgments of bond forfeiture will be paid to the district attorney. The district attorney will distribute these funds, thirty percent (30%) of which the district attorney will receive, to be used in the general operating account.

As of June 22, 1993, the Louisiana Revised Statute 22:1065.1 provided that there shall be a premium on all commercial surety underwriters who write criminal bail bonds in the state of Louisiana. The District Attorney receives twenty-five percent of the amounts collected to be used in the General Operating account.

The District Attorney also receives funding to reimburse expenditures of various programs. These programs include the Victim Assistance, Court Delay Reduction (Juvenile Investigator), and Pre-Trial Intervention. Funding for these programs is made on a reimbursement basis for expenditures incurred in the performance of these programs.

Also included are United States Department of Agriculture reimbursements of no less than seventy-five percent of the cost of State's food stamp fraud prosecution. This program is funded through the Louisiana Department of Social Services, Office of Eligibility Determinations under Section 16(a) and 16(c) of the Food Stamp Act of 1977.

Pursuant to Louisiana R. S. 23:1714, as amended by Act 442 of the 1989 regular session, the Louisiana Department of Employment and Training shall assess a penalty on amounts of overpaid unemployment insurance accounts where legal collection efforts are pursued. Effective January 1, 1990, this agency shall assess a penalty on the total overpayment debt that is not repaid to the agency at the time legal action to recover the overpayment commences. The Louisiana Department of Employment and Training shall pay the prosecuting authority ten percent (10%) of the money they recover. Should the prosecutor collect the entire amount, an additional five percent (5%) will be remitted. Payments received from this program are included in this fund.

#### **Title IV-D Fund - Special Revenue Fund**

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

#### **Hot Check Fund - Special Revenue Fund**

The Special Revenue Fund - Hot Check Fund consists of fees collected in accordance with Louisiana Revised Statute 16:15, which provides for a specific fee whenever the district attorney's office collects and processes a worthless check. Expenditures from this fund are at the sole discretion of the district attorney and may be used to defray the salaries and the expenses of the office of the district attorney, but may not be used to supplement the salary of the district attorney.

#### **Drug Asset Forfeiture - Agency Fund**

Louisiana Revised Statute Title 40 Chapter 26 "Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989" was implemented January 1, 1990. The Drug Asset Forfeiture Fund was established for the allocation and disposition of property obtained under the provisions of the above chapter. The district attorney may (1) retain property for official use or transfer the custody to any local, state or federal agency; (2) destroy or use for investigative purposes, any illegal or controlled substances or other contraband, upon the written approval of the district attorney after not less than twenty days after seizure; and (3) authorize a public sale without appraisal of that which is not required by law to be destroyed and which is not harmful to the public.

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

- 60% to law enforcement agency(s) making the seizure,
- 20% to the criminal court fund,
- 20% to district attorney's twelve percent fund



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

Agency funds have no equity, assets are equal to liabilities, and do not include revenues and expenditures for general operations.

#### **Court Escrow and Victim Restitution- Agency Funds**

The district attorney holds other funds in escrow for the Court. These funds arise from forfeitures and fines under appeal, restitution payments to victims, and other similar situations. None of these funds have drug related origins, and thus are not a part of the drug asset forfeiture fund. The district attorney maintains these funds in escrow until the courts provide orders for their disposition or otherwise directed for victim restitution.

#### **D. Fixed Assets and Long-Term Liabilities**

Those fixed assets purchased with reimbursed funds from the Title IV-D program vest with the state upon acquisition. Prior to 1994, all fixed assets purchased by the district attorney's office are owned by the Caddo Parish Commission. Beginning in 1994, assets purchased with special funds available to the District Attorney are separately accounted for as owned by the District Attorney. These assets, however, are also included in the General Fixed Assets Group of the Caddo Parish Commission. Purchased fixed assets are stated at historical cost. Donated fixed assets, if any, will be valued at fair market value at the date of donation. Fixed assets are recorded in the General Fixed Asset Group and are not depreciated.

The account group is not a "fund." It is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

There are no long-term liabilities at December 31, 1999.

#### **E. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental and agency funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by both governmental and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. These funds use the following practices in recording revenues and expenditures:

##### **Revenues**

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

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

### **Expenditures**

Expenditures are generally recorded and reported when the related fund liability is both incurred and measurable. Salaries and related payroll costs are recorded as they are incurred. Rent, telephone costs, and other expenses are recorded as they become due or incurred and are measurable.

### **Other Financing Sources (Uses)**

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses). These transactions are recorded as they occur.

### **F. Budgetary Practices**

The district attorney utilizes the following budgetary practices:

The budgetary process begins with the administrator estimating the revenues expected to be received during the fiscal year. These revenue estimates are then used by the district attorney and administrator to set budgetary guidelines in preparing appropriations. Proposed budgets are then prepared for publication and eventual adoption.

The proposed budgets for the calendar year 1999 were published in The Caddo Citizen on November 26, and December 3, 1998. The proposed budgets were available for inspection by the public during normal business hours on December 9, 1998 when a public hearing was held. At the conclusion of the public hearing, the proposed budget was adopted. On December 17, 1998, the District Attorney's Certificate of Compliance and implementation of the budget was published in The Caddo Citizen.

Once the budgets are approved, they can only be amended by the District Attorney. The District Attorney's Administrator is authorized to make minor changes within line items. All budget appropriations lapse at year-end. The budgets are prepared and presented on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles (GAAP). The expenses of the District Attorney's office paid directly by the State of Louisiana are not included in the budgets. Expenses of the District Attorney's office paid directly by the Caddo Parish Commission are also excluded from the budgets except for those amounts reimbursed to the Commission under the Title IV-D program and other reimbursed programs and a reimbursement amount that is not specific as to purpose. The District Attorney does include and budget those funds received from the Caddo Parish Commission used to manage the District Attorney's Office, notably personnel costs.

The entire budgetary process is governed by, and conforms to, Louisiana R. S. 39:1308.

### **G. Encumbrances**

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

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

### **H. Cash, Savings and Certificates of Deposit**

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district attorney may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the district attorney may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

**I. Vacation and Sick Leave**

The district attorney has a formal policy relating to vacation and sick leave. All employees appointed to full-time positions may earn from 12.5 to 20 days of annual leave and from 13 to 24.38 days of sick leave per year depending on length of service. Members of the Parochial Retirement System may accrue un-used amounts of vacation and sick leave for the purpose of using it in their retirement calculation. The District Attorney Retirement System does not allow un-used vacation or sick leave to be used as service time and therefore attorneys are paid for a limited portion of this time at their time of departure, dependant upon length of service.

**J. Fund Equity**

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

**K. Total Columns on Statements - (Memorandum Only)**

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations, in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**L. Risks and Uncertainties**

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

**Note 2 Cash and Certificates of Deposits**

At December 31, 1999, the District Attorney had cash accounts (book balances) as follows:

Interest bearing demand deposits (cash)	\$ <u>835,150</u>
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At December 31, 1999, the District Attorney had certificates of deposit (book balances) as follows:

Time deposits with maturities of more than ninety days from original date	\$ <u>805,000</u>
---	-------------------

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. These 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. At December 31, 1999, the district attorney had \$1,543,596 in deposits (collected bank balances). These deposits were secured from risk by \$100,000 of federal deposit insurance and \$2,650,915 of pledged securities held by the custodial banks in the name of the fiscal agent banks (GASB Category 3).

**Note 3 Investments**

In 1999 the District attorney invested in the Louisiana Asset Management Pool ("LAMP"), a public investment pool for Louisiana governmental units, administered by LAMP, Inc., a non-profit corporation. Investments in LAMP are stated at cost, which approximates market value and may be liquidated as needed. LAMP investments are backed by investments in federally backed securities, U. S. Treasury Bills, and corporate repurchase agreements. The

investment pool has continued to earn the highest Standard and Poor's AAAM rating. Investment balances as of December 31, 1999 total \$713,510. LAMP paid \$13,510 in interest income, which was reinvested, into the investment pools.

#### **Note 4 Pension Plans**

##### **Louisiana District Attorneys Retirement System**

*Plan Description.* The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Assistant district attorneys who earn, as a minimum, the amount paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all district attorneys are required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 23 or more years of creditable service regardless of age may retire with a three percent (3%) benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a three percent (3%) benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with a three percent (3%) benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to three percent (3%) of the member's average final compensation multiplied by the number of years of his membership service, not to exceed one hundred percent (100%) of his average final compensation.

For members who joined the System after July 1, 1990, or who elected to be covered by the new provisions the following applies: Members are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to three and one-half percent (3.5%) of the member's final-average compensation multiplied by years of membership service. A member is eligible for early retirement if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced three percent (3%) for each year the member retires in advance of normal retirement age. Benefits may not exceed one hundred percent (100%) of average final compensation. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana District Attorneys Retirement System, 2109 Decatur Street, New Orleans, Louisiana 70116-2091, or by calling (504) 947-5551.

*Funding Policy.* Plan members are required by state statute to contribute 7.0% and 7.75% for the plan years ending June 30, 1999 and 1998, respectively, of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. Contributions to the System also include 0.2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the district attorney are established and may be amended by state statute, as provided by Louisiana Revised Statute 11:103. The employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The district attorney's contributions to the System for the year ending December 31, 1999 was \$-0-, the actuarially determined percentage was 0%.

The following provides certain disclosures for the district attorney and the retirement system that are required by GASB Codification Section P20:

**Year Ended December 31, 1999**

District Attorney

Total current-year payroll (including supplemental)	\$ 3,039,169
Total current-year covered payroll	\$ <u>769,831</u>

	Required by Statute		Actual		Actuarially Required	
	Per Cent	Amount	Per Cent	Amount	Per Cent	Amount
Contributions						
Employees	7.00%	\$ 53,888	7.18%	\$ 55,284	7.00%	\$ 53,888
Employers	0.00%	-	0.00%	-	0.00%	-
Total		\$ <u>53,888</u>		\$ <u>55,284</u>		\$ <u>53,888</u>

Percent of employer's actuarially required contribution to all participating employers 0.00%

**Year Ended June 30, 1999**

Retirement System

Net Assets	\$ 128,873,958
Pension Benefit Obligation	( 99,364,769)
Assets in Excess of Pension Benefit Obligation	\$ <u>29,509,189</u>

The pension benefit obligation is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among System and employers. The System does not make separate measurements of assets and pension benefit obligations for individual employers.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's June 30, 1999, comprehensive annual financial report. The District Attorney of the First Judicial District does not guarantee the benefits granted by the System.

**Parochial Employees' Retirement System of Louisiana**

The Caddo Commission provides retirement, death, and disability benefits to the District Attorney's non-attorney employees through a pension plan administered by another governmental entity. The plan is the Parochial Employees' Retirement System of Louisiana (Parochial Plan). Substantially all Commission employees are members of this cost-sharing multiple-employer public employee retirement system (PERS). All permanent parish employees who work at least 28 hours per week and are under 60 years of age are required to become members of the plan on the date of employment. Benefit provisions are established in accordance with Louisiana State Statute.

Employees are eligible for retirement if the employee has: (a) 30 years of service, regardless of age, (b) 25 years of service and is at least age 55, or (c) 10 years of service and is at least age 60. The monthly retirement allowance is equal to three percent (3%) of the employee's final compensation multiplied by years of service. Benefits cannot exceed one hundred percent (100%) of the employee's final compensation. Employees become vested in the system after 10 years of service. Benefit provisions are established by Louisiana State Statute.

Upon the death of any Parochial Plan member in active service with five or more years of service and not eligible for retirement, survivor benefits paid are equal to sixty percent (60%) of final compensation for a surviving unmarried spouse with minor children. The benefits will continue as long as the spouse lives and is unmarried or until there are no minor children. For a surviving unmarried spouse with no minor children, the benefits are forty percent (40%) of final compensation upon attainment of age 60 by the spouse, or upon becoming disabled and are payable as long as the spouse lives and is unmarried. For minor children with no parents, the benefits are thirty percent (30%) of final compensation for each child not to exceed sixty percent (60%) in total. For Parochial Plan members who are eligible for retirement, the surviving spouse is eligible for normal retirement benefits.

If a member with at least 5 years of service becomes disabled, he is eligible to receive benefits of three percent (3%) of the member's final compensation multiplied by his years of service. However, the number of years will be considered to be at least 15, or the number of actual years plus additional years to age 60, whichever is less. Benefits cannot exceed one hundred percent (100%) of final compensation.

Covered employees are required to contribute nine and one-half percent (9.5%) of their salary to the Parochial Plan. The Commission is required to contribute seven and three-fourths percent (7.75%) of covered employees' salaries. The employer and employee contribution obligations are established by Louisiana State Statute.

The following provides certain disclosures for the District Attorney and the Parochial Retirement System that are required by GASB Codification Section P20.

District Attorney

Contribution rate – employees	9.50%
Total current-year payroll	\$ 3,039,169
Total current-year covered payroll	\$ <u>1,499,339</u>

The following information has been obtained for the Parochial Plan from the latest actuarial information of the Parochial Plan which was December 31, 1998, except for the individual employer (the District Attorney) contribution information, which is an estimate based on the District Attorney's payroll as a percentage of total estimated payroll.

Actuarially determined employers' contribution for 1998 for all employers	\$ 19,298,121
Total estimated payroll	\$ <u>307,631,138</u>
Employer normal cost as of January 1, 1998	\$ 8,660,995
Amortization payment on unfunded accrued liability	\$ <u>7,445,224</u>
Estimated actuarially determined employer's contribution for the District Attorney	\$ 116,203
District Attorney's covered payroll	\$ 1,499,399
Percentage of District Attorney contribution requirement to total contribution requirement	0.01%
Employer contributions	\$ 111,025
Employee contributions	\$ 136,707
Percentage of employer contributions to total payroll	<u>4.25%</u>
Percentage of employee contributions to total payroll	<u>9.50%</u>

The pension benefit obligation of the Parochial Plan was computed as part of an actuarial valuation performed as of December 31, 1998. Significant actuarial assumptions used in the valuation include: (a) a rate of return on the investment of present and future assets of eight percent (8%), (b) projected salary increases of five and one-half percent (5.5%), composed of 2.25% merit and 3.25% inflation, (c) annuitant mortality rates of one hundred percent (100%) of 1971 Group Annuity Mortality Table, (d) disabled lives mortality of one hundred seventy-five percent (175%) of 1971 Group Annuity Mortality Table, and (e) all eligible employees will retire by the age of 65. At December 31, 1998, the date of the latest actuarial valuation, the Frozen Unfunded Pension Actuarial Accrued Liability of the Parochial Plan was \$126,853,240.

<b>Pension benefit obligation</b>	
Active Members	\$ 586,112,363
Terminated Members	15,076,957
Retirees and Beneficiaries	<u>357,854,923</u>
Total pension benefit obligation	959,044,243
Net assets available for benefits, at market value	<u>1,122,352,470</u>
Unfunded pension benefit obligation	\$ <u>-</u>

Ten-year historical trend information of the Parochial Plan is available in the separately issued retirement system report. The trend information provides information about progress made in accumulating sufficient assets to pay benefits when due.

The District Attorney of the First Judicial District does not guarantee the benefits granted by the above plans. The District Attorney does not provide any other post employment benefits.

**Note 5 Property and Equipment**

A summary of changes in general fixed assets is as follows:

	Balance December 31, 1998	Additions	Disposal	Balance December 31, 1999
Automobiles	\$ 109,262	\$ 21,299	\$ -	\$ 130,561
Office Equipment and Computers	301,055	64,018	-	365,073
Totals	<u>\$ 410,317</u>	<u>\$ 85,317</u>	<u>\$ -</u>	<u>\$ 495,634</u>

**Leases**

The District Attorney has operating leases of the following nature:

Description	Term of Lease(s)	Scheduled Monthly Payment	1999 Expense
Title IV-D Office Space	September 1, 1998 to August 31, 2001	\$ 2,866	\$ 34,391
Screening Section	November 1, 1998 to October 31, 2001	2,833	33,730
Total Office Space			<u>\$ 68,121</u>
Copiers (five leases)	January 1, 1996 through July 31, 2001	\$ 1,627	\$ 15,545

The lease for the Screening Section's office space was cancelled by the land-lord effective June 1, 2000. The minimum annual commitments under the remaining noncancelable operating leases for the following fiscal years are as follows:

	Office Space	Equipment	Total
2000	\$ 51,390	\$ 13,187	\$ 64,577
2001	28,660	1,316	29,976
2002	-	-	-
2003 and thereafter	-	-	-
Totals	<u>\$ 80,050</u>	<u>\$ 14,503</u>	<u>\$ 94,553</u>

**Note 6 Agency Funds**

A summary of the transactions in the District Attorney's agency funds for the year ended December 31, 1999 is as follows:

	Escrow Funds			
	Drug Asset Forfeiture	Court Escrow	Victim Restitution Escrow	Total
Beginning fund balance	\$ -	\$ -	\$ -	\$ -
Transfers in ( <i>cumulative</i> )	1,110,328	682	230,421	231,103
Interest earned	4,454	56	-	56
Distributions, <i>net of distributions payable of \$159,286 in 1999</i>	( 955,496)	-	-	-
Distributions Due to others	( 159,286)	( 738)	( 230,421)	( 230,421)
Ending fund balance	\$ -	\$ -	\$ -	\$ -

**Note 7 Related Party Transactions**

The Caddo Parish Commission funds the District Attorney's office in its General Fund Budget. This funding includes additional assistant district attorneys for special drug prosecution units, along with the related fringe benefit costs and other costs of housing, supplies and administration. The District Attorney reimbursed the Parish Commission for a portion of these expenses as follows:

From the District Attorney's general fund:	
For specific expenses and a general reimbursement to the Commission	\$ 462,703
From the District Attorney's Title IV-D fund:	
For specific expenses	64,130
From the District Attorney's Hot Check fund:	
For specific expenses	10,168
Total Reimbursements	\$ 537,001

The amounts reimbursed to the commission for specific expenses are shown as expenses of the respective District Attorney's funds in these financial statements. Included in payables at December 31, 1999 are the following amounts due to the Caddo Parish Commission: \$250,432 due from the General Fund, \$8,704 due from the Title IV-D Fund and \$792 due from the Hot Check Fund.

**Note 8 Litigation and Claims**

As of December 31, 1999, no suits were pending against attorneys in the office for alleged wrongful acts in the conduct of their duties as prosecutors.

**Note 9 Subsequent Events**

No material event affecting this office has occurred between the close of the fiscal period and issuance of these financial statements.

**Note 10 Expenditures of the District Attorney Not Included in the Financial Statements**

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the criminal court funds, the Parish Commission, or directly by the State. Those expenditures are summarized as follows:



The Caddo Parish Commission funds the District Attorney's office annually in its General Fund Budget. The District Attorney agrees to reimburse the Commission varying amounts each year based on the requirements of the office and funding level authorized by the Commission. The reimbursements are budgeted for and made from the accounts reported on in this report.

The District Attorney and twenty-three (23) assistants receive a portion of their salaries from the State Division of Administration. The parish subsidizes the balance of the attorneys' salaries in the annual parish budget.

The Criminal Court Fund is controlled and expended jointly between the District Attorney and the First Judicial Court. The District Attorney normally expends funds for transcripts, witness fees and expert witness fees; the balance is utilized by the First Judicial Court.

#### **Note 11 Federal Financial Assistance Program**

The District Attorney participates in the United States Department of Health and Human Services Support Enforcement, Title IV-D Program, Catalog of Federal Domestic Assistance Number 93.563. This program is funded by indirect assistance payments in the form of reimbursements for related expenditures, received from the Louisiana Department of Social Services. For the year ended December 31, 1999 the District Attorney for the First Judicial District expended \$561,277 in reimbursement payments.

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

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

## **Additional Information**

# DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT

Caddo Parish, Louisiana

Schedule 1

## Schedule of Expenditures of Federal Awards for the Year Ended December 31, 1999

Federal Grantor/ Pass-Through Grantor Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Period	Cash Received	Accrual December 31, 1998	Accrual December 31, 1999	Accrual Basis Grant Revenue	Expenditures
<b>Department of Health and Human Services</b>								
<b>Major Program:</b>								
Louisiana Department								
of Social Services								
Title IV D, Child Support Enforcement	93.563	N/A	07/01/99 - 06/30/00	\$ 145,744	-	\$ 152,882	\$ 298,626	\$ 268,505
Title IV D, Child Support Enforcement	93.563	N/A	07/01/98 - 06/30/99	423,010	89,108	-	333,901	300,222
Total Major Program				<u>568,754</u>	<u>89,108</u>	<u>152,882</u>	<u>632,527</u>	<u>568,727</u>
<b>Department of Justice</b>								
Louisiana Commission on Law Enforcement and								
Administration of Criminal Justice								
Pre-Trial Diversion Unit								
	16.579	B99-1-002	01/01/99 - 06/30/99	25,074	-	-	25,074	25,074
Victim of Crime Act: Assistance Program	16.575	C99-1-007	10/01/99 - 09/30/00	5,102	-	2,551	7,653	7,653
Victim of Crime Act: Assistance Program	16.575	98-C1-V.4-0347	10/01/98 - 09/30/99	32,523	8,130	-	24,393	24,393
Court Delay Reduction Program	16.579	B00-1-004	10/01/99 - 09/30/00	-	-	9,161	9,161	9,161
Court Delay Reduction Program	16.579	B99-1-001	10/01/98 - 09/30/99	29,225	7,306	-	21,919	21,919
Court Delay Reduction Program	16.579	97-B1-B.10-0083	10/01/97 - 09/30/98	4,875	4,875	-	-	-
Combo Prosecution	16.588	M98-1-004	12/01/99 - 11/30/00	-	-	5,550	5,550	5,550
Combo Prosecution	16.588	97-M1-M.02-0442	03/01/99 - 11/30/99	60,000	-	-	60,000	60,000
Combo Prosecution	16.588	96-M1-M.02-0449	12/01/97 - 02/28/99	21,219	15,993	3,086	8,312	8,312
Total Federal Financial Assistance				<u>\$ 746,772</u>	<u>\$ 125,412</u>	<u>\$ 173,230</u>	<u>\$ 794,589</u>	<u>\$ 730,789</u>

See Accompanying Notes to Financial Statements

**ROBERTS, CHERRY & COMPANY**  
*Certified Public Accountants, Consultants*

**Independent Auditor's Report**

HONORABLE PAUL J. CARMOUCHE  
DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA  
Caddo Parish

We have audited the accompanying general purpose financial statements of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana, as of and for the year ended December 31, 1999, as listed in the Table of Contents. These general purpose financial statements are the responsibility of the District Attorney of the First Judicial District, State of Louisiana's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards, and OMB Circular A-133, require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above include only the financial activities of the District Attorney of the First Judicial District, State of Louisiana. Financial activities of other component units that form the reporting entity are not included. As discussed in Note 1, the general purpose financial statements of the District Attorney of the First Judicial District, State of Louisiana, are intended to present the financial position and results of operations and changes in fund balances of only those funds which are controlled by the District Attorney of the First Judicial District, State of Louisiana.

The District Attorney of the First Judicial District, State of Louisiana has not presented the disclosures required by Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, as amended by Governmental Accounting Standards Board Technical Bulletin 99-1, that the Governmental Accounting Standards Board has determined are necessary to supplement, although not be a part of, the basic financial statements. In addition, we do not provide assurance that of the District Attorney of the First Judicial District, State of Louisiana is or will become year 2000 compliant, that of the District Attorney of the First Judicial District, State of Louisiana year 2000 remediation efforts will be successful in whole or in part, or that parties with which of the District Attorney of the First Judicial District, State of Louisiana does business are or will become year 2000 compliant.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana, as of December 31, 1999, and the results of its operations and changes in fund balances for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2000 on our consideration of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general purpose financial statements of First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

ROBERTS, CHERRY AND COMPANY

ROBERTS, CHERRY AND COMPANY

A Corporation of  
Certified Public Accountants  
Shreveport, Louisiana  
April 24, 2000

**ROBERTS, CHERRY & COMPANY**  
*Certified Public Accountants, Consultants*

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

HONORABLE PAUL J. CARMOUCHE  
DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA  
Caddo Parish

We have audited the general purpose financial statements of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana, as of and for the year ended December 31, 1999, and have issued our report thereon dated April 24, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District Attorney of the internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information of management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

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ROBERTS, CHERRY AND COMPANY

A Corporation of  
Certified Public Accountants  
Shreveport, Louisiana  
April 24, 2000

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO  
EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER  
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

HONORABLE PAUL J. CARMOUCHE  
DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA  
Caddo Parish

**Compliance**

We have audited the compliance of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana ("District Attorney") with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 1999. The District Attorney's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of District Attorney's management. Our responsibility is to express an opinion on the District Attorney's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District Attorney's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District Attorney's compliance with those requirements.

In our opinion, the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 1999.

**Internal Control Over Compliance**

The management of the District Attorney is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the District Attorney's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information of management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*ROBERTS, CHERRY AND COMPANY*  
ROBERTS, CHERRY AND COMPANY

A Corporation of  
Certified Public Accountants  
Shreveport, Louisiana  
April 24, 2000



**DISTRICT ATTORNEY OF THE  
FIRST JUDICIAL DISTRICT  
STATE OF LOUISIANA  
Caddo Parish**

**Schedule of Findings and Questioned Costs  
December 31, 1999**

**PRIOR YEAR FINDINGS**

None

**CURRENT YEAR FINDINGS**

None

**Summary of Auditor's Results**

- We have issued an unqualified opinion on the financial statements of the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana as of and for the year ended December 31, 1999.
- We have issued an unqualified opinion on the District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana's compliance with major federal award programs as of and for the year ended December 31, 1999.
- Our audit procedures did not disclose any instances of material noncompliance in major programs,
- Our audit procedures did not disclose any instances of questioned costs,
- The major federal program is Child Support Enforcement Title IV-D, CFDA 93.563, which was passed through to the Organization from the State of Louisiana Department of Social Services.
- The dollar threshold used to identify Type A programs is \$300,000,
- District Attorney of the First Judicial District, State of Louisiana, a component unit of the Caddo Parish Commission, State of Louisiana qualifies as a low-risk auditee based on the criteria cited in OMB Circular A-133, §\_\_\_.530