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**FOURTH JUDICIAL DISTRICT JERGENCY
DEFENSE BOARD
Parishes of Morehouse
and Ouachita, Louisiana**

**General Purpose Financial Statements
As of and for the Five Years Ended
December 31, 2000**

Under provisions of state law, this report is a public document. A copy of this report has been submitted to the public and is available upon request. This report is available on-line through the Louisiana House of Representatives website. An additional volume, appropriate, in the nature of the pamphlets of cost.

Release Date: 8-15-01

LITTLE & BANKS LLC
CERTIFIED PUBLIC ACCOUNTANTS

FOURTH JUDICIAL DISTRICT INSURGENT
DEFENDER BOARD
Parishes of Morehouse and Ouachita, Louisiana

General Purpose Financial Statements
As of and for the Two Years Ended
December 31, 2000

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LITTLE & BANKS LLP
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' Report

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**FOURTH JUDICIAL DISTRICT
INGENUOUS DEFENDER BOARD**
Parishes of Ouachita and Morehouse, Louisiana

We have audited the general purpose financial statements of the Fourth Judicial District Ingenuos Defender Board, a component unit of the Ouachita Parish Police Jury, as of December 31, 2000, and for each of the years in the two year period then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Fourth Judicial District Ingenuos Defender Board'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 Government Auditing Standards, issued by the Comptroller General of the United States. These standards 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 statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Fourth Judicial District Ingenuos Defender Board as of December 31, 2000, and the results of its operations for each of the years in the two year period then ended in conformity with generally accepted accounting principles.

FIFTH JUDICIAL DISTRICT
INDEPENDENT DEFENDER BOARD
Parishes of Ouachita and Morehouse, Louisiana
Independent Auditor's Report,
December 31, 2000

In accordance with Government Auditing Standards, we have also issued a report dated June 15, 2001, on the Fifth Judicial District Independent Defender Board's compliance with laws, regulations, and contracts, and our consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Monroe, Louisiana
June 15, 2001

A handwritten signature in black ink, appearing to read "Peter J. ...".

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
 Parish of Morehouse and Ouachita, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet
 December 31, 2000

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FUND ASSISTS	TOTAL COMBINATION
			<u>000.00</u>
ASSETS			
Cash	\$234,732		\$234,732
Receivables:			
Court costs on fines and forfeitures	65,073		65,073
Criminal bond fines and forfeitures	1,362		1,362
District Assistance Fund	3,000		3,000
Land, building, furniture and equipment		<u>\$295,989</u>	<u>\$95,989</u>
TOTAL ASSETS	<u>\$534,167</u>	<u>\$295,989</u>	<u>\$830,156</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Salaries payable	\$86,004		\$86,004
Accounts payable	2,107		2,107
Payroll withholdings payable	2,853		2,853
Total Liabilities	<u>\$90,964</u>	<u>NONE</u>	<u>\$90,964</u>
Fund Equity:			
Investment in general fixed assets		\$295,989	\$95,989
Fund balance - unreserved - undesignated	<u>\$443,203</u>		<u>\$734,167</u>
Total Fund Equity	<u>\$443,203</u>	<u>\$295,989</u>	<u>\$739,192</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$534,167</u>	<u>\$295,989</u>	<u>\$830,156</u>

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Parishes of Ouachita and Monibaca, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended December 31, 2008**

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Court costs on fines and forfeitures	\$449,000	\$407,632	\$41,368
Criminal bail bond fees and forfeitures	105,000	105,565	565
Fees from indigents	25,000	13,894	(11,106)
District Assistance Fund	5,000	6,500	1,500
Use of money and property - interest earnings	4,750	2,960	(1,790)
Other revenue		3,600	3,600
Total revenues	<u>\$614,750</u>	<u>1,040,151</u>	<u>\$425,401</u>
EXPENDITURES			
General government - judicial:			
Current:			
Personal services and related benefits	180,019	181,742	(1,723)
Operating services	1,082,450	944,138	138,312
Materials and supplies	4,330	2,551	1,779
Travel	5,500	9,385	(3,885)
Capital outlay	3,000		3,000
Total expenditures	<u>1,275,319</u>	<u>1,137,816</u>	<u>137,503</u>
EXCESS (Deficiency) OF REVENUES OVER	(260,579)	(97,665)	162,914
FUND BALANCE AT BEGINNING OF YEAR	308,968	308,968	
FUND BALANCE AT END OF YEAR	\$48,389	\$213,303	\$164,914

The accompanying notes are an integral part of this statement.

JUDICIAL DISTRICT
INDIGENT DEFENSE BOARD
 Parishes of Ouachita and Morehouse, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
 Changes in Fund Balance - Budget
 (GAAP Basis) and Actual
 For the Year Ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Court costs on fines and forfeitures	\$800,000	\$863,743	\$63,743
Criminal bail bond fees and forfeitures	100,000	100,664	664
Fees from indigents	40,000	18,798	(21,202)
District Assistance Fund	55,000	55,000	
Use of money and property - interest earnings	20,000	20,072	72
Total revenues	<u>1,015,000</u>	<u>1,058,277</u>	<u>43,277</u>
EXPENDITURES			
General government - judicial:			
Current:			
Personal services and related benefits	178,250	182,598	(4,348)
Operating services	1,062,600	1,008,914	53,686
Materials and supplies	6,000	4,182	1,818
Travel	3,000	12,318	(9,318)
Capital outlay	300,000	218,526	81,474
Total expenditures	<u>1,549,850</u>	<u>1,425,538</u>	<u>123,312</u>
EXCESS (deficiency) OF REVENUES OVER EXPENDITURES	<u>(534,850)</u>	<u>(366,261)</u>	<u>168,589</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>676,651</u>	<u>676,651</u>	
FUND BALANCE AT END OF YEAR	<u>\$141,801</u>	<u>\$309,390</u>	<u>\$148,162</u>

The accompanying notes are an integral part of this statement.

**FOURTH JUDICIAL DISTRICT INDIGENT
DEFENDER BOARD**
Parishes of Morehouse and Ouachita, Louisiana

Notes to the Financial Statements
As of and for the Two Years Ended December 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Fourth Judicial District Indigent Defender Board was established in compliance with Louisiana Revised Statutes 15:144-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parishes of Morehouse and Ouachita, Louisiana. The indigent defender board is composed of seven members who are appointed by the district court. The board members serve without compensation.

A. REPORTING ENTITY

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Ouachita Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. 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 police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Board members are appointed by the district judges. However, the police jury is ultimately responsible for the fiscal operations of the Fourth Judicial District court system, which includes the Indigent Defender Board. Further, because of this relationship, the police jury's general purpose financial statements would be misleading without inclusion of the board's financial statements. Therefore, the indigent defender board is considered a component unit of the parish reporting entity.

R. FUND ACCOUNTING

The board 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 related to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term obligations) that are not recorded in the "fund" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types." Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public as other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The board's current operations require only the use of governmental funds (General Fund). Revenues of the General Fund include court costs on fees and

**FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD**
Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)

feeforfees, fees from indigents, and interest earnings. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. No depreciation has been provided on general fixed assets. Fixed assets are recorded at actual historical cost. There are no long-term obligations at December 31, 2000.

D. BASIS OF ACCOUNTING

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

The modified accrual basis of accounting is used for reporting all governmental fund types. 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. The fund uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Court costs on fines and forfeitures imposed by the district and city courts are recorded in the year they are collected by the parish tax collector on the city.

Criminal bail bond fees are recorded in the year the bonds are

**FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)**

written.

Fees from indigents are recorded when collected by the Division of Evaluation and Funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Based on the above criteria, court costs on fines and forfeitures, criminal bail bond fees, and fees from indigents have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. BUDGET PRACTICES

A preliminary budget for the coming year is prepared by the Board's contract accountant prior to December 31 of each year and is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The proposed budget is prepared on the modified accrual basis of accounting. The budget is established and controlled by the board of commissioners at the object level of expenditures. Encumbrance accounting is not used by the district. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of commissioners.

Fiscal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

F. CASH

Under state law, the indigent defender board may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state

**FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD**

Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)

In the United States. Further, the board may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2000, the board has cash demand deposits (bank balances) totaling \$234,732.

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. Deposit balances (bank balances) at December 31, 2000, total \$236,808. Of this amount, \$105,908 is secured by federal deposit insurance and balance is secured by bank owned securities.

G. VACATION AND SICK LEAVE

The indigent defender board employs three part-time employees and has not adopted a formal vacation and sick leave policy.

II. RISK MANAGEMENT

The indigent defender board is exposed to various risk of loss related to theft; theft of, damage to, and destruction of assets; and errors and omissions. To handle work risk of loss, the indigent defender board maintains a commercial insurance policy covering surety bond coverage. In the contracts with attorneys, the contract states that the attorneys will maintain their own professional liability insurance. No claims were paid on the policy during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2000.

L. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (overview) to indicate that it is prepared only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)

2. CHANGES IN GENERAL FIXED ASSETS

The following presents the changes in general fixed assets - furniture and equipment for the two years ended December 31, 2000:

Balance January 1, 1999	\$77,453
Additions:	
1999	218,536
2000	NONE
Deletions:	
1999	NONE
2000	<u>NONE</u>
Balance December 31, 2000	<u>\$295,989</u>

3. PENSION PLAN

The employees of the indigent defender board are members of the Social Security System. In addition to the employee contributions withheld at 7.65 per cent of gross salary, the board contributes an amount equal to the employee's contributions to the Social Security System. The board does not purchase the benefits granted by the Social Security System.

4. CONTRACT ATTORNEYS

As December 31, 2000, as provided by Louisiana Statute 15:145(4)(5), the indigent defender board had twenty contract attorneys to provide legal representation to indigents in the Fourth Judicial District. The contracts are for terms of nine months to three years and provide for a managing attorney, nineteen attorneys for Ouachita Parish, and three attorneys for Morehouse Parish. The managing attorney receives \$5,400 per month in compensation while the remaining attorneys receive monthly compensation ranging from \$2,375 to \$4,000, depending on their years of service under contract. The managing attorney reports to the board on the progress and disposition of cases received.

5. LITIGATION

The contracts between the board and the attorneys contain provisions requiring the attorneys to maintain professional liability insurance and agreeing to hold the board harmless from any malpractice

**FOURTH JUDICIAL DISTRICT
INDEMNITY DEFENDER BOARD**
Parishes of Morehouse and Ouachita, Louisiana
Notes to the Financial Statements (Continued)

judgments. Accordingly, no provision for any liability arising from lawsuits has been made in the accompanying financial statements.

6. GRANT FUNDS

In 1999 and 2000, the board received \$55,800 and \$8,500, respectively, from the District Assistance Fund of the Louisiana Indigent Defender Board. These grant funds provide supplemental financial assistance in felony cases to district indigent defender boards that have a need for such supplemental funding and that are willing to comply with the standards, guidelines, and policies of the Louisiana Indigent Defender Board.

**Independent Auditors' Report Required
by Government Auditing Standards**

The following independent auditors' report on compliance with laws, regulations, contracts and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



LITTLE & BANKS, LLC
CERTIFIED PUBLIC ACCOUNTANTS

**Independent Auditors' Report on Compliance and
Internal Control Over Financial Reporting**

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SUITE 1, MOBILE, AL
CHARLES R. MORTON, JR., CPA
MEMBER, ICFMA

**FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD**

Parishes of Moschouss and Ouachita, Louisiana

We have audited the general purpose financial statements of the Fourth Judicial District Indigent Defender Board as of and for the two years ended December 31, 2000 and have issued our report thereon dated June 15, 2001. 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 Fourth Judicial District Indigent Defender Board's 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 amounts. However, providing an opinion on compliance with these 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 Fourth Judicial District Indigent Defender Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the 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 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.

FOURTH JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
Parish of Morehouse and Ouachita, Louisiana
Independent Auditors' Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 2000

This report is intended for the information of the members and management of the Fourth Judicial District Indigent Defender Board and interested state and local agencies and is not intended to be used and should not be used by anyone other than these specified parties.



Monroe, Louisiana
June 13, 2001

FOURTH JUDICIAL DISTRICT INDOOR
DEPENDER BOARD
Parish of Morehouse
and Ouachita, Louisiana

Schedule of Findings and Questioned Costs
For the Two Years Ended December 31, 2000

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expresses an unqualified opinion on the general purpose financial statements of Fourth Judicial District Indigent Defender Board.
2. No instances of non-compliance material to the financial statements of Fourth Judicial District Indigent Defender Board were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

FOURTH JUDICIAL DISTRICT INDEPENDENT
INSPECTOR BOARD
Parish of Morehouse
and Ouachita, Louisiana

Summary Schedule of Prior Audit Findings
For the Two Years Ended December 31, 2000

There were no audit findings reported in the audit for the two years ended December 31, 2000.