

**SECOND JUDICIAL DISTRICT
INDIGENT DEFENDER BOARD
PARISHES OF BIENVILLE, CLAIBORNE AND JACKSON, LOUISIANA
ANNUAL FINANCIAL REPORT
DECEMBER 31, 2004**

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 7-13-05

Second Judicial District Indigent Defender Board
Financial Report
December 31, 2004

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SECOND JUDICIAL DISTRICT INDIGENT DEFENDER BOARD
Jonesboro, LA 71251

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis is an element of the reporting model adopted by the *Governmental Accounting Standards Board (GASB)* in their Statement No. 34. Certain comparative information is presented to provide an overview of the Board's operations.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Board as a whole and present a longer-term view of the Board's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending. The Board maintains only one fund, the general fund, through which all of its operations are conducted.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Assets

	<u>2004</u>	<u>2003</u>
ASSETS:		
Assets	\$ 184,821	\$ 242,893
Capital assets, net	0	0
Total Assets	<u>184,821</u>	<u>242,893</u>
LIABILITIES:		
Payables	1,685	0
Total Liabilities	<u>1,685</u>	<u>0</u>
NET ASSETS:		
Investment in capital assets	0	0
Unrestricted	183,136	242,893
Total Net Assets	<u>\$ 183,136</u>	<u>\$ 242,893</u>

Summary of Statement of Activities

	<u>2004</u>	<u>2003</u>
REVENUES:		
General Revenues:		
Court cost on Fines and Forfeitures	\$ 183,816	\$ 152,152
Fees from Indigents	8,038	4,529
Appearance bond rebates and bond premium fees	21,204	55,206
Interest income	3,536	5,687
Total Revenues	<u>216,594</u>	<u>217,574</u>
EXPENSES:		
Indigent Board	276,351	282,432
Total Expenses	<u>276,351</u>	<u>282,432</u>
Change in Net Assets	<u>\$ (59,757)</u>	<u>\$ (64,858)</u>

- The Board's assets exceeded its liabilities by \$183,136 (net assets) for the year. This is a decrease of \$59,757 from prior year.
- Unrestricted net assets of \$183,136 represent the portion available to maintain the Board's obligation to both citizens and creditors.

General Fund Budgetary Highlights

Revenues continue to be sufficient to enable the board to provide legal counsel to indigent defendants in Second Judicial District.

Economic Factors and Next Year's Budget

The Board considered many factors when setting the budget for the next fiscal year. Anticipated revenues should increase slightly and a small increase in expenditures is expected. However the budget for FY 2005 should not increase significantly from FY 2004.

Contacting the Indigent Defender Board

This financial report is designed to provide our citizens and creditors with a general overview of the Board's finances and to show the Board's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Chief Defender Clay Carroll, 525 E. Court Street, Jonesboro, Louisiana 71251.

Kenneth D. Folden & Co.

Kenneth D. Folden, CPA

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ACCOUNTANT'S REVIEW REPORT ON THE FINANCIAL STATEMENTS

Second Judicial District
Indigent Defender Board
525 E. Court Street
Jonesboro, Louisiana 71251

We have reviewed the accompanying financial statements of the governmental activities and each major fund of the Second Judicial District Indigent Defender Board as of and for the year ended December 31, 2004, which collectively comprise the Board's basic financial statements as listed in the Table of Contents, in accordance with *Statements on Standards for Accounting and Review Services* issued by the *American Institute of Certified Public Accountants*. All information included in these financial statements is the representation of management of the Board.

A review consists principally of inquiries of Board personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

The Management's Discussion and Analysis and budgetary comparison information on pages 1 through 4 and 23 through 24, are not a required part of the basic financial statements but are supplementary information required by the *Governmental Accounting Standards Board*. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but was compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated June 20, 2005, on the results of our agreed-upon procedures.



Kenneth D. Folden & Co., CPAs
Jonesboro, Louisiana
June 20, 2005

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Second Judicial District Indigent Defender Board
Statement of Net Assets
December 31, 2004

	<u>Governmental Activities</u>
ASSETS:	
Current Assets:	
Cash & Cash Equivalents	\$ 172,950
Receivables	11,871
Total Current Assets	184,821
Non-Current Assets:	
Capital Assets (Net)	0
Total Assets	184,821
 LIABILITIES:	
Current Liabilities:	
Accounts Payable	1,685
Total Liabilities	1,685
 NET ASSETS:	
Invested in Capital Assets	0
Unrestricted	183,136
Total Net Assets	\$ 183,136

See accompanying notes and accountant's report.

Second Judicial District Indigent Defender Board
Statement of Activities
December 31, 2004

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Assets Government Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
Indigent Board	\$ 276,351	\$ 0	\$ 0	\$ (276,351)
Total Governmental Activities	276,351	0	0	(276,351)
General Revenues:				
Court cost on Fines and Forfeitures				183,816
Fees from indigents				8,038
Appearance bond rebates and bond premium fees				21,204
Interest revenue				3,536
Total General Revenues				216,594
Changes in Net Assets				(59,757)
Net Assets January 1, 2004				242,893
Net Assets December 31, 2004				\$ 183,136

See accompanying notes and accountant's reports

FUND FINANCIAL STATEMENTS

**Second Judicial District Indigent Defender Board
Balance Sheet-Governmental Fund
December 31, 2004**

Assets:

Cash	\$ 172,950
Receivables	11,871
Total Assets	<u>\$ 184,821</u>

Liabilities:

Accounts Payable	1,685
Total Liabilities	<u>1,685</u>

Fund Balance:

Unreserved	183,136
Total Liabilities and Fund Balance	<u>\$ 184,821</u>

See accompanying notes and accountant's report.

Second Judicial District Indigent Defender Board
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Assets
December 31, 2004

Total Fund Balance for the Governmental Fund		
At December 31, 2004	\$	183,136

Total Net Assets reported for Governmental Activities
 In the Statement of Net Assets is different because:

Capital Assets used in Governmental Activities are not
 financial resources and, therefore, are not reported
 in the fund. Those assets consist of:

Land, Equipment, Buildings, and Vehicles,
 Net of Accumulated Depreciation

Total Net Assets of Governmental Activities		
at December 31, 2004	\$	183,136

		0
		0
		183,136

See accompanying notes and accountant's report.

Second Judicial District Indigent Defender Board
Statement of Revenues, Expenditures and Changes in Fund Balance-
Governmental Fund
Year Ended December 31, 2004

	<u>Total</u>
REVENUES:	
Court cost on Fines and Forfeitures	\$ 183,816
Fees from Indigents	8,038
Appearance bond rebates and bond premium fees	21,204
Interest	3,536
Total Revenues	<u>216,594</u>
EXPENDITURES:	
Current--	
Association dues	1,200
Contracted legal services	252,949
Contracted capital defense	0
Library	5,865
Miscellaneous	99
Office expense	2,974
Professional services	12,507
Seminar	757
Total Expenditures	<u>276,351</u>
(Deficiency) of Revenues over Expenditures	<u>(59,757)</u>
Fund Balance - Beginning of Year	<u>242,893</u>
Fund Balance - End of Year	<u>\$ 183,136</u>

See accompanying notes and accountant's report.

**Second Judicial District Indigent Defender Board
 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, 2004**

Total Net Change in Fund Balance at December 31, 2004, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$	(59,757)
The Change in Net Assets reported for Governmental Activities in the Statement of Activities is different because:		
Capital Outlay cost which are considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance		0
Depreciation expense for the year ended December 31, 2004		0
Total changes in Net Assets at December 31, 2004, per Statement of Activities	\$	<u>(59,757)</u>

See accompanying notes and accountant's report.

NOTES TO FINANCIAL STATEMENTS

Second Judicial District Indigent Defender Board

Notes to Financial Statements

December 31, 2004

1. Introduction:

The Second Judicial District Indigent Defender Board is 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 Bienville, Claiborne and Jackson, Louisiana. The board at present has four members who serve without compensation. Each bar association from the representative parishes nominates members for selection to the board. The judges of the district then appoint board members from nominations. The board retains an attorney to act as chief indigent defender to administer the operations of the board. This attorney is paid a monthly retainer and is accountable to the board. The board has no employees; all legal services are on a contract basis.

2. Summary of Significant Accounting Policies:

The accounting and reporting policies of Second Judicial District Indigent Defender Board conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

A. Reporting Entity-

Governmental Accounting Standards Board Statement No. 14 established criteria for determining the governmental entity and component units that should be included within the reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. For financial reporting purposes, in conformance with GASB Statement No. 14, the Second Judicial District Indigent Defender Board includes all funds, account groups, et cetera, that are within the oversight responsibility of the Indigent Defender Board. Oversight responsibility is determined on the basis of appointment of governing body, ability to significantly influence operations, accountability for fiscal matters, and the nature and significance of an organization's relationship with the primary government. Based on the consideration of the foregoing criteria, the Second Judicial District Indigent Defender Board is deemed to be a separate reporting entity. Certain units of local government over which the Indigent Defender Board exercises no oversight responsibility, such as the parish police jury, parish school board, other independently-elected officials, and municipalities within the parish, are included from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Indigent Defender Board.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Second Judicial District Indigent Defender Board
Notes to Financial Statements (Continued)
December 31, 2004

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Board's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. Fund Accounting-

The accounts of the Board are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Board maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Board is described below:

Governmental Fund-

General Fund

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

D. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses 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.

Accrual Basis - Government-Wide Financial Statements (GWFS)

Second Judicial District Indigent Defender Board
Notes to Financial Statements (Continued)
December 31, 2004

The Statement of Net Assets and the Statement of Activities display information about the Board as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., when they are 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 pay liabilities of the current period. The Board considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Assets, Liabilities, and Equity-

Cash and Interest-Bearing Deposits-

For purposes of the Statement of Net Assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Board.

Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Board maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, computers	5 years
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Second Judicial District Indigent Defender Board
Notes to Financial Statements (Continued)
December 31, 2004

Compensated Absences -The Second Judicial District Indigent Defender Board does not have any employees. Therefore, no entry is made to record compensated absences.

Equity Classifications-

In the government-wide statements, equity is classified as net assets and displayed in three components:

- Invested in capital assets, net of related debt---Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net assets---Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- Unrestricted net assets---All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

F. Budget-

Prior to the beginning of each fiscal year, the Board adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

G. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

3. Cash and Cash Equivalents:

For reporting purposes, cash and cash equivalents include demand deposits, time deposits, and certificates of deposit. At December 31, 2004, the Board had cash and cash equivalents (collected bank balances) totaling \$172,950. Cash and cash equivalents are stated at cost, which approximates market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the

Second Judicial District Indigent Defender Board
Notes to Financial Statements (Concluded)
December 31, 2004

pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the Board. The deposits at December 31, 2004, were secured as follows:

Demand Deposits	\$	23,685
Certificate of Deposit		149,265
Total	\$	172,950
FDIC Insurance	\$	172,950
Pledged Securities		0
Total	\$	172,950

Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Board that the fiscal agent has failed to pay deposited funds upon demand.

4. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2004, is as follows:

Governmental Activities	Balance 01-01-04	Additions	Deletions	Balance 12-31-04
Capital Assets Depreciated:				
Furniture, computers	\$15,630	\$0	\$0	\$15,630
Total Assets	\$15,630	\$0	\$0	\$15,630
Less: Accumulated Depreciation:				
Furniture, computers	\$15,630	\$0	\$0	\$15,630
Total Depreciation	\$15,630	\$0	\$0	\$15,630
Net Capital Assets	\$ 0	\$0	\$0	\$ 0

Depreciation expense of \$0 was charged to the general government function.

5. Pension Plan:

The Indigent Board has no employees, so there is no participation in a pension plan.

6. Compensation of Board Members:

The Board members do not receive compensation for their services.

**OTHER REQUIRED
SUPPLEMENTARY INFORMATION**

Second Judicial District Indigent Defender Board
General Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2004
With Comparative Actual Amounts from December 31, 2003

	2004		Variance Favorable (Unfavorable)	2003 Actual
	Budget Original/Final	Actual		
REVENUES:				
Second Judicial Court Costs on fines and forfeitures	\$ 199,200	\$ 183,816	\$ (15,384)	\$ 152,152
Fees from indigents	3,600	8,038	4,438	4,529
Appearance bond rebates and bond premium fees	42,000	21,204	(20,796)	55,206
Interest	4,560	3,536	(1,024)	5,687
Total Revenues	\$ 249,360	\$ 216,594	\$ (32,766)	\$ 217,574
EXPENDITURES:				
Association dues	\$ 900	\$ 1,200	\$ (300)	\$ 900
Contracted legal services	258,400	252,949	5,451	252,131
Contracted capital defense	96,000	0	96,000	16,611
Library	6,300	5,865	435	5,305
Miscellaneous	250	99	151	0
Office expense	100	2,974	(2,874)	605
Professional services	43,720	12,507	31,213	6,330
Seminars	2,000	757	1,243	550
Total Expenditures	\$ 407,670	\$ 276,351	\$ 131,319	\$ 282,432

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

Second Judicial Indigent Defender Board
Jonesboro, Louisiana 71251

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Second Judicial District Indigent Defender Board and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Second Judicial District Indigent Defender Board's compliance with certain laws and regulations during the year ended December 31, 2004, included in the *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Select all expenditures made during the year for materials and supplies exceeding \$20,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$20,000 or for public works exceeding \$100,000.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

The Indigent Board has no employees so no listing required.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

The Second Judicial District has no employees so no one appears on the list provided by management in agreed-upon procedure (2).

BUDGETING

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget.

6. Trace the budget adoption to the minute book.

The budget was legally adopted.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

Although the Board had an approved budget for the year, Louisiana Revised Statute 39:1301-1315, the Local Governmental Budget Act, does not require General Fund budgets to be amended if expenditures are less than \$500,000.

ACCOUNTING AND REPORTING

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee:

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of documentation supporting each of the 6 selected disbursements indicated adequate approvals.

MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Agendas were posted and meetings were advertised as required.

DEBT

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds or any other indebtedness which have not been approved by the State Bond Commission.

We inspected copies of all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness that had not been approved by the State Bond Commission.

ADVANCES AND BONUSES

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advances, or gifts.

We noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Our prior report, dated September 30, 2004, had Finding 2003-1-Louisiana Revised Statutes require that the audit report be submitted within six months after the fiscal year end. The current year report will be submitted on a timely basis.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Second Judicial District Indigent Defender Board and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Kenneth D. Folden & Co., CPAs
Kenneth D. Folden & Co., CPAs
Jonesboro, Louisiana
June 20, 2005

SECOND JUDICIAL INDIGENT DEFENDER BOARD

LOUISIANA ATTESTATION QUESTIONNAIRE

Kenneth D. Folden & Co., CPAs
302 Eighth Street
Jonesboro, LA 71251

In connection with your review of our financial statements as of December 31, 2004, and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of December 31, 2004.

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes X No ___

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes X No ___

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes X No ___

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14 or the budget requirements of LSA-RS 39:43.

Yes X No ___

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes X No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:453, and/or 39:92, as applicable.

Yes X No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes X No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes X No

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes X No

Advances and Bonuses

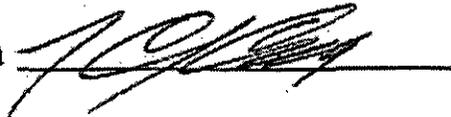
It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 72-729.

Yes X No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

President



Date

7-7-05