

**TWENTY-FOURTH JUDICIAL DISTRICT  
PUBLIC DEFENDER OFFICE**

***Annual Financial Report***

**As of and for the Year Ended**

**June 30, 2011**

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 **DEC 07 2011**

**KEITH J. ROVIRA**  
***Certified Public Accountant***

**TWENTY-FOURTH JUDICIAL DISTRICT  
PUBLIC DEFENDER OFFICE  
Jefferson Parish, Louisiana**

**Basic Financial Statements  
and Independent Auditor's Report  
As of and for the Year Ended  
June 30, 2011**

## C O N T E N T S

	<u>Page No.</u>
Independent Auditor's Report	1
Management's Discussion and Analysis	4
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Assets	9
Statement of Activities	10
Fund Financial Statements (Governmental Funds):	
Balance Sheet	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets	13
Statement of Revenues, Expenditures and Changes in Fund Balance	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	15
Notes to the Financial Statements	17
Required Supplementary Information (RSI):	
Budgetary Comparison Schedule - General Fund	30
Supplementary Information Schedule:	
Summary Schedule of Prior Year Audit Findings and Corrective Action Plan for Current Year Audit Findings	32
Other Required Reports:	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	34

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**INDEPENDENT AUDITOR'S REPORT**

Twenty-Fourth Judicial District  
Public Defender Office  
Jefferson Parish, Louisiana

I have audited the accompanying financial statements of the Twenty-Fourth Judicial District Public Defender Office, as of and for the year ended June 30, 2011, which collectively comprise the basic financial statements of the Twenty-Fourth Judicial District Public Defender Office as listed in the table of contents. These financial statements are the responsibility of the management of the Twenty-Fourth Judicial District Public Defender Office. My responsibility is to express an opinion on these basic financial statements based on my audit.

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

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Twenty-Fourth Judicial District Public Defender Office as of June 30, 2011, and the results of operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated September 29, 2011, on my consideration of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations and contracts. 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 my audit.

Management's Discussion and Analysis, as listed in the table of contents, is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information, and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Twenty-Fourth Judicial District Public Defender Office's basic financial statements. The supplementary information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Twenty-Fourth Judicial District Public Defender Office. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in my opinion is fairly stated in all material respects, in relation to the basic financial statements taken as whole.



Keith J. Rovira  
Certified Public Accountant

September 29, 2011

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2011

The Management's Discussion and Analysis (MD&A) of the Twenty-Fourth Judicial District Public Defender Office's financial performance presents a narrative overview and analysis of the office's financial activities for the year ended June 30, 2011. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the basic financial statements. The MD&A is an element of the new reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" issued June, 1999. Certain comparative information between the current year and prior year has been presented in the MD&A.

**FINANCIAL HIGHLIGHTS**

The minimum requirements for financial reporting on the Twenty-Fourth Judicial District Public Defender Office that was established by GASB No. 34 are divided into the following sections:

- (a) Management's Discussion and Analysis
- (b) Basic Financial Statements
- (c) Required Supplementary Information (other than MD&A)

**Basic Financial Statements:**

The basic financial statements present information for the Twenty-Fourth Judicial District Public Defender Office as a whole, in a format designed to make the statements easier for the reader to understand. The financial statements in this section are divided into the two following types:

- (1) Government-Wide Financial Statements, which include a Statement of Net Assets and a Statement of Activities. These statements present financial information for all activities of the Twenty-Fourth Judicial District Public Defender Office from an economic resources measurement focus using the accrual basis of accounting and providing both short-term and long-term information about the Twenty-Fourth Judicial District Public Defender Office's overall financial status.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Management's Discussion and Analysis**  
**As of and for the Year Ended June 30, 2011**

(2) Fund Financial Statements, which include a Balance Sheet and a Statement of Revenues, Expenses, and Changes in Fund Balance for the General Fund (a governmental fund). These financial statements present information on the individual fund of the public defender's office allowing for more detail. The current financial resources measurement focus and the accrual basis of accounting used to prepare these statements is dependent on the fund type. The public defender's office's only governmental fund is the General Fund. The statements in this section represent the short-term financing of general government.

**FINANCIAL ANALYSIS OF THE ENTITY**

**Statement of Net Assets**  
**As of June 30, 2011 and 2010**

	<u>2011</u>	<u>2010</u>
Current assets	\$1,315,223	\$1,700,614
Capital assets	<u>37,460</u>	<u>40,573</u>
<b>Total Assets</b>	<b><u>1,352,683</u></b>	<b><u>1,741,187</u></b>
Current liabilities	55,442	39,968
Long-term liabilities	<u>75,364</u>	<u>72,774</u>
<b>Total Liabilities</b>	<b><u>130,806</u></b>	<b><u>112,742</u></b>
<b>Net Assets:</b>		
Invested in capital assets, net of debt	37,460	40,573
Unrestricted	<u>1,184,417</u>	<u>1,587,872</u>
<b>Total Net Assets</b>	<b><u>\$1,221,877</u></b>	<b><u>\$1,628,445</u></b>

Total Net Assets decreased by \$406,568, or 25%, from the prior year primarily due to a decrease in court cost revenue during the last fiscal year.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Management's Discussion and Analysis**  
**As of and for the Year Ended June 30, 2011**

The public defender's office does not have any "restricted" net assets. It does have "unrestricted" net assets, and those are net assets that do not have any limitations on what these amounts may be used for.

**Statement of Revenues, Expenditures and**  
**Changes in Fund Balance**  
**For the Years Ended June 30, 2011 and 2010**

	<u>2011</u>	<u>2010</u>
Revenues	\$3,080,234	\$3,294,146
Expenditures	<u>3,481,100</u>	<u>3,500,117</u>
Net Change in Fund Balance	<u>\$(400,866)</u>	<u>\$(205,971)</u>

During the fiscal year total revenues decreased \$213,912, or 6.5%, and total expenditures decreased \$19,017, or less than 1%. The decrease in total revenues is primarily due to a decrease in court costs.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets:**

The public defender's office had \$37,460 invested in office furniture and equipment and computers at year end. This amount represents the original purchase price (\$99,028) of all capital assets less all accumulated depreciation (\$61,568) on those assets from their acquisition date up to this fiscal year end.

**Debt and Long-Term Liabilities:**

The public defender's office did not have any debt outstanding at year end. However, it did have long-term liabilities totaling \$75,364, all of which were accrued annual and sick leave outstanding at year end.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2011

**ECONOMIC FACTORS AND THE JUNE 30, 2012 FISCAL YEAR-END BUDGET**

The district public defender's office considered the following factors and indicators when setting up its June 30, 2012 fiscal year-end budget: (1) court cost revenues are anticipated to come in about the same as for the prior year; (2) appropriation monies received from the Louisiana Public Defender Board is expected to come in about the same, or lower, than that for the prior fiscal year; (3) all other revenues are not expected to change appreciably; (4) total expenditures are expected to be relatively the same year over year; (5) expenditures are budgeted to exceed revenues by approximately \$400,000 during 2012, resulting in a Projected Total Net Asset balance of \$800,000 at June 30, 2012. The district public defender's office expects to meet its fiscal needs for 2012.

**CONTACTING THE PUBLIC DEFENDER OFFICE**

This financial report is designed to provide the citizens, taxpayers, investors and creditors with a general overview of the public defender's office's finances, and to show accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact Mr. Richard M. Tompson, District Public Defender, 848 2nd Street, 3rd Floor, Gretna, LA 70053, or by telephone at 504-364-2824.

**BASIC FINANCIAL STATEMENTS**  
**(GOVERNMENT-WIDE FINANCIAL STATEMENTS)**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Statement of Net Assets**  
**June 30, 2011**

**ASSETS**

## Current Assets:

Cash (Note B)	\$1,290,223
Other receivables - drug court diversion	<u>25,000</u>
<b>Total Current Assets</b>	<b><u>1,315,223</u></b>

## Noncurrent Assets:

Capital assets (net of depreciation) (Note C)	<u>37,460</u>
<b>Total Noncurrent Assets</b>	<b><u>37,460</u></b>

**TOTAL ASSETS** **1,352,683**

**LIABILITIES**

## Current Liabilities:

Payroll deductions	15,045
Deferred revenue received:	
Juvenile Court fees	14,355
Drug court diversion	<u>26,042</u>
<b>Total Current Liabilities</b>	<b><u>55,442</u></b>

## Noncurrent Liabilities:

Accrued annual & sick leave payable (Note A.7 & F)	<u>75,364</u>
<b>Total Noncurrent Liabilities</b>	<b><u>75,364</u></b>

**TOTAL LIABILITIES** **130,806**

**NET ASSETS**

Invested in capital assets, net of related debt	37,460
Unrestricted	<u>1,184,417</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$1,221,877</u></b>

The accompanying notes are an integral part of this statement.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Statement of Activities**  
**For the Year Ended June 30, 2011**

**EXPENSES****Governmental Activities:**

Attorneys' fees	\$2,777,031
Salaries and related benefits	245,910
Other professional services	273,791
Operating services	155,431
Capital outlay	18,746
Depreciation	<u>15,893</u>

**Total Expenses** 3,486,802

**GENERAL REVENUES**

Court costs	2,178,289
Intergovernmental revenue:	
Louisiana Public Defender Board	619,930
Bail bond forfeitures and license fees	193,502
Criminal justice bond fee	20,805
Application fees	42,063
Drug court diversion program	23,958
Interest earnings	<u>1,687</u>

**Total General Revenues** 3,080,234

Change in Net Assets (406,568)

Net Assets at June 30, 2010 1,628,445

Net Assets at June 30, 2011 \$1,221,877

The accompanying notes are an integral part of this statement.

**BASIC FINANCIAL STATEMENTS**  
**(FUND FINANCIAL STATEMENTS)**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Balance Sheet**  
**General Fund - Governmental Fund**  
**June 30, 2011**

**ASSETS**

## Current Assets:

Cash	\$1,290,223
Other receivables - drug court diversion	<u>25,000</u>

<b>TOTAL ASSETS</b>	<b><u>\$1,315,223</u></b>
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**LIABILITIES AND FUND BALANCE**

## Current Liabilities:

Payroll deductions	\$ 15,045
Deferred revenue received:	
Juvenile Court fees	14,355
Drug court diversion	<u>26,042</u>

Total Liabilities	<u>55,442</u>
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## Fund balance:

Unreserved-undesignated	1,259,781
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$1,315,223</u></b>
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The accompanying notes are an integral part of this statement.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Assets  
June 30, 2011

Total Fund Balance - Governmental Fund \$1,259,781

Amounts reported for governmental activities  
in the Statement of Net Assets are different  
because:

Capital assets (\$37,460) and accrued annual  
and sick leave (\$75,364) are used in  
governmental activities and are not current  
financial resources, therefore, they are  
not reported in the Governmental Funds  
Balance Sheet. This is the net difference  
between these two amounts.

(37,904)

Total Net Assets of Governmental Activities \$1,221,877

The accompanying notes are an integral part of this statement.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Statement of Revenues, Expenditures**  
**and Changes in Fund Balances**  
**General Fund - Governmental Fund**  
**For the Year Ended June 30, 2011**

**REVENUES**

Court costs	\$2,178,289
Intergovernmental revenue:	
Louisiana Public Defender Board	619,930
Bail bond forfeitures and license fees	193,502
Criminal justice bond fee	20,805
Application fees	42,063
Drug court diversion program	23,958
Interest earnings	<u>1,687</u>
<b>Total Revenues</b>	<b><u>3,080,234</u></b>

**EXPENDITURES**

Attorneys' fees	2,777,031
Salaries and related benefits	245,910
Other professional services	273,791
Operating services	165,623
Capital outlay	<u>18,745</u>
<b>Total Expenditures</b>	<b><u>3,481,100</u></b>

Net Change in Fund Balance	(400,866)
Fund Balance at June 30, 2010	<u>1,660,646</u>
Fund Balance at June 30, 2011	<u><u>\$1,259,780</u></u>

The accompanying notes are an integral part of this statement.



**NOTES TO THE FINANCIAL STATEMENTS**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**INTRODUCTION**

On August 15, 2007, Act 307 of the 2007 Louisiana Legislative Session, transferred all of the same duties, functions and powers of state Indigent Defender Boards to separate and individual District Public Defenders and their offices. District public defenders will continue to provide counsel to represent indigents in criminal cases at the district court level. The judicial district encompasses Jefferson Parish, Louisiana.

For the twenty-fourth judicial district, revenues received for the public defender office's operations are provided primarily from court costs on fines imposed by the various courts within the district. The public defender offices, that have a need for funding, also receive monies from a grant-in-aid program intended to supplement financial assistance in felony cases.

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

1. Basis of Presentation

The accompanying basic financial statements of the Twenty-Fourth Judicial District Public Defender Office 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 Twenty-Fourth Judicial District Public Defender Office has adopted the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. In this regard, the public defender's office will be treated as a governmental-type activity for financial reporting purposes in this audit. The minimum requirements for the public defender's office established by GASB Statement No. 34 are divided into the following sections: (a) Management's Discussion and Analysis, (b) Basic Financial Statements, and (c) Required Supplementary Information (other than MD&A).

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

The accompanying financial statements of the Twenty-Fourth Judicial District Public Defender Office present information only as to the transactions of the programs of the public defender's office as authorized by Louisiana statutes and administrative regulations. Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**Revenue Recognition**

Revenues are recognized using the full accrual basis of accounting. Therefore, court costs, intergovernmental revenue received from the state's Louisiana Public Defender Board, bail bond forfeitures and licenses fees, application fees, interest earnings, and other revenues of the public defender's office are recognized in the accounting period in which they are earned and become measurable.

**Expense Recognition**

Expenses are also recognized on the full accrual basis of accounting. Therefore, attorneys' fees, salaries, professional services, operating services and other expenses are recognized in the period incurred, if measurable.

**2. Reporting Entity**

For financial reporting purposes, in conformance with GASB Codification Section 2100, the district public defender office is a part of the district court system of the State of Louisiana. However, the state statutes that create the public defender office also give each district public defender control over all of their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for funding deficits and operating deficiencies, and fiscal management for controlling the collection and disbursement of funds. Therefore, the public defender's office reports as an independent reporting entity and the financial statements include only the transactions of the Twenty-Fourth Judicial District

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Public Defender Office. Furthermore, the Jefferson Parish Council does not include the Public Defender Office as a component unit in its comprehensive annual financial report.

**3. Fund Accounting**

The district public defender uses a fund (General Fund) 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.

The district public defender's General Fund is classified as a governmental fund. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of capital assets. The General Fund, as provided by Louisiana Revised Statute 47:1906, is the only fund of the district public defender and accounts for the operation of the office. General operating expenditures are paid from this fund.

**4. Budgets**

The original budget for the year ended June 30, 2011, was proposed, advertised in the official journal of the parish, and made available for public inspection at the Gretna office of the district public defender's office on June 2, 2010. The budget was prepared on the accrual basis of accounting, and after a public hearing was adopted on June 15, 2010.

The original budget was subsequently amended, advertised, and made available for public inspection on May 30, 2011. After a public hearing, the amended budget was adopted on June 13, 2011.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

financial statements include the original adopted budget and all subsequent amendments. All appropriations contained in the budget lapse at year end.

5. Cash  
Cash includes amounts in an interest bearing demand deposit account. Under state law, funds may be deposited into demand deposit accounts, interest bearing demand deposit accounts, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.
6. Capital Assets  
Capital assets are recorded at either historical cost or estimated historical cost and are depreciated over their estimated useful lives (excluding salvage value). Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives: office furniture, equipment and computers - 5 years; telephone system - 10 years. Capital assets are reported net of their accumulated depreciation on the Statement of Net Assets in the financial statements section of this audit report.
7. Compensated Absences (Vacation and Sick Leave)  
Full-time employees of the district public defender's office earn and accumulate vacation and sick leave at various rates, depending on their length of service. All full-time employees may carry a maximum of 90 days of unused vacation leave from one calendar year to another. Upon separation from employment, and provided that certain conditions have been met as set forth in the policy adopted by the district public defender's office, employees are paid for all unused vacation leave at the hourly rates in effect at the time of separation from employment for each applicable employee.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

All full-time employees earn one-half day of sick leave each biweekly pay period worked. There is no limit on the amount of sick leave that may be accumulated and carried forward from one year to the next. Upon separation from employment, employees who were hired before April 26, 1986, receive compensation for one-half of all unused sick leave remaining at the time of separation. Employees hired on or after April 26, 1986, receive compensation for no more than 40 days (280 hours) of unused sick leave.

The liability that the district public defender's office has to its employees for accumulated vacation and sick leave is calculated by multiplying the applicable pay rate for each employee by the number of hours of leave time eligible for compensation at year-end. The cost of current leave privileges, computed in accordance with GASB Codification Section C60 is recognized as an expense in the current year.

8. Long-term Obligations  
The only long-term obligations were for accrued annual and sick leave benefits for employees.
9. Encumbrances  
Encumbrance accounting is not utilized by the district public defender's office due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.
10. Use of Estimates  
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE B - CASH**

At June 30, 2011, the carrying amounts (book balances) of cash of the district public defender's office is as follows:

Cash in an interest bearing checking account	\$1,289,823
Petty cash	<u>400</u>
Total	<u>\$1,290,223</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 June 30, 2011, the office had \$1,405,703 in bank balances. These deposits were secured from risk by \$250,000 of federal deposit insurance and \$1,688,017 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

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 district public defender that the fiscal agent has failed to pay deposited funds upon demand.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE C - CAPITAL ASSETS**

The capital assets used in the governmental-type activities are included on the Statement of Net Assets of the district public defender's office and are capitalized at historical cost. Depreciation of all exhaustible capital assets used by the office is charged as an expense against operations. Accumulated depreciation is reported on the Statement of Net Assets. Depreciation expense for financial reporting purposes is computed using the straight-line method over the useful lives of the capital assets and is reported in the Statement of Activities.

A summary of changes in capital assets and accumulated depreciation during the fiscal year is listed as follows:

	<u>Balance</u> <u>6/30/10</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/11</u>
<u>Capital Assets</u>				
Office furniture and equipment	\$96,028	\$14,901	\$11,901	\$99,028
Total	<u>\$96,028</u>	<u>\$14,901</u>	<u>\$11,901</u>	<u>\$99,028</u>
<u>Less Accumulated Depreciation for -</u>				
Office furniture and equipment	\$55,455	\$15,893	\$9,780	\$61,568
Total	<u>\$55,455</u>	<u>\$15,893</u>	<u>\$9,780</u>	<u>\$61,568</u>

**NOTE D - PENSION PLAN**

All full-time employees of the public defender's office are members of the Parochial Employees Retirement System of Louisiana (System), a multiple-employer (cost-sharing), public employee retirement system. The plan is controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees are members of Plan A.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Notes to the Financial Statements  
June 30, 2011

**NOTE D - PENSION PLAN (CONTINUED)**

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of credited service, or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of the member's final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only, prior to January 1, 1980, the benefit is equal to one per cent of the final-average salary plus \$24 for each year of supplemental plan only service earned prior to January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. 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. The report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Funding Policy

Under Plan A, members of the System are required to contribute 9.50% of their annual covered salary and the office is required to make employer contributions at an actuarially determined rate. The employer contribution rate for the current calendar year was 15.75% of the annual covered payroll for employee participants. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and B based

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE D - PENSION PLAN (CONTINUED)**

proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the board 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.

Employer contributions to the System under Plan A for the fiscal years ended June 30, 2011, 2010, and 2009 were \$29,079, \$25,848, and \$23,112, respectively, and these amounts equaled the required contributions for each year.

**NOTE E - LEASES**

Operating leases are all leases that do not meet the criteria of capital leases.

Effective April 1, 2008, a new lease agreement for the same office space was entered into for a period of 5 years at a rental rate of \$3,750 per month. Lease payments under this lease will end on March 31, 2013.

The total minimum annual commitments under all noncancelable operating leases are as follows:

<u>Year Ended</u>	<u>Amount</u>
June 30, 2012	\$45,000
June 30, 2013	<u>33,750</u>
Total	<u>\$78,750</u>

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE F - COMPENSATED ABSENCES AND LONG-TERM OBLIGATIONS**

At June 30, 2011, employees of the office had accumulated and vested vacation and sick leave benefits, which were computed in accordance with GASB Codification Section C60. This amount is recorded within the general long-term obligations account group and is summarized as follows:

Balance, June 30, 2010	\$72,774
Additions	23,073
Deletions	<u>(20,483)</u>
Balance, June 30, 2011	<u>\$75,364</u>

There were no other long-term obligations during the year.

**NOTE G - LITIGATION AND CLAIMS**

As of June 30, 2011, no liability is required to be accrued in the basic financial statements of the public defender's office under the provisions of GASB Codification Section C50.

**NOTE H - OFFICE COSTS NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include costs for office space and utilities for the office on the eastbank of the Mississippi River in Jefferson Parish's First Parish Court, nor for the office on the westbank in the Parish's Juvenile Court.

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE I - GOVERNMENTAL FUND REVENUES AND EXPENDITURES**

For the year ended June 30, 2011, the major sources of governmental fund revenues and expenditures were as follows:

**Revenues:**

**State Government**

Appropriations - general	-	
Appropriations - special	\$637,138	
Revenue sharing	-	
Grants	-	
On-behalf payments	-	
Other	-	
Total	-	\$637,138

**Local Government**

Appropriations - general	-	
Appropriations - special	-	
Grants	-	
Statutory fines, forfeitures, fees, court costs, and other	2,458,617	
Taxes - millages, sales, special, etc.	-	
Criminal court fund	-	
On-behalf payments	-	
Other	-	
Total	-	2,458,617

**Federal Government**

Grants - direct	-	
Grants - indirect (passed-through)	-	
Total	-	-

**Other Grants and Contributions**

Non-profit organizations	-	
Private organizations	-	
Corporate	-	
Other	-	
Total	-	-

**Charges for Services**

-

**Investment earnings**

1,687

**Miscellaneous**

-

**Total Revenues**

\$3,097,442

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Notes to the Financial Statements**  
**June 30, 2011**

**NOTE I - GOVERNMENTAL FUND REVENUES AND EXPENDITURES (CONTINUED)**

**Expenditures:**

**Personnel Services and Benefits**

Salaries	\$209,060	
On-behalf payments - salaries	-	
Retirement contributions	29,079	
On-behalf payments - retirement	-	
Insurance	5,107	
On-behalf payments - insurance	-	
Payroll taxes	1,343	
Other	<u>1,322</u>	
Total		\$245,911

**Professional Development**

Dues, licenses and registrations	13,906	
Travel	5,378	
Other	<u>42</u>	
Total		19,326

**Operating Costs**

Library and research	20,215	
Contract services - attorneys/legal	2,777,031	
Contract services - other	273,791	
Lease - office	46,750	
Lease - autos and other	7,270	
Travel - transportation	-	
Travel - other	-	
Insurance	33,555	
Supplies	15,227	
Repairs and maintenance	6,322	
Utilities and telephone	15,035	
Other	<u>1,921</u>	
Total		3,197,117

**Debt Service**

-

**Capital Outlay**

18,746

**Total Expenditures**

\$3,481,100

**REQUIRED SUPPLEMENTARY INFORMATION (RSI)**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
**Jefferson Parish, Louisiana**  
**Combined Statement of Revenues, Expenditures**  
**and Changes in Fund Balance -**  
**Budget (GAAP Basis) and Actual**  
**General Fund**  
**For the Year Ended June 30, 2011**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Using Final</u>
				<u>Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
<b>REVENUES</b>				
Court costs	\$2,300,000	\$2,116,000	\$2,178,289	\$62,289
Intergovernmental Revenue:				
Louisiana Public Defender Board	736,878	619,930	619,930	-
Bail bond forfeiture & license fees	218,000	218,000	193,502	(24,498)
Crim. Justice Bond fee	30,000	30,000	20,805	(9,195)
Drug court diversion	25,000	25,000	23,958	(1,042)
Interest earnings	2,425	2,425	1,687	(738)
Application fees	<u>50,000</u>	<u>50,000</u>	<u>42,063</u>	<u>(7,937)</u>
<b>Total Revenues</b>	<b><u>3,362,303</u></b>	<b><u>3,061,355</u></b>	<b><u>3,080,234</u></b>	<b><u>18,879</u></b>
<b>EXPENDITURES</b>				
Attorneys' fees	2,771,341	2,771,341	2,777,031	(5,690)
Salaries and related benefits	238,181	238,181	245,910	(7,729)
Other professional services	266,000	300,000	273,791	26,209
Operating services	144,130	174,630	165,623	9,007
Capital outlay	<u>1,600</u>	<u>18,000</u>	<u>18,745</u>	<u>(745)</u>
<b>Total Expenditures</b>	<b><u>3,421,252</u></b>	<b><u>3,502,152</u></b>	<b><u>3,481,100</u></b>	<b><u>21,052</u></b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(58,949)</b>	<b>(440,797)</b>	<b>(400,866)</b>	<b>39,931</b>
<b>Fund Balance at June 30, 2010</b>	<b><u>1,862,980</u></b>	<b><u>1,660,646</u></b>	<b><u>1,660,646</u></b>	<b><u>-</u></b>
<b>Fund Balance at June 30, 2011</b>	<b><u>\$1,804,031</u></b>	<b><u>\$1,219,849</u></b>	<b><u>\$1,259,780</u></b>	<b><u>\$39,931</u></b>

The accompanying notes are an integral part of this statement.

**SUPPLEMENTARY INFORMATION SCHEDULE**

**TWENTY-FOURTH JUDICIAL DISTRICT PUBLIC DEFENDER OFFICE**  
Jefferson Parish, Louisiana  
Supplementary Information Schedule  
Summary Schedule of Prior Audit Findings and  
Corrective Action Plan for Current Year Audit Findings  
For the Year Ended June 30, 2011

I have audited the accompanying basic financial statements of the Twenty-Fourth Judicial District Public Defender Office as of and for the year ended June 30, 2011, and have issued my report thereon dated September 29, 2011. I conducted my 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. My audit of the financial statements as of June 30, 2011, resulted in an unqualified opinion.

**Section I - Summary of Auditor's Report and Findings**

There were no material weaknesses in internal control and no other deficiencies which required disclosure in this audit report.

There were no instances of noncompliance that were required to be reported in this audit report.

There were no findings required to be reported and no management letter was issued for the current audit period.

The Twenty-Fourth Judicial District Public Defender Office did not receive any federal funds during the year ended June 30, 2011.

Contact Person:  
Mr. Richard M. Tompson  
District Public Defender  
848 2nd Street, 3rd Floor  
Gretna, LA 70053  
504-364-2824

**OTHER REQUIRED REPORT**

**KEITH J. ROVIRA**  
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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

Twenty-Fourth Judicial District  
Public Defender Office  
Jefferson Parish, Louisiana

I have audited the financial statements of the Twenty-Fourth Judicial District Public Defender Office, as of and for the year ended June 30, 2011, which collectively comprise the Twenty-Fourth Judicial District Public Defender Office's basic financial statements and have issued my report thereon dated September 29, 2011. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Twenty-Fourth Judicial District Public Defender Office's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in

the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

#### Compliance and Other Matters

As a part of obtaining reasonable assurance about whether the Twenty-Fourth Judicial District Public Defender Office's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, and the State of Louisiana Legislative Auditor, and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Rovira  
Certified Public Accountant

September 29, 2011