

89 JUL 1 AM: 4d

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

ANNUAL FINANCIAL REPORT
OF THE
INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
FOR THE YEAR ENDED DECEMBER 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 7-14-99

T A B L E O F C O N T E N T S

	<u>PAGE</u>
Independent Auditor's Report	1
Combined Balance Sheet - All Fund Types and Account Groups	
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - All Governmental Fund Types for the Year Ended December 31, 1998	3
Notes to Financial Statements	4-8
 <u>RELATED REPORT</u>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	9-10
 <u>SUPPLEMENTARY INFORMATION</u>	
Independent Auditor's Report on Supplementary Information	11
Year 2000 Required Supplementary Information	12
Schedule of Prior Year Findings	13

Joel Lanclos, Jr., CPA
 Russell J. Stelly, CPA
 Chizat S. Fontenot, CPA
 James L. Nicholson, Jr., CPA
 G. Kenneth Pavy, II, CPA
 Darren J. Cart, CPA
 Michael A. Roy, CPA



JOHN S. DOWLING & COMPANY
 A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS
INDEPENDENT AUDITOR'S REPORT

John S. Dowling, CPA
 1904-1984

Retired

Harold Dupre, CPA
 1996
 John Newton Stout, CPA
 1998
 Dwight Ledoux, CPA
 1998

To the Indigent Defender Board of the
 Twenty-Seventh Judicial District
 Opelousas, Louisiana

We have audited the accompanying general purpose financial statements of the Indigent Defender Board of the Twenty-Seventh Judicial District of Opelousas, Louisiana, as of and for the year ended December 31, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the Indigent Defender Board of the Twenty-Seventh Judicial District of Opelousas, Louisiana. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards 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 the Board, as well as evaluating the overall general purpose financial statement 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 Indigent Defender Board of the Twenty-Seventh Judicial District of Opelousas, Louisiana, as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The Schedule of Prior Year Findings as listed on page 13 in the table of contents as required by the Louisiana Legislative Auditor is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Indigent Defender Board of the Twenty-Seventh Judicial District. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued a report dated May 21, 1999 on our consideration of the Indigent Defender Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

John S. Dowling & Company
 Opelousas, Louisiana
 May 21, 1999

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998

	<u>GOVERNMENTAL</u>		<u>TOTALS</u>	
	<u>FUND TYPE</u>	<u>ACCOUNT GROUP</u>	<u>(MEMORANDUM</u>	
	<u>GENERAL</u>	<u>GENERAL</u>	<u>ONLY)</u>	
	<u>FUND</u>	<u>FIXED ASSETS</u>	<u>1998</u>	<u>1997</u>
 <u>ASSETS</u>				
 <u>CURRENT ASSETS</u>				
Cash and cash equivalents				
Unrestricted	\$83,072		\$83,072	\$96,699
Restricted for capital cases	6,573		6,573	13,500
Investments				
Unrestricted	352,537		352,537	225,544
Restricted for witness fees, pay raises and law library	168,426		168,426	156,700
Revenue receivable - court costs	39,399		39,399	48,607
Revenue receivable - grant	17,500		17,500	15,176
Office furniture and equipment		\$996	996	457
 <u>Total assets</u>	 <u>667,507</u>	 <u>996</u>	 <u>668,503</u>	 <u>556,683</u>
 <u>LIABILITIES AND FUND EQUITY</u>				
 <u>LIABILITIES</u>				
Accounts payable	\$1,438		\$1,438	\$762
Other accrued liabilities	249		249	236
<u>Total liabilities</u>	<u>1,687</u>	<u>-0-</u>	<u>1,687</u>	<u>998</u>
 <u>FUND EQUITY</u>				
Investment in general fixed assets		\$996	996	457
Fund balance				
Reserved for expert witness fees and pay raises	168,426		168,426	156,700
Reserved for capital cases	6,573		6,573	13,500
Unreserved	490,821		490,821	385,028
<u>Total fund equity</u>	<u>665,820</u>	<u>996</u>	<u>666,816</u>	<u>555,685</u>
 <u>Total liabilities and fund equity</u>	 <u>667,507</u>	 <u>996</u>	 <u>668,503</u>	 <u>556,683</u>

The accompanying notes are an integral part of these statements.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>GENERAL FUND</u>	
	<u>1998</u>	<u>(Memorandum Only)</u> <u>1997</u>
<u>REVENUES</u>		
Fines		
Court costs		
LACE	\$156,350	\$195,075
LOC	163,450	137,153
All other	<u>117,113</u>	<u>138,603</u>
<u>Total court costs</u>	436,913	470,831
Restitution	3,837	6,525
Non-support reimbursement	12,000	9,000
Bail bond fee	14,472	3,960
Grant - witness fees, pay raises, library	47,852	75,274
Grant - capital cases		50,000
Miscellaneous		
Interest	<u>24,751</u>	<u>12,794</u>
<u>Total revenues</u>	<u>539,825</u>	<u>628,384</u>
<u>EXPENDITURES</u>		
General government - judicial		
Current		
Retainers, indigent defenders	355,084	352,680
Non-retained attorneys	21,853	16,728
Capital cases	6,927	36,500
Seminars and education	3,310	2,600
Dues and subscriptions	2,484	1,938
Salaries	4,200	4,200
Payroll taxes	422	368
Witness fees	9,645	3,925
Office rental	2,275	2,025
Contracted services	4,770	1,800
Legal notices	84	67
Insurance	100	100
Telephone	803	765
Administration expense	5,826	6,199
Utilities	841	694
Janitorial	493	390
Bank charges, check printing	322	436
Law library contribution and copier	9,255	9,000
Capital outlay	<u>539</u>	
<u>Total expenditures</u>	<u>429,233</u>	<u>440,415</u>
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>	110,592	187,969
<u>FUND BALANCE</u> , beginning of year	<u>555,228</u>	<u>367,259</u>
<u>FUND BALANCE</u> , end of year	<u>665,820</u>	<u>555,228</u>

The accompanying notes are an integral part of these statements.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Indigent Defender Board of the Twenty-Seventh Judicial District 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 accompanying financial statements of the Twenty-Seventh Judicial District Indigent Defender Board 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 following is a summary of certain significant accounting policies and practices of the Indigent Defender Board.

Scope of Entity for Financial Reporting Purposes

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of another entity for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability.

For financial reporting purposes, the Indigent Defender Board is a part of the district court system of the State of Louisiana. However, the state statutes that create the district boards also give each of the boards control over all their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The Indigent Defender Board is financially independent and operates autonomously from the State of Louisiana and independently from the district court system. Therefore, the Board reports as an independent reporting entity and the financial statements include only the transactions of the Twenty-Seventh Judicial District Indigent Defender Board.

Fund Accounting

The Indigent Defender 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 relating to certain government functions or activities.

Governmental Fund

General Fund - The General Fund is the general operating fund. It is used to account for all financial resources.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Accounting (Continued)

Account Group

General Fixed Assets Account Group - Capital acquisition and construction which are reflected as expenditures in Governmental Funds are capitalized in the Account Group.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement presents increases and decreases in net current assets.

The Indigent Defender Board's records are maintained on a cash basis of accounting. However, the fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Court costs, restitution, and bail bond fees are recorded in the month collected by the appropriate collection authority.

Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Expenditures for insurance and similar services which extend over more than one accounting period are accounted for as expenditures of the period of acquisition. Materials and supplies on hand at year-end are not material and are not recorded as inventory at year-end.

Cash and Cash Equivalents and Investments

Cash includes amounts in interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.

Under state law the Indigent Defender Board may deposit funds with any bank located within the state and organized under the laws of the State of Louisiana, any other state in the union, or under the laws of the United States. Further, the Indigent Defender Board may invest in time deposits or certificates of deposit of those banks.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents and Investments (Continued)

Bank deposits must be secured by federal depository insurance or the pledge of securities owned by the bank. The market value of the pledged securities must at all times equal or exceed 100 percent of the uninsured amount on deposit with the bank.

At December 31, 1998, the carrying amount of the Indigent Defender Board's cash and investments was \$610,608. The bank balance of cash was \$89,645 and of investments was \$520,626 for the year ended December 31, 1998. Investments are stated at cost or amortized cost, which approximates market.

At December 31, 1998, approximately \$206,573 of the bank balance was secured by FDIC insurance and \$404,035 was secured by collateral pledged to the Indigent Defender Board by the bank. This collateral is considered under generally accepted governmental accounting principles to be a Category 2 credit risk. Pledged securities in Category 2 include securities held by the pledging financial institution's trust department or agent in the entity's name.

Fixed Assets and Long-term Liabilities

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. These assets are recorded as expenditures in the governmental fund types when purchased. All assets are maintained on the basis of historical cost and no depreciation is computed or recorded thereon. The Indigent Defender Board does not have public domain or infrastructure outlays. Interest costs on fixed assets have not been incurred.

There were no long-term liabilities at December 31, 1998.

Budgetary Practices

The Indigent Defender Board is not subject to the Local Government Budget Act and therefore, did not adopt a budget for the General Fund. Therefore, the financial statements do not reflect a comparison of revenues and expenditures to budget.

Pension Plan and Leave Policies

The Indigent Defender Board has no pension plan or leave policies.

Leases

The Indigent Defender Board did not have any capital or operating leases at December 31, 1998.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Litigation

There was not any pending litigation against the Indigent Defender Board at December 31, 1998.

Encumbrances

The Indigent Defender Board does not employ the encumbrance system of accounting.

Compensated Absences

The Indigent Defender Board does not provide for accumulated vacation or sick leave.

Inventory

The Indigent Defender Board does not have any inventory on hand at year-end.

Total Columns on Financial Statements

Total columns on the financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position, in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - AMOUNTS PAID MEMBERS OF THE BOARD

Members of the Board were not paid fees for being on the Board.

NOTE 3 - GENERAL FIXED ASSETS ACCOUNT GROUP

The following is a summary of changes in the General Fixed Assets Account Group for the year ended December 31, 1998:

	Balance January 1, <u>1998</u>	<u>Additions</u>	<u>Deductions</u>	Balance December 31, <u>1998</u>
Office furniture and equipment	\$ <u>457</u>	\$ <u>539</u>	<u>—</u>	\$ <u>996</u>
<u>Totals</u>	<u>457</u>	<u>539</u>	<u>-0-</u>	<u>996</u>

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1998

NOTE 4 - RESERVED FUND BALANCE

A portion of the fund balance at December 31, 1998, is reserved by the terms of grants received from the Louisiana Indigent Defender Board. The grants are to be used to help defray the cost of expert witness fees, pay raises for public defenders and costs associated with capital cases.

NOTE 5 - LOUISIANA INDIGENT DEFENDER BOARD GRANTS

During the current and prior years, the Indigent Defender Board was awarded grants from the Louisiana Indigent Defender Board. The grants are awarded to help defray the cost of expert witness fees, pay raises for public defenders, and partial funding of the St. Landry Parish Law Library. The grants received for 1998 amounts to \$47,852. At December 31, 1998, unexpended grants in the amount of \$168,426 were reserved.

The Indigent Defender Board was awarded a grant from the Louisiana Indigent Defender Board in the amount of \$50,000 during the year ended December 31, 1997. The grant is to be used to help defray the expenses of guilt and penalty phase investigations and the fees, overhead and out-of-pocket expenses of trial lead and/or associate counsel, as outlined in the grant agreement. As of December 31, 1998, the Board has expended \$43,427 of the total grant. The unexpended grant in the amount of \$6,573 is reserved.

NOTE 6 - INTERGOVERNMENTAL COOPERATIVE AGREEMENT

On September 2, 1997, three agencies - the St. Landry Parish Indigent Defender Board, the Twenty-Seventh Judicial District Court and the District Attorney of the Twenty-Seventh Judicial District, St. Landry Parish, Louisiana, entered into an intergovernmental agreement to provide funds to maintain the St. Landry Parish Law Library. The Indigent Defender Board agrees to contribute \$9,000 per year for an indefinite term. The agreement may be terminated at any time by a majority vote of the parties involved and any party may withdraw from the agreement by giving thirty days written notice.

The St. Landry Parish Indigent Defender Board, the Twenty-Seventh Judicial District Court and the judges of the Twenty-Seventh Judicial District also agreed to obtain a copier for the court and to each pay a third of the cost. The expense to the Indigent Defender Board for the current year amounted to \$255.

RELATED REPORT

Joel Lanclos, Jr., CPA
 Russell J. Stelly, CPA
 Chizal S. Fontenot, CPA
 James L. Nicholson, Jr., CPA
 G. Kenneth Pavy, II, CPA
 Darren J. Carl, CPA
 Michael A. Roy, CPA



JOHN S. DOWLING & COMPANY
 A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

John S. Dowling, CPA
 1904-1984

Retired

Harold Dupre, CPA
 1996
 John Newton Stout, CPA
 1998
 Dwight Ledoux, CPA
 1998

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

To the Indigent Defender Board of the
 Twenty-Seventh Judicial District
 Opelousas, Louisiana

We have audited the general purpose financial statements of Indigent Defender Board of the Twenty-Seventh Judicial District, as of and for the year ended December 31, 1998, and have issued our report thereon dated May 21, 1999. 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 Indigent Defender Board of the Twenty-Seventh Judicial District's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

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

To the Indigent Defender Board of the
Twenty-Seventh Judicial District
Page 2

This report is intended for the information and use of the Indigent Defender Board of the Twenty-Seventh Judicial District and the appropriate regulatory agency and is not intended to be and should not be used by anyone other than these specified parties.

John S. Dowling & Company

Opelousas, Louisiana
May 21, 1999

SUPPLEMENTARY INFORMATION

Joel Lanclos, Jr., CPA
 Russell J. Stelly, CPA
 Chizal S. Fontenot, CPA
 James L. Nicholson, Jr., CPA
 G. Kenneth Pavy, II, CPA
 Darren J. Cart, CPA
 Michael A. Roy, CPA



JOHN S. DOWLING & COMPANY
 A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

John S. Dowling, CPA
 1904-1984

Retired

Harold Dupre, CPA
 1996
 John Newton Stout, CPA
 1998
 Dwight Ledoux, CPA
 1998

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Indigent Defender Board
 of the Twenty-Seventh Judicial District
 Opelousas, Louisiana

We have audited the general purpose financial statements of the Indigent Defender Board of the Twenty-Seventh Judicial District as of and for the year ended December 31, 1998, and have issued our report thereon dated May 21, 1999. Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole.

The year 2000 supplementary information on page 12 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the Indigent Defender Board of the Twenty-Seventh Judicial District is or will become year 2000 compliant, that the Indigent Defender Board of the Twenty-Seventh Judicial District's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Indigent Defender Board of the Twenty-Seventh Judicial District does business are or will become year 2000 compliant.

John S. Dowling & Company

Opelousas, Louisiana
 May 21, 1999

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
YEAR 2000 REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 1998

The bookkeeping records of the Indigent Defender Board of the Twenty-Seventh Judicial District are maintained by an accounting firm. The firm has indicated that their software has been updated to be year 2000 compliant. Financial institutions in which the Board's funds are held have also indicated that they are year 2000 compliant.

INDIGENT DEFENDER BOARD
OF THE TWENTY-SEVENTH JUDICIAL DISTRICT
OPELOUSAS, LOUISIANA
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 1998

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

1997-1 Deposits not fully secured.
Corrective action taken.

SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

SECTION III - MANAGEMENT LETTER

No findings.