DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT

Parishes of Iberville, Pointe Coupee, and West Baton Rouge, Louisiana

ANNUAL FINANCIAL REPORT
As of and For the Year Ended December 31, 2002

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT

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CONTENTS

	Page
Independent Auditors' Report on Financial Statements	1-2
Management's Discussion and Analysis	3-6
Basic Financial Statements:	
Government Wide Financial Statements:	
Statement of Net Assets	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet – Governmental Funds	9
Reconciliation of the Governmental Funds Balance Sheet To the Statement of Net Assets	10
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds	11
Reconciliation of the Statement of Revenues, Expenditures, and Changes In Fund Balances – Governmental Funds to the Statement of Activities	12
Statement of Fiduciary Net Assets	13
Notes to Financial Statements	14-23
Required Supplementary Information	
Budgetary Comparison Schedule – General Fund	24
Budgetary Comparison Schedule – IV-D Special Revenue Fund	25
Budgetary Comparison Schedule – Worthless Check Special Revenue Fund	26
Supplemental Information	
Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	27
Summary Schedule of Findings and Questioned Costs	28
Summary Schedule of Prior Audit Findings	29
Corrective Action Plan for Current Year Audit Findings	30

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INDEPENDENT AUDITORS' REPORT

To the District Attorney, 18th Judicial District
P O Box 880
Plaquemine, Louisiana 70765-08880

We have audited the accompanying basic financial statements of the *District Attorney, 18th Judicial District* for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, a component unit of the Iberville and West Baton Rouge Parish Councils, and Pointe Coupee Parish Police Jury, as of and for the year ended December 31, 2002, as listed in the table of contents. These basic financial statements are the responsibility of the management of *the District Attorney, 18th Judicial District*. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee and West Baton Rouge, State of Louisiana, as of December 31, 2002, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

As described in Note 2 to the basic financial statements, the District Attorney of the Eighteenth Judicial District adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis- for State and Local Governments* and GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*. This results in a change in the format and content of the basic financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 6, 2003 on our consideration of the District Attorney's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and the Required Supplementary Information, as listed in the foregoing 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. 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 express no opinion on it.

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Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental information listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the District Attorney. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Major & Morrison

Major and Morrison
New Roads, Louisiana
June 6, 2003

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MANAGEMENT'S DISCUSSION AND ANALYSIS

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2002

The Management's Discussion and Analysis (MD&A) of the District Attorney of the Eighteenth Judicial District (District Attorney) provides an overview and overall review of the District Attorney's financial activities for the fiscal year ended December 31, 2002. The intent of the MD&A is to look at the District Attorney's financial performance as a whole. It should, therefore, be read in conjunction with the District Attorney's financial statements found in the financial section starting on page 7, and the notes thereto. MD&A is an element of the new reporting model adopted by the Governmental 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.

FINANCIAL HIGHLIGHTS

- The District Attorney's total net assets decreased by $35,274 over the course of this year's operations.
- During the year, the District Attorney's expenses were $44,300 more than the $1,522,720 generated in charges for services and operating grants for governmental programs.
- The total cost of the District Attorney's programs was $1,567,020, an increase of approximately $32,306 or 3.2 percent.
- *The general fund reported a deficit this year of $25,606.*

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplementary information. The basic financial statements include two kinds of statements that present different views of the District Attorney:

- The first two statements on pages 7 and 8 are government-wide financial statements that provide information about the activities of the District Attorney as a whole and present a longer-term view of the District Attorney's finances.
- The remaining statements starting on page 9 are fund financial statements that focus on individual parts of the District Attorney's government, reporting the District Attorney's operations in more detail than the government-wide statements.
    - The governmental funds statements tell how general government services, such as judicial services, were financed in the short term as well as what remains for future spending.
    - *Fiduciary fund statements provide information about the financial relationships in which* the District Attorney acts solely as agent for the benefit of others, to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and *provide additional detailed data. The notes are followed by a section of required supplementary information* that further explains and supports the information in the financial statements as well as providing budgetary comparison data. The last section of the report contains additional supplemental information reporting on internal controls and any compliance findings. The rest of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the District Attorney as a whole using the accrual basis of accounting, which is similar to that which is used by private sector companies. The statement of net assets on page 7 includes all of the District Attorney's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities on page 8, regardless of when cash is received or paid.

These two statements report the District Attorney's net assets and changes in them. Net assets – the difference between the District Attorney's assets and liabilities- is one way to measure the District Attorney's financial health, or financial position. Over time, increases and decreases in the District Attorney's net assets are one indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors will also need to be considered to assess the overall health of the District Attorney.

The government-wide financial statements of the District Attorney, reports only one type of activity – governmental activities. All of the District Attorney's basic services are included here, such as judicial services and general administration.

Fund Financial Statements

The fund financial statements, beginning on page 9, provide more detail about the District Attorney's most significant funds – not the District Attorney as a whole. State laws require the establishment of some funds. Funds are accounting devices that the District Attorney uses to keep track of specific sources of funding and spending for particular purposes.

The District Attorney uses only the governmental type of fund with the following accounting approach. Most of the District Attorney's basic services are included in governmental funds, which focus on how cash and other financial assets that can be readily converted to cash flow in and out of those funds, and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements therefore provide a detailed short-term view of the District Attorney's general government operations and the basic services it provides, and helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District Attorney's programs. Since this information does not include the additional long-term focus of government-wide statements, we provide reconciliations on the subsequent pages that explain the relationship (or differences) between the two different type statements.

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY AS A WHOLE

Net assets. The District Attorney's combined net assets changed only slightly between fiscal years 2001 and 2002, remaining at approximately $700,000. (See Table 1 below)

Table 1
District Attorney's Net Assets

	Governmental Activities 2002
Current and other assets	$ 637,177
Capital assets	79,960
Total assets	**$ 717,137**
Current liabilities	20,945
Noncurrent liabilities	0
Total liabilities	**$ 20,945**
Net assets:	
Invested in capital assets, net of related debt	79,960
Restricted – IV-D Program	29,150
Restricted – Worthless Check Program	57,750
Unrestricted	529,332
Total net assets	**$ 696,192**

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2002

Net assets of the District Attorney's governmental activities decreased by 4.8 percent to $696,192.

Changes in net assets. The District Attorney's total revenues decreased by 6.7 percent to $1.53 million (See Table 2), due to lower collections on fines, fees and forfeitures. Approximately 53 percent of the District Attorney's revenue comes from fines, fees, and forfeitures collected from defendants in civil and criminal cases.

The total cost of all programs and services increased approximately $32,306 or 3.2 percent due to additional capital expenses incurred. The District Attorney's expenses cover all services performed by its office.

Governmental Activities

Revenues for the District Attorney's governmental activities decreased by 6.7 percent, while total expenses increased 3.2 percent.

Table 2
Changes in District Attorney's Net Assets

	Governmental Activities 2002
Revenues	
Program Revenues	
Charges for services	$ 837,193
Federal and State grants	685,528
Other revenues	9,025
Total revenues	**$ 1,531,746**
Expenses	
General government	1,567,020
Total expenses	**$ 1,567,020**
Decrease in net assets	**$ (35,274)**

Table 3
Net Cost of District Attorney's Governmental Activities

	Total Cost of Services 2002	Net Cost of Services 2002
Judicial Services	1,402,295	(25,606)
IV-D Program	164,725	(18,693)
Total	**$1,567,020**	**$(44,299)**

FINANCIAL ANALYSIS OF THE DISTRICT ATTORNEY'S FUNDS

As the District Attorney completed the year, its governmental funds reported a combined fund balance of $616,232, reflecting a decrease over the prior year of $60,391. Of this fund balance, $86,900 is restricted for use in the IV-D and worthless check programs and $529,332 is unrestricted and undesignated and therefore available for spending. The decrease in fund balance was due to a decrease in forfeiture revenue and an increase in capital asset acquisitions.

General Fund Budgetary Highlights

During the year, the District Attorney revised its budget once. The budget amendments all were to increase appropriations to prevent budget overruns and revise increased revenue estimates.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of the year, the District Attorney had invested $79,960 in capital assets. (See Table 4).

Table 4
District Attorney's Capital Assets
(net of accumulated depreciation)

	Governmental Activities 2002
Vehicles	37,774
Furniture and equipment	42,186
Total	$ 79,960

Debt

At year-end, the District Attorney had no debt outstanding.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Approximately 53 percent of the District Attorney's revenues are derived from fines, fees, and forfeitures from civil and criminal cases. The District Attorney fines, fees or forfeitures nor grant income is expected to increase, and office staff and costs should remain stable. If these estimates remain consistent, the District Attorney's General Fund balance is expected to remain stable with a possible increase due to reduced capital expenses. The budget for the year 2003 should approximate the same as the year's 2002 budget.

CONTACTING THE DISTRICT ATTORNEY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District Attorney's finances and to demonstrate the District Attorney's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Honorable Richard J. Ward, Jr., District Attorney of the Eighteenth Judicial District Iberville Parish Courthouse P.O. Drawer 880 Plaquemine, Louisiana 70765.

BASIC FINANCIAL STATEMENTS

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

Statement of Net Assets

December 31, 2002

	Governmental Activities
ASSETS	
Cash and cash equivalents	$ 321,251
Investments	268,672
Accounts receivable	34,039
Grants receivable	13,216
Capital assets, net of depreciation	79,960
Total Assets	717,137
LIABILITIES	
Accounts payable and accrued expenses	20,945
Total Liabilities	20,945
NET ASSETS	
Invested in capital assets	79,960
Restricted for:	
IV-D Program	29,150
Worthless Check Program	57,750
Unrestricted (deficit)	529,332
Total net assets	$ 696,192

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

Statement of Activities

For the Year Ended December 31, 2002

FUNCTIONS/PROGRAMS	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenue
Governmental activities:				
General government - Judicial	$ 1,402,296	$ 837,193	$ 539,496	$ (25,606)
Health and welfare	164,725	0	146,032	(18,693)
Total governmental activities	1,567,020	837,193	685,528	(44,300)
General revenues:				
Unrestricted investment earnings				9,025
Total general revenues				9,025
Change in net assets				(35,274)
Net assets - beginning of the year				731,466
Net assets - end of the year				$ 696,192

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana
BALANCE SHEET - GOVERNMENTAL FUNDS

December 31, 2002

	GENERAL FUND	IV-D FUND	WORTHLESS CHECK FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	$ 245,115	$ 16,445	$ 59,691	$ 321,251
Investments	268,672	0	0	268,672
Receivables	31,849	13,216	2,190	47,254
Total Assets and Other Debits	$ 545,636	$ 29,661	$ 61,881	$ 637,178
LIABILITIES, EQUITY, AND OTHER CREDITS				
Liabilities:				
Accounts payable	$ 16,303	$ 357	$ 4,131	$ 20,791
Payroll deductions and withholdings	0	154	0	154
Total Liabilities	16,303	511	4,131	20,945
Equity and Other Credits:				
Fund balances				
Unreserved - designated	0	29,150	57,750	86,900
Unreserved - undesignated	529,332	0	0	529,332
Total Equity and Other Credits	529,332	29,150	57,750	616,232
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	$ 545,636	$ 29,661	$ 61,881	$ 637,178

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Assets

For the Year Ended December 31, 2002

Total fund balance - governmental funds	$ 616,232
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance sheet - governmental funds.	79,960
Total net assets of governmental activities	$ 696,192

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended December 31, 2002

	GENERAL FUND	IV-D FUND	WORTHLESS CHECK FUND	TOTAL GOVERNMENTAL FUNDS
REVENUES				
Commissions on fines and forfeitures and fees for collection of worthless checks	$ 369,050	$ 0	$ 50,323	$ 419,372
Intergovernmental revenues:				
Parish police juries	292,697	0	0	292,697
Federal grants	0	146,032	0	146,032
Other	27,083	0	0	27,083
On-Behalf salaries & benefits received	512,413	0	0	512,413
Interest earnings	9,025	0	0	9,025
Other revenues	125,123	0	0	125,123
Total revenues	1,335,392	146,032	50,323	1,531,748
EXPENDITURES				
Salaries and related benefits	652,943	155,880	0	808,824
On-Behalf salaries & benefits paid	512,413	0	0	512,413
Legal and accounting	17,098	0	4,763	21,860
Insurance	43,474	0	0	43,474
Office supplies	48,521	3,774	6,191	58,486
Repairs and maintenance	4,775	0	1,256	6,031
Utilities	8,961	3,287	2,330	14,578
Capital outlay	43,970	3,302	0	47,272
Miscellaneous	58,078	1,783	19,338	79,200
Total expenditures	1,390,232	168,027	33,878	1,592,137
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(54,840)	(21,996)	16,445	(60,391)
OTHER FINANCING SOURCES (USES)				
Transfers in	0	6,000	0	6,000
Transfers out	(6,000)	0	0	(6,000)
Total other financing sources (uses)	6,000	6,000	0	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(60,840)	(15,996)	16,445	(60,391)
FUND BALANCE AT BEGINNING OF YEAR	590,173	45,146	41,305	676,623
FUND BALANCE AT END OF YEAR	$ 529,332	$ 29,150	$ 57,750	$ 616,232

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

For the Year Ended December 31, 2002

Net change in fund balances - total governmental funds	$	(60,391)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However , in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount which capital outlays exceeded depreciation in the current period.		47,272 (21,276)
Loss on disposal of capital assets		(879)
Change in net assets of governmental activities	$	(35,274)

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

STATEMENT OF FIDUCIARY NET ASSETS
December 31, 2002

	AGENCY FUNDS
ASSETS	
Cash and cash equivalents	$ 208,876
Total Assets	$ 208,876
LIABILITIES	
Due to other funds	0
Due to other governmental entities	0
Amounts held in custody for others	208,876
Total Liabilities	$ 208,876

The accompanying notes are an integral part of this statement.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee,
and West Baton Rouge, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 2002

INTRODUCTION

As provided by Article V, Section 26 of the Louisiana Constitution of 1984, the District Attorney has charge of every criminal prosecution by the State in his district, is the representative of the State before the Grand Jury in his district, and is the legal advisor to the Grand Jury. He performs other duties as provided by law. The qualified electors of the judicial district elect the District Attorney for a term of six years. The District Attorney currently employs 36 people.

1. SUMMARY OF SIGNIFICANT POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the District Attorney of the 18th Judicial District, a component unit of the Iberville and West Baton Rouge Parish Council, and Pointe Coupee Parish Police Jury, have been prepared in *conformity with governmental accounting principles generally accepted in the United States of America.* The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements- and Management's Discussion and Analysis-for State and Local Governments,* issued June 1999.

B. REPORTING ENTITY

The district attorney is an independent elected official; however, the district attorney is fiscally dependent on the Iberville and West Baton Rouge Parish Councils, and Pointe Coupee Parish Police Jury. The police jury and councils maintain and operate the parish courthouse in which the district attorney's offices are located and provide funds for *payroll and other expenses of the district attorney's office. In addition,* the councils and police jury's basic financial statements would be incomplete or misleading without inclusion of the district attorney. For these reasons, the district attorney was determined to be a component unit of the Iberville and West Baton Rouge Parish Council and Pointe Coupee Parish Police Jury, the financial reporting entities of the Iberville, Pointe Coupee, and West Baton Rouge Parishes.

The accompanying financial statements present information only on the funds maintained by the district attorney and do not present information on the police juries, the general governmental services provided by those governmental units, or the other governmental units that comprise the financial reporting entities.

C. FUND ACCOUNTING

The district attorney uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions relating to certain district attorney functions or activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the district attorney's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources, which may be used to finance future period programs or operations of the district attorney. The following are the district attorney's governmental funds:

General Fund – the primary operating fund of the district attorney and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to district attorney policy.

Title IV-D Special Revenue Fund

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

Worthless Check Collection Fee Special Revenue Fund

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

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the district attorney as a whole. These statements include all the financial activities of the district attorney. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the district attorney's general revenues.

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the district attorney's operations (See the reconciliation statements).

The amounts reflected in the General Fund in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The district attorney considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term

debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Certain revenues are assessed and collected in such a manner that they can be accrued appropriately.

Commissions on the fines and forfeitures are recorded in the year they are collected by the tax collector, an intermediary collecting government.

Intergovernmental revenues are recorded when the District Attorney is entitled to the funds.

Expenditures

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

Other Financing Sources (Uses)

Transfers between funds, which are not expected to be repaid, and proceeds from the sale of assets are accounted for as other financing sources (uses).

Deferred Revenues

Deferred revenues arise when resources are received by the district attorney before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the district attorney has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

E. BUDGETS

Budgets for the General and Special Revenue Funds are adopted on a basis consistent with U.S. generally accepted accounting principles. The proposed budget, prepared on the modified accrual basis of accounting, for fiscal year December 31, 2002 was completed, published, and made available for public inspection on December 6, 2001. The public hearing was held at the District Attorney's office on December 20, 2001 for comments from taxpayers. The budget was legally adopted and amended, as necessary, by the District Attorney following the public hearing. All expenditure appropriations lapse at year end. The District Attorney has sole authority to make changes or amendments within various budget classifications. One amendment was made to the original General and Special Revenue Fund budgets for the year ended December 31, 2002.

The on-behalf payments received and paid by the State of Louisiana and the parish councils and jury are not budgeted or reflected in the Budgetary Comparison Schedule- General Fund in this report. The net effect of reflecting the receipt and payment of salaries and benefits on-behalf is zero. A reconciliation of total revenues and expenditures for the General Fund follows:

	Total Revenue	Total Expenditures
Actual – Page 11	$ 1,335,392	$ 1,390,232
On-Behalf Payments	512,413	512,413
Budget – Page 24	$ 822,979	$ 877,819

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Under state law, the district attorney may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana or any other state of the United States, or under the laws of the United States.

G. INVESTMENTS

Investments are limited by R.S. 33:2955 and the district attorney's investment policy. The district attorney may invest in United States bonds, treasury notes, or certificates of deposits. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. *GASB Statement No. 31* allows the district attorney to report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. *Money market investments are short term, highly liquid debt instruments that include U.S.* Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts. Investments listed in the balance sheet are stated at cost.

H. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated historical 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 district attorney maintains a threshold level of $500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. *All* capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Equipment & furniture	*5 years*
Vehicles	5 – 10 years

I. COMPENSATED ABSENCES

The district attorney has the following policy relating to vacation and sick leave, which are non-cumulative and non-vesting:

Sick Leave – Employees have ten days leave with pay. Any sick leave taken after the ten days will be taken without pay.

Vacation – Secretaries have one week vacation the first year, two weeks vacation the second year and three weeks vacation thereafter.

J. RESTRICTED NET ASSETS

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and

2) imposed by law through constitutional provisions or enabling legislation.

K. FUND EQUITY

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not *available for appropriation or are legally restricted by outside parties for use for a specific purpose.* Any designations of fund balance represent tentative management plans that are subject to change.

L. USE OF ESTIMATES

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

2. CHANGES IN ACCOUNTING PRINCIPLES

For the year ended December 31, 2002, the District Attorney has implemented GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*, and GASB Statement No. 34, *Basic Financial Statements- and Management's Discussion and Analysis- for State and Local Governments*. At December 31, 2001 there was no effect on fund balance as a result of the implementation of GASB No. 33.

GASB Statement No. 34 creates new basic financial statements for reporting on the District Attorney's financial activities. The financial report now includes government-wide financial statements prepared on the accrual basis of accounting, and fund financial statements which present information for individual major funds rather than by fund type, which had been the method of presentation in previously issued financial statements. Nonmajor funds are presented in total in one column in the fund financial statement.

The implementation of GASB Statement No. 34 caused the opening fund balance at December 31, 2001 to be restated in *terms of Net Assets as follows:*

Governmental Funds' Fund Balance, December 31, 2001		$ 676,624
Add: Capital Assets as of December 31, 2001:		
Cost	$ 154,953	
Accumulated Depreciation	(100,111)	
		54,842
Net Assets at December 31, 2001		$ 731,466

3. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following individual fund had actual expenditures over budgeted appropriations for the year ended December 31, 2002:

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
General Fund	$930,000	$868,000	$877,819	$ (9,819)

4. CASH AND CASH EQUIVALENTS

At December 31, 2002, the district attorney has cash and cash equivalents totaling $321,251 as follows:

Demand deposits	$ 210,912
Money market accounts	$ 110,339
Total	$ 321,251

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2002, the district attorney has $357,483 in deposits (bank balances). These deposits are secured from risk by $340,137 of federal deposit insurance and $1,734,337 of pledged securities held by the custodial banks in the name of the fiscal agent banks.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 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 attorney that the fiscal agent has failed to pay deposited funds upon demand.

5. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the district attorney or its agent in the district attorney's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the district attorney's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the district attorney's name

At fiscal year-end, the district attorney's investment balances were as follows:

Type of Investment	Category	Carrying Amount Fair Value	Carrying Amount Amortized Cost	Total Carrying Amount
Certificates of Deposits	1	$268,672	$268,672	$268,672
Total Investments		$ 268,672	$ 268,672	$ 268,672

6. RECEIVABLES

The following is a summary of receivables at December 31, 2002:

	General Fund	Special Revenue Funds	Totals
Accounts Receivable	$31,849	$15,406	$47,255

7. CAPITAL ASSETS

The following presentation restates capital assets from the general fixed asset account group at December 31, 2001:

	Furniture & Equipment	Automobiles	Total
Cost at December 31, 2001 (as reported in the general fixed asset account group)	$ 154,953	$ 0	$ 154,953
Items below the established capitalization threshold capital assets	0	0	0
Cost of Capital Assets. December 31, 2001	154,953	0	154,953
Accumulated Depreciation December 31, 2001	100,111	0	100,111
Capital Assets, net of accumulated depreciation, At December 31, 2001	$ 54,842	$ 0	$ 54,842

Capital assets and depreciation activity as of and for the year ended December 31, 2002 are as follows:

	Furniture & Equipment	Automobiles	Total
Cost of capital assets, December 31, 2001	$ 154,953	$ 0	$ 154,953
Additions	8,859	38,414	47,273
Deletions	(47,486)	(0)	(47,486)
Cost of capital assets, December 31, 2002	116,326	38,414	154,740
Accumulated depreciation, December 31, 2001	100,111	0	100,111
Additions	20,636	640	21,276
Deletions	(46,607)	0	(46,607)
Accumulated depreciation, December 31, 2002	74,140	640	74,780
Capital assets net of accumulated depreciation, at December 31, 2002	$ 42,186	$ 37,774	$ 79,960

Depreciation expense of $21,276 for the year ended December 31, 2002 was charged to the general fund governmental function.

8. PENSION PLANS

Substantially all employees of the District Attorney are members of either the Louisiana District Attorneys Retirement System or the Parochial Employees' Retirement System of Louisiana. These systems are cost sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

A. Louisiana District Attorneys Retirement System

Plan Description. The district attorney and assistant district attorneys are members of the Louisiana District Attorneys Retirement System (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Assistant district attorneys who earn, as a minimum, the amounts paid by the state for assistant district attorneys and are under the age of 60 at the time of original employment and all district attorneys are required to participate in the System. For members who joined the System before July 1, 1990, and who elected not to be covered by the new provisions, the following applies: Any member with 23 or more years of creditable service regardless of age may retire with a 3 per cent benefit reduction for each year below age 55, provided that no reduction is applied if the member has 30 or more years of service. Any member with at least 18 years of service may retire at age 55 with a 3 per cent benefit reduction for each year below age 60. In addition, any member with at least 10 years of service may retire at age 60 with a 3 per cent benefit reduction for each year retiring below the age of 62. The retirement benefit is equal to 3 per cent of the member's average final compensation multiplied by the number of years of his membership service, not to exceed 100 per cent of his average final compensation.

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

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

Funding Policy. Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the district attorney is required to contribute at an actuarially determined rate. The rate from July 1, 2000 to June 30, 2003 was 0.00 percent of covered payroll. Contributions to the System also include .2 percent of the ad valorem taxes collected throughout the state and revenue sharing funds as appropriated by the legislature. The contribution requirements of plan members and the district attorney are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The district attorney's contributions to the System for the years ending December 31, 2002, 2001, and 2000, were $0, $0, and $0, respectively, equal to the required contributions for each year.

B. Parochial Employees' Retirement System of Louisiana

Plan Description. Substantially all employees of the District Attorney who are not members of the District Attorneys Retirement System are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan 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 of the District Attorney who are in the system are members of Plan A.

All permanent employees working at least 28 hours per week whom 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 creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. However, for those employees who are members of the supplemental plan only before January 1, 1980, the benefit is equal to one percent of final average salary plus $24 for each year of supplemental-plan-only service earned before 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 or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, P. O. Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Funding Policy. Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the District Attorney is required to contribute at an actuarially determined rate. The current rate is 7.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the District Attorney are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District Attorney's contributions to the System under Plan A for the years ending December 31, 2002, 2001, and 2000, were $23,371, $22,967, and $21,617, respectively, equal to the required contributions for each year.

9. LEASES

The district attorney had no capital leases as of December 31, 2002. The district attorney has operating leases of the following nature, which resulted in rental expense of $4,349 for the year ended December 31, 2002:

Lease of copier @ $362 per month.

The minimum annual commitments under operating leases are as follows:

Fiscal year:	Equipment
2003	4,349
2004	4,349
2005	4,349
2006	362
Total	$ 13,409

10. LITIGATION AND CLAIMS

At December 31, 2002, the district attorney had no lawsuits pending. Litigation costs of $0 were incurred in the current year.

11. EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED IN THE ACCOMPANYING FINANCIAL STATEMENTS

The accompanying financial statements do not include expenses of the District Attorney paid from the criminal court funds or from other parish funds for the operation of the District Attorney. Examples include office rent, miscellaneous supplies, and portions of health insurance. The amount of expenses paid by these other agencies has not been determined. See note *14* for other on-behalf payments included in these financial statements.

12. OTHER EMPLOYMENT BENEFITS

The District Attorney provides certain health care benefits for its active employees. Substantially all employees may participate

while working for the District Attorney. These benefits are provided through the related police juries and an insurance company whose monthly insurance premiums are paid by the District Attorney. The cost of employee's benefits totaled $42,420 for the year ended December 31, 2002.

13. RISK MANAGEMENT

The District Attorney's office is exposed to risks of loss in the area of workers' compensation. Those risks are handled by purchasing commercial insurance. There was no significant reduction in insurance coverage during the current fiscal year.

14. ON-BEHALF PAYMENTS

A portion of the salaries of the District Attorney and the assistant District Attorneys are paid by the state and the various councils and jury. The salaries of the office staff are paid by the councils and jury with a supplemental payroll from the District Attorney's payroll account. The State of Louisiana provides direct payments of salaries to the district attorney and the assistant district attorneys as designated by the District Attorney's office. These payments, referred to as "on-behalf payments received", provide the district attorney and assistant district attorneys with their base salary (currently $50,000 and $30,000, respectively). If the District Attorney's office wishes to pay salaries greater than the amount of salary supplements from the state, the additional amounts are paid out of the council's payroll accounts or the District Attorney's office payroll account. The councils and jury provide the office staff with their base salary and if the District Attorney wishes to pay salaries greater than that amount, the additional amounts are paid out of the District Attorney's payroll account.

In accordance with GASB No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, the amount of on-behalf salaries paid directly to the district attorney, assistant district attorneys, and office staff, as well as the related benefits, has been recognized by the District Attorney's Office as revenues and expenditures. The amount recognized for the year ended December 31, 2002 was $512,413.

15. FEDERAL FINANCIAL ASSISTANCE PROGRAM

The District Attorney participates in the following federal financial assistance programs:

Federal Grants/ Program Title	CFDA Number	Pass-Through Grantors Number	Expenditures
Department of Health and Human Services Passed through Louisiana Department of Social Services:			
Title IV-D - Reimbursement assistance for child support			
Direct Grant Reimbursement Funds	93.563	Proj#355301236	$146,032
			$146,032

This program is funded by indirect assistance payments in the form of reimbursements of a portion of certain expenditures, received from the Louisiana Department of Social Services. The reimbursed payments are restricted by a formal agreement between the District Attorney and Department of Social Services and include a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursement requests to the Department of Social Services on a monthly basis. Reimbursement payments may be subjected to further review and audit by the federal grantor agency. No provision has been made in the financial statements for the reimbursement of any expenditure that may be disallowed as a result of such a review or audit.

REQUIRED SUPPLEMENTARY INFORMATION

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana
GENERAL FUND

BUDGETARY COMPARISON SCHEDULE
For the Year Ended December 31, 2002

	BUDGETED AMOUNTS			VARIANCE WITH FINAL BUDGET FAVORABLE
	ORIGINAL	FINAL	ACTUAL	(UNFAVORABLE)
REVENUES				
Commissions on fines, forfeitures and fees for collection of worthless checks	$ 290,000	$ 300,000	$ 369,050	$ 69,050
Intergovernmental revenues:				
Parish police jury	270,000	305,000	292,697	(12,303)
Other	0	0	27,083	27,083
Interest earnings	0	0	9,025	9,025
Other revenues	90,000	110,000	125,123	15,123
Total revenues	650,000	715,000	822,979	107,979
EXPENDITURES				
Salaries and related benefits	690,000	670,000	652,943	17,057
Legal and accounting	15,000	10,000	17,098	(7,098)
Insurance	35,000	45,000	43,474	1,526
Office supplies	40,000	50,000	48,521	1,479
Repairs and maintenance	10,000	8,000	4,775	3,225
Utilities	15,000	10,000	8,961	1,039
Capital outlay	50,000	10,000	43,970	(33,970)
Miscellaneous	75,000	65,000	58,078	6,922
Total expenditures	930,000	868,000	877,819	(9,819)
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(280,000)	(153,000)	(54,840)	98,160
OTHER FINANCING SOURCES (USES)				
Transfers out	(25,000)	(15,000)	(6,000)	9,000
Total other financing sources (uses)	(25,000)	(15,000)	(6,000)	9,000
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(305,000)	(168,000)	(60,840)	107,160
FUND BALANCE AT BEGINNING OF YEAR	506,985	590,173	590,173	0
FUND BALANCE AT END OF YEAR	$ 201,985	$ 422,173	$ 529,332	$ 107,159

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana
IV-D FUND

BUDGETARY COMPARISON SCHEDULE
For the Year Ended December 31, 2002

	BUDGETED AMOUNTS			VARIANCE WITH FINAL BUDGET FAVORABLE
	ORIGINAL	FINAL	ACTUAL	(UNFAVORABLE)
REVENUES				
for collection of worthless checks				
Intergovernmental revenues:				
Federal grants	130,000	141,000	146,032	5,032
Total revenues	130,000	141,000	146,032	5,032
EXPENDITURES				
Salaries and related benefits	157,000	157,000	155,880	1,120
Office supplies	3,000	5,000	3,774	1,226
Utilities	3,000	3,500	3,287	213
Capital outlay	0	1,500	3,302	(1,802)
Miscellaneous	1,500	3,500	1,783	1,717
Total expenditures	164,500	170,500	168,027	2,473
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	(34,500)	(29,500)	(21,996)	7,504
OTHER FINANCING SOURCES (USES)				
Transfers in	5,000	6,000	6,000	0
Total other financing sources (uses)	5,000	6,000	6,000	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(29,500)	(23,500)	(15,996)	7,504
FUND BALANCE AT BEGINNING OF YEAR	32,539	45,146	45,146	0
FUND BALANCE AT END OF YEAR	$ 3,039	$ 21,646	$ 29,150	$ 7,504

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana
WORTHLESS CHECK FUND

BUDGETARY COMPARISON SCHEDULE
For the Year Ended December 31, 2002

	BUDGETED AMOUNTS			VARIANCE WITH FINAL BUDGET FAVORABLE
	ORIGINAL	FINAL	ACTUAL	(UNFAVORABLE)
REVENUES				
Commissions on fines, forfeitures and fees for collection of worthless checks	$ 50,000	$ 35,000	$ 50,323	$ 15,323
Intergovernmental revenues:				
Federal grants	0	0	0	0
Total revenues	50,000	35,000	50,323	15,323
EXPENDITURES				
Salaries and related benefits	0	0	0	0
Legal and accounting	5,000	5,000	4,763	238
Insurance	0	0	0	0
Office supplies	10,000	5,000	6,191	(1,191)
Repairs and maintenance	2,000	2,000	1,256	744
Utilities	7,000	3,000	2,330	670
Capital outlay	0	0	0	0
Miscellaneous	26,000	24,000	19,338	4,662
Total expenditures	50,000	39,000	33,878	5,122
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	0	(4,000)	16,445	20,445
OTHER FINANCING SOURCES (USES)				
Transfers in	0	0	0	0
Transfers out	0	0	0	0
Total other financing sources (uses)	0	0	0	0
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	0	(4,000)	16,445	20,445
FUND BALANCE AT BEGINNING OF YEAR	29,052	41,305	41,305	0
FUND BALANCE AT END OF YEAR	$ 29,052	$ 37,305	$ 57,750	$ 20,445

SUPPLEMENTAL INFORMATION

MAJOR & MORRISON

CERTIFIED PUBLIC ACCOUNTANTS

VAN F. MAJOR, CPA, PC
JOHN L. MORRISON, III, CPA, PC
MARK A. DAVID, CPA, PC

MEMBERS,
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

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

Honorable Richard J. Ward, Jr.
District Attorney, 18th Judicial District
P O Box 880
Plaquemine, Louisiana 70765

We have audited the basic financial statements of the District Attorney, 18th Judicial District for the Parishes of Iberville, Pointe Coupee, and West Baton Rouge, State of Louisiana, a component unit of the Iberville and West Baton Rouge Parish Councils and Pointe Coupee Parish Police Jury, as of and for the year ended December 31, 2002 and have issued our report thereon dated June 6, 2003. We conducted our 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.

Compliance

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

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District Attorney's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the District Attorney's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 02-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered material weaknesses. However, we believe the reportable condition item 02-1 is a material weakness.

This report is intended for the information of the District Attorney, the Iberville and West Baton Rouge Parish Council and Pointe Coupee Parish Police Jury, and the Legislative Auditor for the State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Major & Morrison

Major & Morrison
New Roads, Louisiana
June 6, 2003

POST OFFICE BOX 190, NEW ROADS, LA 70760 – PHONE (225) 638-4531 - FAX (225) 638-6898

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Parishes of Iberville, Pointe Coupee, And
West Baton Rouge, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2002

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness (es) identified?	_X yes __no
Reportable condition(s) identified not considered to be material weaknesses?	__yes _X none reported
Noncompliance material to financial statements noted?	_yes _X_no

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 02-1

Criteria: Accounting duties should be segregated to achieve effective internal control and safeguarding of assets.

Condition: Lack of segregation of duties in processing cash transactions.

Effect: A defalcation or misappropriation of funds could more easily occur.

Cause: Lack of segregation of duties, which permits control to be exercised over the accounting records by a person who also handles or controls cash transactions without any intervention by another person.

Recommendation: We recommend that steps be taken to segregate duties in processing cash transactions.

Management's Response: Because of the limited number of accounting personnel, total segregation of accounting duties will not be possible or cost beneficial. However, management has established and implemented additional procedures to reduce potential problems and will continue to review accounting procedures and make internal control improvements that are practical.

DISTRICT ATTORNEY OF THE EIGHTEENTH JUDICIAL DISTRICT
Plaquemine, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2002

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
Section I – Internal Control and Compliance Material to the Financial Statements:				
01-1	FY98	Lack of segregation.	Partially	Total segregation is impractical. Will make cost effective improvements.

Section II – Internal Control and Compliance Material to Federal Awards:

None.

Section III – Management Letter

Not applicable.

DISTRICT ATTORNEY OF THE EIGHTEENTH
JUDICIAL DISTRICT
Plaquemine, Louisiana

Corrective Action Plan for
Current Year Audit Findings
For the Year Ended December 31, 2002

Ref. No.	Description of Finding	Corrective Action Planned	Name of Contact Person	Anticipated Completed
Section I – Internal Control and Compliance Material to the Financial Statements:				
02-1	Lack of segregation.	Due to the size of the District Attorney's office, total segregation of accounting duties is impractical. Management will review accounting procedures and make internal control improvements that are cost effective.	R. Ward	Ongoing

Section II – Internal Control and Compliance Material to Federal Awards:

None.

Section III – Management Letter

Not applicable.