



**District Attorney of the First
Judicial District**
(a component unit of Caddo Parish Commission)
Caddo Parish, Louisiana

Financial Report

December 31, 2023



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INDEPENDENT AUDITOR'S REPORT

The Honorable James Stewart
District Attorney of the First Judicial District
Caddo Parish, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the District Attorney of the First Judicial District (District Attorney), a component unit of the Caddo Parish Commission, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District Attorney's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the District Attorney, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District Attorney and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District Attorney's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Budgetary Comparison Information, the Schedule of Proportionate Share of the Net Pension Liability, the Schedule of Contributions to the Funds, and the Schedule of Changes in Net OPEB Liability and Related Ratios, on pages 5 through 13, and 52 through 55 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of

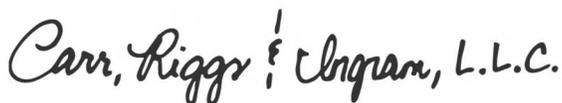
America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District Attorney's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. In addition, the Schedule of Compensation, Benefits, and Other Payments to Agency Head on page 72, is presented in accordance with Louisiana Revised Statutes (RS) 24:513(A)(3); and the Justice System Funding Schedules on pages 73 and 74, are presented in accordance with Act 87 of the Louisiana Revised Statutes (RS) 24:515.2. These schedules are also presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards, Schedule of Compensation, Benefits, and Other Payments to Agency Head, and the Justice System Funding Schedules, are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2024, 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 grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District Attorney's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District Attorney's internal control over financial reporting and compliance.



CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana
June 24, 2024

Management's Discussion and Analysis

**District Attorney of the First Judicial District
Management's Discussion and Analysis (unaudited)
December 31, 2023**

This section of the District Attorney of the First Judicial District's (District Attorney) annual financial report presents our discussion and analysis of the District Attorney's financial performance during the fiscal year that ended on December 31, 2023. Please read it in conjunction with the District Attorney's financial statements, which follow this section.

Financial Highlights

The following exhibits some of the more important highlights of the financial results for the government-wide financial statements for the year ended December 31, 2023:

- The District Attorney's total net position from governmental activities decreased \$1,171,584 from the beginning of the fiscal year as a result of operations during the year;
- During the year ended December 31, 2023, the District Attorney's expenses were \$1,593,066 more than the \$11,459,418 recognized as revenue from charges for services and operating grants;
- The cost of operating the programs of the District Attorney was \$13,052,484, which represents an increase in the costs of operations over the prior year of \$41,092 or a 0.32% (percent) increase; and
- The District Attorney reported net position invested in capital assets of \$211,775 and an unrestricted net deficit of (\$7,396,380) totaling a net deficit of (\$7,184,605).

Overview of the Financial Statements

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

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District Attorney's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District Attorney's governmental operations, reporting the District Attorney's operations in more detail than the government-wide statements.
 - The governmental funds statements illustrate how general government services, like public safety, 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 more data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

Exhibit 1 summarizes the major features of the District Attorney's financial statements, including the portion of the District Attorney's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**District Attorney of the First Judicial District
Management’s Discussion and Analysis (unaudited)
December 31, 2023**

Exhibit 1 Major Features of District Attorney’s Government and Fund Financial Statements			
	Fund Statements		
	Government-wide Statements	Governmental Funds	Fiduciary Funds
Scope	The entire District Attorney governmental unit (excluding fiduciary funds).	The activities of the District Attorney that are not proprietary or fiduciary, such as public safety and the IV-D program.	Instances in which the District Attorney is the trustee or agent for someone else’s resources, such as seized drug assets awaiting forfeiture.
Required financial statements	<ul style="list-style-type: none"> • Statement of net position. • Statement of activities. 	<ul style="list-style-type: none"> • Balance sheet. • Statement of revenues, expenditures, and changes in fund balance. 	<ul style="list-style-type: none"> • Statement of fiduciary net position. • Statement of changes in fiduciary net position.
Accounting basis and measurements focus	Accrual accounting and economic resources focus.	Modified accrual accounting and current financial resources focus.	Accrual accounting and economic resource focus.
Type of asset/liability	All assets and liabilities, both financial and capital, and short-term and long-term.	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets are included.	All assets and liabilities, both short-term and long-term; the District Attorney’s funds do not currently contain capital assets, although they can.
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is paid or received.	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter.	All revenues and expenses during the year, regardless of when cash is received or paid.

Government-Wide Statements

The government-wide statements are designed to provide readers with a broad overview of the District Attorney’s finances, in a manner similar to a private sector business.

The statement of net position presents all of the District Attorney’s assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Net position represents the difference between all elements in a statement of financial position and is displayed in three components: net investment in capital assets, restricted, and unrestricted. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District Attorney is improving or deteriorating.

The statement of activities presents information showing how the District Attorney’s net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave). The statement of net position and the statement of activities distinguish functions of the District Attorney that are principally supported by intergovernmental revenues and charges for services. The District Attorney’s governmental activities include basic services such as public safety, the IV-D program and general administration.

**District Attorney of the First Judicial District
Management's Discussion and Analysis (unaudited)
December 31, 2023**

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District Attorney, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the District Attorney can be divided into two categories: governmental funds and fiduciary funds.

- Governmental funds – Most of the District Attorney's basic services are included in governmental funds which focus on (1) how cash and other financial assets that can be readily converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance the District Attorney's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statements, or on the subsequent page, that explains the relationships between the two types of financial statements.
- Fiduciary funds – We exclude the activity in these funds from the District Attorney's government-wide financial statements because the District Attorney cannot use these assets to finance its operations.

Financial Analysis of the District Attorney as a Whole

Net Position

The District Attorney's combined net deficit increased during 2023 by \$1,171,584 or 19.48% (percent), from the net deficit of (\$6,013,021), at December 31, 2022, as shown in the following table.

	2023	2022	\$ Change	% Change
Current and other assets	\$ 3,540,347	\$ 3,296,764		
Net pension asset	-	2,283,840		
Capital assets - Property	211,775	240,203		
Capital assets - ROU Assets	133,380	-		
Total assets	<u>3,885,502</u>	<u>5,820,807</u>		
Deferred outflows of resources	<u>8,725,977</u>	<u>7,752,970</u>		
Current liabilities	1,573,672	1,110,491		
Net pension liabilities	4,188,161	3,000,544		
Other post employment liability	9,775,392	8,922,777		
Other noncurrent liabilities	286,625	192,918		
Total liabilities	<u>15,823,850</u>	<u>13,226,730</u>		
Deferred inflows of resources	<u>3,972,234</u>	<u>6,360,068</u>		
Net position (deficit)				
Invested in capital assets	211,775	240,203		
Unrestricted	(7,396,380)	(6,253,224)		
Total net position (deficit)	<u>\$ (7,184,605)</u>	<u>\$ (6,013,021)</u>	<u>\$ (1,171,584)</u>	<u>19.48%</u>

**District Attorney of the First Judicial District
Management's Discussion and Analysis (unaudited)
December 31, 2023**

Changes in Net Position

The following condensed government-wide governmental activity statement illustrates the major changes in operations for the District Attorney in 2023 as compared to 2022:

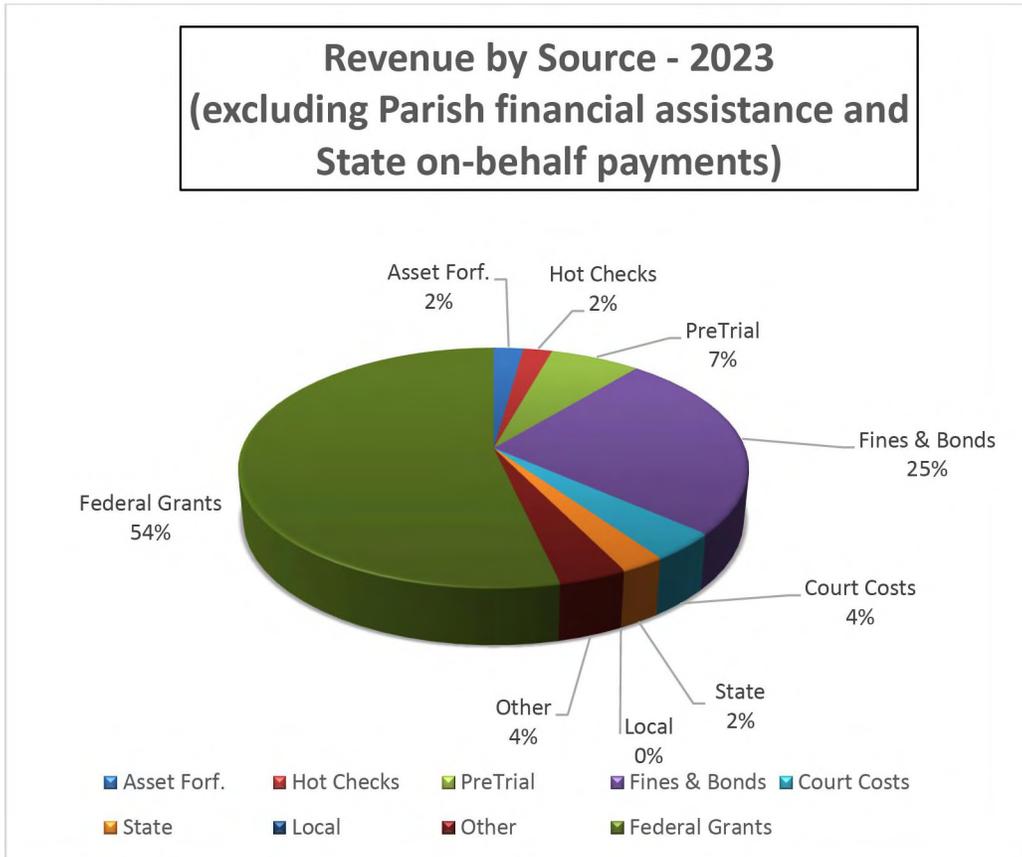
	2023	2022	\$ Change	% Change
Revenue	\$ 11,880,900	\$ 11,141,380		
Expenses	13,052,484	13,011,392		
Excess (deficiency) of revenue	<u>\$ (1,171,584)</u>	<u>\$ (1,870,012)</u>	<u>\$ 698,428</u>	<u>-37%</u>

Governmental Funds

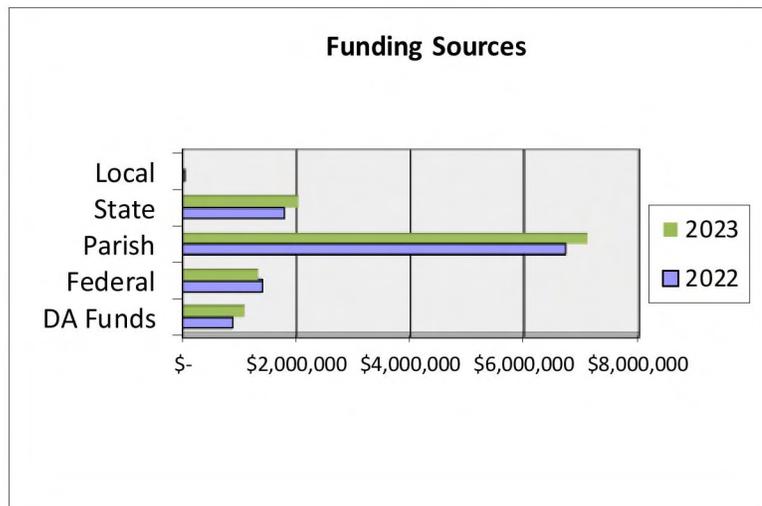
The District Attorney's total governmental fund revenue increased from 2022 by \$737,799 or 6.82% (percent), while expenses increased by \$507,078 or 4.60% (percent), as compared to 2022. The increase in revenue is mainly due an increase in financial assistance from the Caddo Parish Commission (primary government) and an increase in federal financial assistance. The increase in expenses is mainly due to personnel and professional services.

	2023	2022	\$ Change	% Change
Revenue				
Charges for service	\$ 992,865	\$ 845,217	\$ 147,648	17.47%
Grants and contributions and parish support	10,465,464	9,897,282	568,182	5.74%
Other revenue	92,479	70,510	21,969	31.16%
Total revenues	<u>11,550,808</u>	<u>10,813,009</u>	<u>737,799</u>	<u>6.82%</u>
Expenses				
Personnel services	9,707,456	9,043,543	663,913	7.34%
Contractual charges	1,163,798	1,145,910	17,888	1.56%
Materials and supplies	453,179	467,461	(14,282)	-3.06%
Other charges	140,254	212,590	(72,337)	-34.03%
Capital outlay	56,790	144,894	(88,105)	-60.81%
Total expenses	<u>11,521,476</u>	<u>11,014,398</u>	<u>507,078</u>	<u>4.60%</u>
Excess (deficiency) of revenue over expenditures	29,332	(201,389)	230,721	-114.56%
Other financing sources (uses)	136,981	-	136,981	100.00%
Net change in fund balance	<u>\$ 166,313</u>	<u>\$ (201,389)</u>	<u>\$ 367,702</u>	<u>182.58%</u>

There were no significant changes to the make-up of revenue between 2023 and 2022. The following chart shows all of the 2023 revenue by sources excluding the funding received from the Caddo Parish Commission of \$7,106,391 (which includes \$6,700,000 budget allocation) and the on-behalf payments from the State of Louisiana of \$1,977,216. A grant from the State of Louisiana of \$60,000 is included in the chart below.



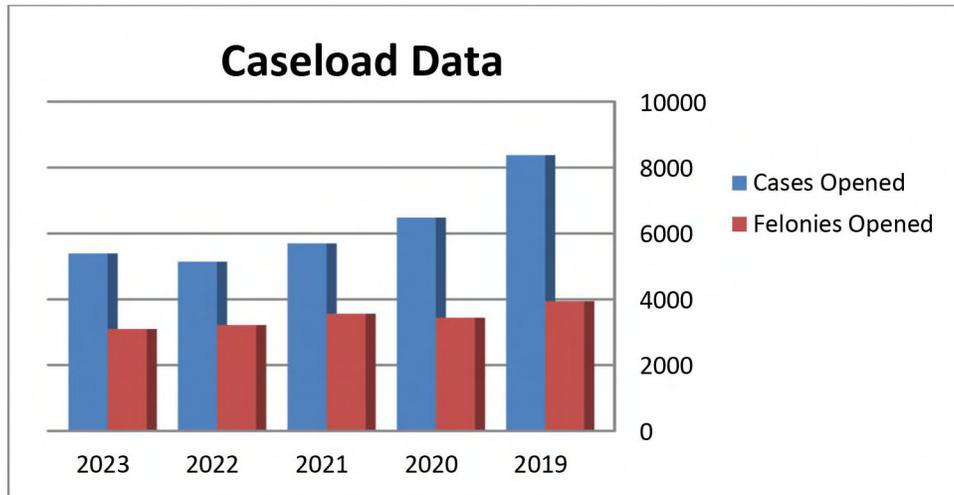
The chart to the right reflects changes in funding sources. There were increases in funding from Caddo Parish and the State of Louisiana.



Financial Analysis of the District Attorney's Funds

At the end of 2023, the District Attorney's governmental funds reported a fund balance of \$2,864,242, which included an increase of \$166,313 from prior year fund balance of \$2,697,929. The prior year operations showed a decrease in fund balance of \$201,389. Prudent use of available funds and a gradual increase in funding will ensure that this office continues to be the leading prosecuting office in the State of Louisiana.

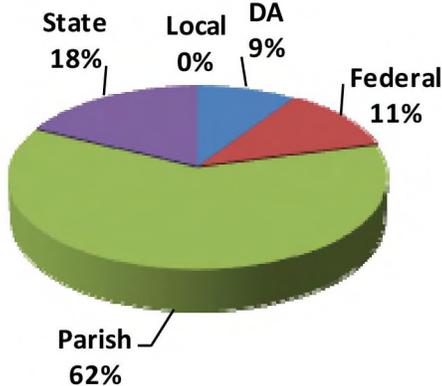
It is extremely difficult to operate an office of this size and scope without some degree of financial flexibility. It is also of the utmost importance that this office be an independent protector of the citizens of Caddo Parish who have been the victims of criminal acts.



The chart above reflects the caseload in the District Attorney's Office. Resources are sometimes strained when trying to manage this magnitude of caseload. However, this office will continue to spend in a wise manner while also representing the citizens of Caddo Parish in the professional manner that they demand and deserve.

Economic Factors and Next Year’s Budget

Source of Revenue



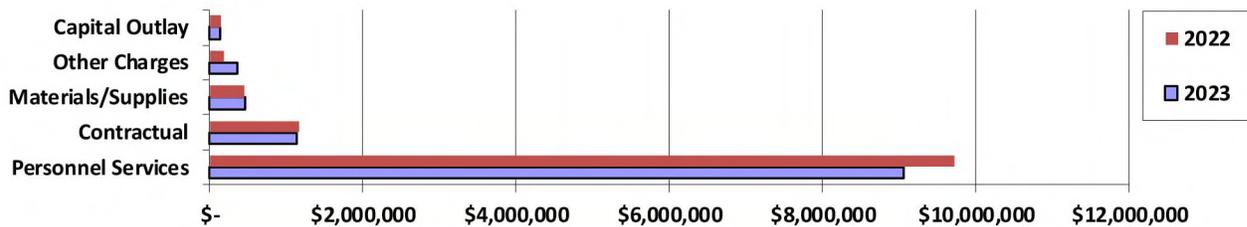
The District Attorney relies on the State of Louisiana (18%) and the Caddo Parish Commission (62%) for approximately 80% of its funding. Any particular year’s economic climate can affect the financial picture of this office. What is known is that when both of these sources become stagnant for a period of time it dramatically affects the ability of this office to provide the expected services and the level of professionalism that is required.

This office has maintained a conservative path in spending. In 2023, revenues exceeded expenditures by \$166,313 resulting in a fund balance of approximately \$2.86 million. The cost to operate this office for 2023 was under \$12 million, including State Assistant District Attorney (ADA) pay. In the type of emergency where this office would have to rely on its reserve funding for normal operations, those funds would carry this office for three months of operations.

As with any company, the cost of business continues to rise. This office has taken steps to minimize those increases; however, some, such as the employer contribution to the retirement systems, are mandated by law.

This office has done a good job of maximizing the funds that are generated through fines and costs and has steadily picked up an increasing share of the annual expenses.

Cost of Operations



Managing a more complex caseload requires attorneys and support staff that are experienced in handling criminal matters. To avoid (as much as possible) a high employee turnover rate, it is important that this office offer a competitive employment package.

General Fund Budgetary Highlights

The District Attorney has prepared and published budgets that cover its governmental activities in the General Fund. Included in this financial report are comparison schedules that illustrate the actual results of these funds compared to the original and revised budgets.

**District Attorney of the First Judicial District
Management's Discussion and Analysis (unaudited)
December 31, 2023**

Capital Assets

At the end of 2023, the District Attorney had invested \$1,693,629 in capital assets, \$62,925 in right-to-use lease assets and \$141,862 in subscription assets, as follows:

Capital Assets, Right-to-Use Assets, and Subscription Assets	2023	2022
Furniture, fixtures and equipment	\$ 1,130,375	\$ 1,130,375
Vehicles	563,254	506,465
Total capital assets at cost	1,693,629	1,636,840
Less accumulated depreciation	(1,481,854)	(1,396,637)
Capital assets, net	\$ 211,775	\$ 240,203
Right-to-use lease assets	\$ 62,925	\$ -
Less accumulated amortization	(13,962)	-
Right-to-use lease assets,	\$ 48,963	\$ -
Subscription assets	\$ 141,862	\$ -
Less accumulated amortization	(57,445)	-
Subscription assets, net	\$ 84,417	\$ -

Deferred Outflows and Inflows of Resources

Deferred outflows of resources, although similar to "assets," is set apart because these items do not meet the technical definition of being an asset of the District Attorney on the date of these financial statements. In other words, these amounts are not available to pay liabilities in the way assets are available. When all the recognition criteria are met, the deferred outflow of resources will become an expense/expenditure. The deferred outflow of resources reported for the District Attorney relates to pensions and other post-employment benefits (OPEB).

Deferred inflows of resources are the counterpart to deferred outflows of resources on the Statement of Net Position. Deferred inflows of resources are not technically liabilities of the District Attorney as of the date of the financial statements. When all the recognition criteria are met, the deferred inflow of resources will become revenue or an increase to net position. Deferred inflows of resources reported represent a net amount attributable to the various components that impact pension and OPEB changes, and can include investment changes amortization, changes due to actuarial assumptions, and differences between expected or actual experience.

Contacting the District Attorney's Financial Management

This financial report is designed to provide the citizens, taxpayers, 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 District Attorney's office Administrator, 501 Texas Street, Shreveport, LA 71101.

DISTRICT ATTORNEY OF THE FIRST JUDICIAL DISTRICT
Basic Financial Statements

Government-wide Financial Statements

**District Attorney of the First Judicial District
Statement of Net Position**

<i>December 31,</i>	<i>2023</i>
Assets	
Cash and cash equivalents	\$ 2,937,911
Receivables	
Fines, fees, forfeitures and costs	34,667
Due from Caddo Parish Commission	331,496
Due from State of Louisiana	
Title IV-D reimbursement	211,327
Due from fiduciary funds	24,946
Total receivables	602,436
Capital assets	
Depreciable, net	211,775
Right-to-use lease assets, net	48,963
Subscription assets, net	84,417
Total assets	3,885,502
Deferred Outflows of Resources	
Deferred outflows related to other post-employment benefits	5,287,546
Deferred outflows related to pensions	3,438,431
Total deferred outflows of resources	8,725,977
Liabilities	
Current liabilities	
Accounts payable	255,351
Payable to Caddo Parish Commission	1,772
Due to fiduciary funds	1,806
Accrued payroll	235,383
Other accrued expenses	181,793
Total current liabilities	676,105
Non-current liabilities	
Portion due within one year	
Accrued compensated absences	511,656
Subscription liability	60,262
Lease liability	13,467
Other post employment benefits	312,182
Portion due after one year	
Accrued compensated absences	223,373
Subscription liability	26,249
Lease liability	37,003
Other post employment benefits	9,775,392
Net pension liability	4,188,161
Total liabilities	15,823,850
Deferred Inflows of Resources	
Deferred inflows related to other post-employment benefit liability	3,562,249
Deferred inflows related to pensions	409,985
Total deferred inflows of resources	3,972,234
Net Position	
Net investment in capital assets	211,775
Unrestricted (deficit)	(7,396,380)
Total net position (deficit)	\$ (7,184,605)

The accompanying notes are an integral part of these financial statements.

**District Attorney of the First Judicial District
Statement of Activities**

<i>For the Year Ended December 31, 2023</i>	Program Revenues			Net (expense) revenue and changes in net position
Expenses	Charges for services	Operating grants and contributions		
Functions/programs				
Governmental activities				
Public safety and judicial prosecution	\$ 13,052,484	\$ 992,866	\$ 10,466,552	\$ (1,593,066)
Total governmental activities	\$ 13,052,484	\$ 992,866	\$ 10,466,552	(1,593,066)
General revenues				
Interest and investment earnings				89,441
Non-employer pension contributions				330,094
Miscellaneous				1,947
Total general revenues				421,482
Change in net position				(1,171,584)
Net position (deficit), January 1, 2023				(6,013,021)
Net position (deficit), December 31, 2023				\$ (7,184,605)

The accompanying notes are an integral part of these financial statements.

Fund Financial Statements

**District Attorney of the First Judicial District
Balance Sheet**

December 31, 2023

	General Fund
Assets	
Cash and cash equivalents	\$ 2,937,911
Receivables	
Fines, fees, forfeitures and costs	34,667
Due from Caddo Parish Commission	331,496
Due from State of Louisiana	
Title IV-D reimbursement	211,327
Due from other funds	24,946
<hr/>	
Total assets	\$ 3,540,347

Liabilities and Fund Balances

Liabilities	
Accounts payable	\$ 255,351
Payable to Caddo Parish Commission	1,772
Due to other funds	1,806
Accrued payroll	235,383
Other accrued expenses	181,793
<hr/>	
Total liabilities	676,105
<hr/>	
Fund balances	
Unassigned	2,864,242
<hr/>	
Total fund balances	2,864,242
<hr/>	
Total liabilities and fund balances	\$ 3,540,347

The accompanying notes are an integral part of these financial statements.

**District Attorney of the First Judicial District
Reconciliation of the Balance Sheet to the Statement of Net Position**

December 31, 2023

Total fund balances - governmental funds		\$ 2,864,242
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds		
Governmental capital assets	1,693,630	
Less accumulated depreciation	(1,481,855)	211,775
Right-to-use lease assets, net	48,963	
Less lease liabilities	(50,470)	(1,507)
Right-to-use subscription assets, net	84,417	
Less subscription liabilities	(86,511)	(2,094)
Deferred outflow of resources related to OPEB are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting.		
		5,287,546
Deferred inflow of resources related to OPEB are not recognized in governmental funds; however, they are recorded in the statement of net position under full accrual accounting.		
		(3,562,249)
Deferred outflow of resources related to pensions are not recognized in the governmental funds; however, they are recorded in the statement of net position under full accrual accounting.		
		3,438,431
Deferred inflow of resources related to pensions are not recognized in governmental funds; however, they are recorded in the statement of net position under full accrual accounting.		
		(409,985)
Long-term liabilities, including total OPEB liability, net pension liability and compensated absences, are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Compensated absences	(735,029)	
Net pension liability	(4,188,161)	
OPEB obligation	(10,087,574)	(15,010,764)
Net position (deficit) of governmental activities		\$ (7,184,605)

The accompanying notes are an integral part of these financial statements.

District Attorney of the First Judicial District
Statement of Revenues, Expenditures, and Changes in Fund Balance

For the year ended December 31,

2023

	General Fund
Revenue	
Fines, fees and bond forfeitures	\$ 625,786
Court cost fees	94,468
Interest income	89,441
Intergovernmental revenue	
Federal financial assistance	1,321,857
Parish financial assistance	7,106,391
State of Louisiana	2,037,216
Drug asset forfeiture	54,308
Collection fees	218,303
Other	3,038
<hr/>	
Total revenue	11,550,808
Expenditures	
General government	
Current operating	
Personnel services	9,707,456
Contractual charges	1,030,418
Materials and supplies	453,179
Other charges	140,254
Debt service:	
Lease principal payments	67,806
Capital outlay	190,170
<hr/>	
Total expenditures	11,589,282
Excess of revenues over expenditures	(38,474)
Other Financing Sources (Uses)	
Lease financing	204,787
<hr/>	
Net other financing sources and uses	204,787
Net change in fund balance	166,313
Fund balance at beginning of year	2,697,929
<hr/>	
Fund balance at end of year	\$ 2,864,242
<hr/>	

The accompanying notes are an integral part of these financial statements.

**District Attorney of the First Judicial District
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance to the Statement of Activities**

For the year ended December 31, 2023

Net change in fund balances - total governmental funds	\$	166,313
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>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 as depreciation expense.</p>		
Capital outlay		56,790
Depreciation expense		(85,217)
		(28,428)
<p>Governmental funds report subscriptions and leases funding as revenues; however, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as subscription or lease liabilities.</p>		
Right-to-use lease assets		48,963
Less lease liabilities		(50,470)
		(1,507)
Right-to-use subscription assets, net		84,417
Less subscription liabilities		(86,511)
		(2,094)
<p>Deferred inflows for pensions and OPEB that are not reported in the governmental funds but are reported in the government wide statements</p>		
Pensions		1,899,245
OPEB		488,589
		2,387,834
<p>Deferred outflows for pensions and OPEB that are not reported in the governmental funds but are reported in the government wide statements</p>		
Pensions		922,241
OPEB		50,766
		973,007
<p>Changes to the OPEB liability and the related deferred outflows of resources and deferred inflows of resources are reported as expenses in the statement of activities, but does not require the use of current financial resources; therefore, is not reported as an expenditure in governmental funds.</p>		
		(1,164,797)
<p>The recognition of pension expense in the Statement of Activities is based on projected benefit payments discounted to actuarial present value and attributed to periods of employee service. Pension expenditures in the fund financial statements are the amounts actually paid.</p>		
		(3,471,457)
<p>Compensated absences are reported in the statement of activities when earned. As they do not require the use of current financial resources, they are not reported as expenditures on governmental funds until they have matured. This is the amount of compensated absences reported in the statement of activities in the prior year that has matured in the current year.</p>		
		(30,455)
Change in net position of governmental activities		\$ (1,171,584)

The accompanying notes are an integral part of these financial statements.

**District Attorney of the First Judicial District
Statement of Fiduciary Net Position**

December 31,	2023
	<u>Custodial Funds</u>
Assets	
Cash and cash equivalents	\$ 998,384
Seized property	104,044
Due from other governmental funds	1,806
Total assets	1,104,234
 Liabilities	
Due to other governmental funds	32,599
Due to other agencies	94,440
Total liabilities	127,039
 Net Position	
Restricted for	
Organizations and other governments	\$ 977,195
	977,195

The accompanying notes are an integral part of these financial statements.

**District Attorney of the First Judicial District
Statement of Changes in Fiduciary Net Position**

For the year ended December 31,

2023

	Custodial Funds
Additions	
Asset and drug seizures	\$ 834,776
Bond forfeiture	646,027
Pre-trial and victim restitution collections	188,240
Total additions	1,669,043
Deductions	
Asset forfeiture payments to government agencies	370,870
Asset forfeiture payments to individuals	14,076
Bond forfeiture payments to governmental agencies	646,027
Pre-trial and victim restitution payments to governmental agencies	188,240
Total deductions	\$ 1,219,213
Net increase (decrease) in fiduciary net position	449,830
Net position - beginning	527,365
Net position - ending	\$ 977,195

The accompanying notes are an integral part of these financial statements.

INTRODUCTION

The Louisiana Constitution of 1974, Article V, Section 14 created the Judicial Districts of the State, among them the First Judicial District. Article V, Section 26 created the Office of the District Attorney for each of the Judicial Districts and sets forth the duties of the office. Louisiana Revised Statute 16:1 establishes a District Attorney for each of the Judicial District Attorney's offices. The First Judicial District Attorney exists and operates in accordance with the authorities cited.

As provided by Article V, Section 26 of the Louisiana Constitution of 1974, 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 District Attorney is elected by the qualified electors of the judicial district for a term of six years. The District Attorney of the First Judicial District is a component unit of the Caddo Parish Commission. The First Judicial District Attorney's office is located in Shreveport, Louisiana, in Caddo Parish.

At December 31, 2023, the First Judicial District Attorney's office employed 115 persons. Thirty-nine (39) of these employees are attorneys, including the district attorney himself. Fourteen (14) of these employees are investigators, and the other fifty-seven (62) are administrative and clerical personnel.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report has been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, issued in June 1999. Component units are required to initially adopt GASB Statement No. 34 for the same reporting period as the primary government. The District Attorney's primary government, the Caddo Parish Commission, has adopted the provisions of GASB 34.

The government-wide financial statements (GWFS) include the Statement of Net Position and the Statement of Activities. These statements report information on all of the governmental activities of the District Attorney. Fiduciary activities of the District Attorney are not included in these statements.

Reporting Entity

The basic criterion for determining whether a governmental organization should be included in a primary government's basic financial statements is financial accountability. The financial reporting entity consists of the primary government, the Caddo Parish Commission, organizations for which the primary government is financial accountable and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Because the Caddo Parish Commission has (a) a fiscal responsibility to the District Attorney, and (b) the potential for the District Attorney to provide specific financial benefits to, or impose specific financial burdens on, the Caddo Parish Commission, the District Attorney was determined to be a component unit of the Caddo Parish Commission, the financial reporting entity.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The accompanying basic financial statements present information only on the funds maintained by the District Attorney and do not present information on the Caddo Parish Commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Fund Accounting

The District Attorney organizes its accounts on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. The District Attorney uses funds 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.

Funds of the District Attorney are classified as governmental funds. Governmental funds account for the District Attorney's general activities, including the collection and disbursement of specific or legally restricted monies, and the acquisition of general fixed assets. Governmental funds of the District Attorney include:

Governmental Fund Type

General Fund

The General Fund was established in compliance with Louisiana Revised Statute 15:571.11, which provides that twelve percent (12%) of the fines collected and bonds forfeited be transmitted to the District Attorney to defray the necessary expenses of that office. Louisiana Revised Statute 16:16, which became effective August 30, 1986, provides that a court cost of \$10.00 be collected to defray expenses of the District Attorney, in addition to all other fines, costs or forfeitures lawfully imposed. Louisiana Revised Statute 16:16.1, which became effective in 1997, provides that an additional court cost of \$10.00 be collected to defray expenses of the District Attorney, in addition to all other fines, costs or forfeitures lawfully imposed.

As of September 1, 1994, the Louisiana Revised Statute 15:571.11 provided that all judgments of bond forfeiture will be paid to the District Attorney. The District Attorney will distribute these funds, thirty percent (30%) of which the District Attorney will retain, to be used in the general operating account.

As of August 15, 2003, the Louisiana Revised Statute 15:85.1 provided for a \$15.00 fee to be assessed in connection with every criminal bond posted within each parish. Of this \$15.00 fee, the District Attorney receives \$7.00.

As of June 22, 1993, the Louisiana Revised Statute 22:1065.1 provided that there shall be a premium on all commercial surety underwriters who write criminal bail bonds in the State of Louisiana. The District Attorney receives twenty-five percent (25%) of the amounts collected, to be used in the general operating account.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

As of August 15, 2003, the Louisiana Revised Statute 32:57.2 provided that each person seeking renewal or reissuance of a suspended driver's license pay an additional fee of \$25.00 to the office of the prosecuting authority for purposes of defraying the administrative cost for renewal or reissuance of the suspended driver's license.

The District Attorney also has the following programs, which are included in the General Fund:

Title IV-D

Title IV-D 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 program 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 family and child support.

Hot Checks

Hot Checks 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 for this program 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 be used to supplement the salary of the district attorney himself.

Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds and custodial funds. The only fiduciary funds that the District Attorney has are considered custodial funds. The following are the District Attorney's fiduciary funds:

Drug and Asset Forfeiture Fund

Louisiana Revised Statute Title 40 Chapter 26 "Seizure and Controlled Dangerous Substances Property Forfeiture Act of 1989" was implemented January 1, 1990. The Drug and Asset Forfeiture Fund was established for the allocation and disposition of property obtained under the provisions of the above chapter. The District Attorney may (1) retain property for official use or transfer the custody to any local, state, or federal agency; (2) destroy or use for investigative purposes, any illegal or controlled substances or other contraband, upon the written approval of the District Attorney after not less than twenty days after seizure, and (3) authorize a public sale without appraisal of that which is not required by law to be destroyed and which is not harmful to the public.

Property is distributed by court order first to satisfy any security interest or lien; second to reimburse expenses of seizure, and the balance shall be allocated as follows:

- 60% to law enforcement agency making the seizure,
- 20% to the criminal court fund,
- 20% to District Attorney's general fund

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

These proceeds are to be used to further and enhance drug law enforcement. The District Attorney is required to make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives. This fund is subject to public audit.

Sex crimes forfeitures are also included in the Drug and Asset Forfeiture fund. According to Louisiana Revised Statute 15539.1, the District Attorney shall authorize a public sale or public auction and any currency, instruments, or securities shall be distributed or disposed. Proceeds pay the costs of the public sale or public auction, court costs, and fees related to the seizure and storage of the property and any remaining proceeds shall be distributed as follows: 60% to the seizing agency or agencies in an equitable manner, 20% to the prosecuting agency, and 20% to the criminal court fund of the parish in which the offender was prosecuted.

Also included in the Drug and Asset Forfeiture fund is noncontraband unclaimed property seized in a criminal investigation. According to Article 228.4, if the property remains unclaimed for more than one year after its seizure and is not needed in any criminal proceeding, the District Attorney can petition any court to dispose of the property in a lawful manner. Funds should be disposed of as follows: 30% to the District Attorney and the remaining 70% to the investigative agency that stored and maintained the property.

Court Escrow, Bond Forfeiture, and Victim Restitution Funds

The District Attorney holds other funds in escrow for the court and recipients. These funds arise from forfeitures and fines under appeal, restitution payments to victims, and other similar situations. None of these funds has drug related origins, and, thus, are not a part of the drug and asset forfeiture fund. The District Attorney maintains these funds in escrow until the courts provide orders for their disposition, forfeiture or otherwise directed for victim restitution.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accompanying basic financial statements of the District Attorney of the First Judicial District (District Attorney) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applied to governmental units.

The schedule of expenditures of federal awards includes the federal grant activity of the District Attorney and is presented on the accrual basis. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The government-wide financial statements were prepared using 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 non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange transactions*.

Program Revenues - Program revenues included in the Statement of Activities are derived directly from parties outside the District Attorney's taxpayers or citizenry, as a whole. Program revenues reduce the costs of the function to be financed from the District Attorney's general revenues.

Revenues represented by reimbursements and incentives under the Title IV-D program are recognized and recorded when program expenditures are incurred in accordance with program guidelines. Forfeited drug assets are recorded when the court ordered Judgment of Forfeiture is received. Court costs and fees provided for in Louisiana Statutes are recorded as received in cash. Collection fees for worthless checks are recorded as received in cash, as are the collection fees for the prosecution of unemployment insurance and food stamp fraud cases. Investment earnings are recorded as earned since they are measurable and available.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant and, accordingly, when such funds are received, they are recorded as deferred revenues until earned.

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

Governmental and fiduciary funds are accounted for on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual – that is, when they become measurable and available to pay current liabilities. Commissions on fines and bonds forfeitures are reported in the year they are collected by the tax collector. Grants and state appropriations are recorded when the District Attorney is entitled to the funds. Interest income on investments is recorded when earned. Substantially all other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Costs of accumulated unpaid vacation and other employee benefits are reported in the period due and payable rather than the period earned by the employees, and general long-term obligations principal and interest payments are recognized only when due.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Operating transfers between funds - Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses). These transactions are recorded as they occur. In those cases where repayment is expected, the transfers are accounted for through the various due from and due to accounts. Generally, these transfers are to pay operating costs of the District Attorney borne by one or the other of the District Attorney's funds.

Budgetary Information

The District Attorney utilizes the following budgetary practices:

The budgetary process begins with the administrator estimating the revenues expected to be received during the fiscal year. These revenue estimates are then used by the District Attorney and administrator to set budgetary guidelines in preparing appropriations. Proposed budgets are then prepared for publication and eventual adoption.

The proposed budgets for the calendar year 2023 were published on December 8, 2022. The proposed budgets were available for inspection by the public during normal business hours on December 19, 2022, when a public hearing was held. At the conclusion of the public hearing, the proposed budgets were adopted. On December 22, 2022, the District Attorney's Certificate of Compliance and implementation of the budgets were published. The budgets were approved December 27, 2022. The budgets were not amended. Once the budgets are approved, they can only be amended by the District Attorney. The District Attorney's administrator is authorized to make minor changes within line items. All budget appropriations lapse at year-end.

The entire budgetary process is governed by, and conforms to, Louisiana Revised Statute 39:1308.

The budgets are adopted on a modified accrual basis, which is consistent with U.S. generally accepted accounting principles. An annual appropriated budget is adopted for the general fund. All annual appropriations lapse at fiscal year end.

Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position

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.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

State statutes authorize the District Attorney to invest in U. S. bonds, Treasury notes, and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. 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.

In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool Inc. (LAMP), a nonprofit corporation, formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. Investments of the District Attorney are stated at fair value. The balance of cash in LAMP is classified as cash equivalents. A separate financial report for LAMP can be located at the LAMP website, www.lamppool.com.

Receivables and Payables

Federal and state governmental agencies represent an important source of supplementary funding to finance activities beneficial to the District Attorney. These funds, primarily in the form of grants, are recorded in the General Fund. A grant receivable is recorded when the District Attorney has a right to reimbursement under the related grant. The grants normally specify the purpose for which the funds may be used and are audited annually under the single audit approach as mandated in the Uniform Guidance.

All outstanding balances between funds are reported as due to/from other funds. There is no activity between funds that is representative of lending/borrowing arrangements at the end of the fiscal year. These transactions are accounted for as receipts or disbursements of the General Fund and the Fiduciary Funds (Court Escrow Fund, Bond Forfeiture Fund, and Victim Restitution Fund, as applicable).

Net Position Classifications

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

- Net investment in capital assets – Consists of capital assets, net of accumulated depreciation and related debt.
- Restricted net position – Consists of components of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – Consists of all other components of net position that do not meet the definition of “restricted” or “invested in capital assets”.

The District Attorney applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets

All capital assets are capitalized at historical cost, or estimated historical cost for assets where actual cost is not available. Donated assets, if any, are recorded as capital assets at their estimated acquisition value at the date of donation. The District Attorney uses \$5,000 and greater as the threshold for capitalizing assets.

Capital assets are recorded in the government-wide financial statements but are not recorded in the fund financial statements. All capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed by the District Attorney, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 3 to 7 years.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The District Attorney has two items that meet the criterion for this category; deferred outflows related to pensions and deferred outflows related to other post-employment benefits. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, Deferred Inflows of Resources, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The District Attorney has two items that meet the criterion for this category; deferred inflows related to pensions and deferred inflows related to other post-employment benefit liability.

Long-Term Obligations

In the government-wide financial statements, other long-term obligations are reported as liabilities in the statement of net position. The District Attorney has the following long-term obligations:

Compensated Absences

The District Attorney has a formal policy relating to vacation (annual leave) and sick leave. All employees appointed to full-time positions may earn from 12.5 to 25 days of annual leave and from 13 to 24.38 days of sick leave per year, depending on length of service. Vacation leave accrual is not limited for members of the Parochial Retirement System hired prior to January 1, 2007. All other employees will be limited to 520 total hours. Employees are eligible to be paid for unused vacation leave up to the previously specified maximum hours. A lump-sum payment is based on the hourly rate of the employee at the time of separation. For this purpose, the rate of pay for all attorneys shall be calculated as their total pay less the amount paid by the State of Louisiana (regardless of whether the attorney is on a state warrant). State pay for attorneys is specifically excluded from any payment calculations. Sick leave may be accumulated without limit; however, employees will not be paid for any unused sick leave balance upon leaving the employ of the office.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System of Louisiana ("PERS") and the District Attorneys' Retirement System ("DARS") and additions to/deductions from the PERS fiduciary net position and the DARS fiduciary net position have been determined on the same basis as they are reported by PERS and DARS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB) Liability

For purposes of measuring the net OPEB liability, deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position and additions to/deductions from fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. The District's proportionate share of OPEB amounts were further allocated to each participating employer based on the contributions paid by each employer. There are no investments as this is a pay-as you-go plan and all cash is held in a cash account.

Leases

Lease contracts that provide the District Attorney with control of a non-financial asset, such as land, buildings or equipment, for a period of time in excess of twelve months are reported as a right-to-use lease asset with a related lease liability. The lease liability is recorded at the present value of future lease payments, including fixed payments, variable payments based on an index or fixed rate and reasonably certain residual guarantees. The intangible right-to-use lease asset is recorded for the same amount as the related lease liability plus any prepayments and initial direct costs to place the asset in service. Right-to-use lease assets are amortized over the shorter of the useful life of the asset or the lease term. The lease liability is reduced for lease payments made, less the interest portion of the lease payment.

Categories and Classifications of Fund Balance

Fund balance classifications make the nature and extent of the constraints placed on a government's fund balances more transparent. The following classifications describe the relative strength of the spending restraints:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The District Attorney did not have any nonspendable fund balances as of December 31, 2023.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Categories and Classifications of Fund Balance (Continued)

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The District Attorney did not have any restricted resources as of December 31, 2023.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District Attorney. These amounts cannot be used for any other purpose unless the District Attorney removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. As of December 31, 2023, the District Attorney did not have any committed resources.

Assigned: This classification includes amounts that are constrained by the District Attorney's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the District Attorney or by an official or body to which the District Attorney delegates the authority. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The District Attorney did not have any assigned resources as of December 31, 2023, in the General Fund.

Unassigned: This classification includes the residual fund balance for the General Fund and also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts. The General Fund, at December 31, 2023, had \$2,864,242 classified as unassigned.

The District Attorney would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make various estimates. Actual results could differ from those estimates. Estimates that are particularly susceptible to significant change in the near term are related investments, depreciation of property and equipment, pension plans, other post-employment benefit obligations, leases, subscriptions, and compensated absences.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 24, 2024 and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these consolidated financial statements.

Recently Issued and Implemented Accounting Pronouncements

In May 2020, the GASB issued GASB Statement No. 96, Subscription-Based Information Technology Arrangements. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement. Additional information about the changes to the financial statements related to the implementation of this Statement can be found in Note 4.

Recently Issued, but not yet Implemented Accounting Pronouncements

The Governmental Accounting Standards Board has issued statements that will become effective in future years. These statements are as follows:

GASB Statement No. 100, *Accounting Changes and Error Corrections*, This Statement establishes accounting and financial reporting requirements for (a) accounting changes and (b) the correction of an error in previously issued financial statements (error correction). This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Issued and Implemented Accounting Pronouncements (Continued)

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI).

GASB Statement No. 101, *Compensated Absences*, The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

The District Attorney is evaluating the requirements of the above statements and the impact on reporting.

Note 2: CASH AND CASH EQUIVALENTS

Deposits

Cash deposits (including demand deposit accounts and certificates of deposit) at December 31, 2023, had a carrying amount of \$1,331,407 (book balance) in the governmental funds and \$885,106 (book balance) in fiduciary custodial funds and a bank balance of \$2,471,338 with local depositories.

The District Attorney's bank balance of deposits at December 31, 2023, is not exposed to any custodial credit risk. Custodial credit risk is the risk that in the event of a bank failure, the District Attorney's deposits may not be returned. All District Attorney's deposits are covered by FDIC insurance or pledged securities.

Cash Equivalents

The District Attorney invests in the Louisiana Asset Management Pool ("LAMP"), a public investment pool for Louisiana governmental units, administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value. For purposes of determining participant's shares, investments are valued at amortized cost. LAMP is designed to be highly liquid to give participants daily access to their account balances. Balances included in LAMP investments as of December 31, 2023, total \$1,719,782 (\$1,606,504 in the governmental funds and \$113,278 in the fiduciary funds). LAMP paid \$86,320 in interest income, which was reinvested into the investment pools. The balance of cash in LAMP is classified as cash equivalents because the accounts operate as or similar to a money market fund. The investments with LAMP (2-1-7 investment pool) are not categorized by fair value level.

Note 3: CAPITAL ASSETS

The following is a summary of changes in capital assets during the year ended December 31, 2023:

<i>For the year ended December 31, 2023</i>	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Furniture, fixtures and equipment	1,130,375	-	-	1,130,375
Vehicles	506,465	56,789	-	563,254
Capital assets, being depreciated	1,636,840	56,789	-	1,693,629
Less accumulated depreciation for				
Furniture and equipment	870,565	39,542	-	910,107
Vehicles	526,072	45,675	-	571,747
Total accumulated depreciation	1,396,637	85,217	-	1,481,854
Governmental activities capital assets, net	240,203	(28,428)	-	211,775
Right-to-use lease assets, being amortized				
Equipment	-	62,925	-	62,925
Right-to-use lease assets, being amortized	-	62,925	-	62,925
Less accumulated amortization for				
Right-to-use lease assets	-	13,962	-	13,962
Right-to-use lease assets being amortized, net	-	48,963	-	48,963
Right-to-use subscription assets, being Subscription-based information technology amortized	-	138,825	-	138,825
Right-to-use subscription assets, being being amortized	-	141,862	-	141,862
Less accumulated amortization for				
Subscription-based information technology Right-to-use subscription assets	-	57,445	-	57,445
Right-to-use subscription assets being amortized, net	-	84,417	-	84,417
Governmental activities capital assets, net	\$ 240,203	\$ 104,952	\$ -	\$ 345,155

Note 4: LONG-TERM LIABILITIES

The long-term liabilities of the District Attorney, which are due to governmental activities, consist of liabilities for accrued compensated absences, lease and subscription arrangements, other post employment benefits and net pension liabilities. See notes 2, 9 and 10 for related discussions.

Leases- Lessee

The City has entered into lease agreements to obtain the right-to-use a building and office equipment. The total annual rental for the building and equipment that the District Attorney paid for the fiscal year ended December 31, 2023 was \$12,976 and \$1,416, respectively.

The following is a schedule of minimum future lease payments from lease agreements as of December 31:

<i>For the years ending December 31,</i>	Principal Payments	Interest Expense	Total
2024	\$ 13,467	\$ 1,501	\$ 14,968
2025	14,537	1,029	15,566
2026	15,668	521	16,189
2027	6,798	58	6,856
Total	\$ 50,470	\$ 3,109	\$ 53,579

Subscription-Based Information Technology Arrangements

The District Attorney has two software arrangements that require recognition under GASBC Section S:80, Subscription-Based Information Technology Arrangements (SBITAs). The District Attorney now recognizes a subscription liability and an intangible right-to-use subscription asset for the digital law resource software.

The following is a schedule of SBITA expense for the year ended December 31, 2023 and remaining terms as of December 31:

SBITA	2023 Expense	Remaining Term
Digital law resource software	\$ 5,131	2 years
Total expense	\$ 5,131	

Note 4: LONG-TERM LIABILITIES (Continued)

Subscription-Based Information Technology Arrangements (Continued)

The following is a schedule of minimum future payments from SBITAs as of December 31:

<i>For the years ending December 31,</i>	Principal	Interest	Total
2024	\$ 60,262	\$ 2,009	\$ 62,271
2025	26,249	222	26,471
Total	\$ 86,511	\$ 2,231	\$ 88,742

Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2023, was as follows for governmental activities:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Accrued Compensated Absences	704,574	389,078	(358,624)	735,029	511,656
Subscription liabilities	-	141,862	(55,351)	86,511	60,262
Lease Liabilities	-	62,925	(12,455)	50,470	13,467
Other post employment benefits	8,922,777	1,164,797		10,087,574	312,182
Net pension liabilities	3,000,544	1,187,617	-	4,188,161	-
Governmental activity long-term liabilities	\$ 12,627,895	\$ 2,946,280	\$ (426,429)	\$ 15,147,745	\$ 897,567

Note 5: ON BEHALF PAYMENTS FOR SALARIES

The State of Louisiana pays a portion of the salaries and Medicare tax payments of the District Attorney's office. On-behalf payments, for the year ended December 31, 2023, have been recorded in the accompanying financial statements, in accordance with Governmental Accounting Standards Board Statement 24, as intergovernmental revenues and expenditures as follows:

Salaries	\$ 1,757,477
Retirement contributions	189,255
Medicare tax payments	25,484
Total on-behalf payments	\$ 1,972,216

Note 6: EXPENDITURES OF THE DISTRICT ATTORNEY NOT INCLUDED IN THE FINANCIAL STATEMENTS

The accompanying financial statements do not include certain expenditures of the District Attorney paid out of the criminal court funds. Those expenditures are summarized as follows: The Criminal Court Fund is controlled and expended jointly between the District Attorney and the First Judicial Court. The District Attorney normally expends funds for transcripts, witness fees and expert witness fees; the balance is utilized by the First Judicial Court.

Note 7: FEDERAL FINANCIAL ASSISTANCE PROGRAMS

The District Attorney participates in two federal programs funded by the United States Department of Health and Human Services Support Enforcement: Title IV-D and Title IV-E. The programs are funded by indirect assistance payments in the form of reimbursements for related expenditures, received from the Louisiana Department of Children and Family Services. For the year ended December 31, 2023, the District Attorney for the First Judicial District expended \$1,097,416 for the Title IV-D program and \$6,721 for the Title IV-E program. The reimbursement payments are restricted by a formal agreement between the District Attorney and the Department of Social Services and includes a budget of expected expenditures for each fiscal year ending June 30. The District Attorney submits reimbursement requests to the Department of Children and Family Services on a monthly basis.

The District Attorney also received federal funding from the United States Department of Justice, which passed through the Louisiana Commission on Law Enforcement for Crime Victim Assistance. For the year ended December 31, 2023, the District Attorney for the First Judicial District expended \$217,720 for this grant.

Grant reimbursements 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. Based on prior experience, the District Attorney feels such disallowances, if any, will be immaterial.

Note 8: INTERFUND RECEIVABLES PAYABLES AND TRANSFERS

The composition of interfund balances as of December 31, 2023, is as follows:

	Due from				Total
	General Fund	Pre-trial Diversion	Asset Forfeiture	Bond Forfeiture	
Due to:					
General fund	\$ -	\$ 12,217	\$ 12,729	\$ -	24,946
Fiduciary Funds					
Pre-trial					
Diversion	-	-	-	-	-
Asset Forfeiture	-	-	-	-	-
Bond Forfeiture	(1,806)	-	-	-	(1,806)
Total	\$ (1,806)	\$ 12,217	\$ 12,729	\$ -	23,140

Note 9: RETIREMENT PLANS

General Plan Information

Substantially all employees of the District Attorney are members of the Parochial Employees' Retirement System of Louisiana ("PERS") or the District Attorneys' Retirement System ("DARS"). These systems are cost-sharing multiple-employer, defined benefit pension plans administered by separate boards of trustees.

Each plan issues a separate financial report that includes financial statements and required supplementary information. Those reports may be obtained by writing or calling the plan.

Note 9: RETIREMENT PLANS (Continued)

Parochial Employees' Retirement System of Louisiana (PERS)
P.O. Box 14619
Baton Rouge, LA 70808
(225) 928-1361

Louisiana District Attorney's Retirement System (DARS)
1645 Nicholson Drive
Baton Rouge, LA 70802-8143
(225) 267-4824

Description of Plans

The District Attorney participates in two contributory multiple-employer defined benefit pension plans (Plans) that provide for retirement, disability and death benefits as described below. These Plans are:

PERS

Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.11:1901 of the Louisiana Revised Statute (LRS), through 2025.

The System provides retirement benefits to employees of taxing districts of a parish, or any branch or section of a parish, within the state which does not have their own retirement system and which elect to become members of the System.

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment.

New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS.

DARS

The District Attorneys' Retirement System, State of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established on April 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys and their assistants in each parish.

Note 9: RETIREMENT PLANS (Continued)

All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Plan Benefits

Both plans provide retirement, termination, disability, and death benefits. A summary of those benefits, by plan, is outlined below.

	PERS	DARS
Normal Retirement:	<p>Age 65 and 7 years of service (hired before 1/1/2007)</p> <p>Age 67 and 7 years of service (hired after 1/1/2007)</p> <p>Benefit equals 3% x Final Comp x credited service.</p>	<p>Age 62 and 10 years of service. (hired before 7/1/1990)</p> <p>Age 60 and 10 years of service. (hired after 7/1/1990)</p> <p>Benefit equals 3% x Avg Monthly Comp x credited service (hired before 7/1/1990)</p> <p>Benefit equals 3.5% x Final Comp x credited service (hired after 7/1/1990)</p>
Early Retirement:	<p>Employees hired before 1/1/2007: Any age with thirty (30) or more years of creditable service. Age 55 with twenty-five (25) years of creditable service. Age 60 with a minimum of ten (10) years of creditable service. Employees hired after 1/1/07: Age 55 with 30 years of service. Age 62 with 10 years of service.</p> <p>Benefit equals 3% x Final Comp x credited service.</p>	<p>Employees hired before 7/1/1990: Any age with thirty (30) or more years of creditable service. Age 55 with twenty three (23) years of creditable service. Age 60 with eighteen (18) years of creditable service. Employees hired after 7/1/1990: Any age with thirty (30) or more years of creditable service. Age 55 with twenty three (23) years of creditable service. Age 60 with eighteen (18) years of creditable service.</p> <p>The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation</p>

Note 9: RETIREMENT PLANS (Continued)

Plan Benefits (Continued)

	PERS	DARS
Termination of Employment: Disability Benefits:	Vested employees receive full benefits upon retirement age. (prior to 1/1/2007) 5 years creditable service (after 1/1/2007) 7 years creditable service	Vested employees receive full benefits upon retirement age. Active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service
Survivor Benefits:	Benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty. Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.	Benefit equal to three percent (three and, one-half percent for members covered under the new retirement benefit provisions) of his average final compensation multiplied by the lesser of his actual service (not to be less than fifteen years) or projected continued service to age sixty. Upon the death of a member with less than 5 years of creditable service, his accumulated contributions and interest thereon are paid to his surviving spouse, if he is married, or to his designated beneficiary, if he is not married. Upon the death of any active, contributing member with 5 or more years of service or any member with 23 years of service who has not retired, automatic option 2 benefits are payable to the surviving spouse.
Deferred Retirement Option (DROP):	Employees eligible at normal retirement date. Accrued benefit frozen but earns interest until DROP exit.	Employees eligible at normal retirement date. Accrued benefit frozen but earns interest until DROP exit.

Note 9: RETIREMENT PLANS (Continued)

Contributions

PERS

Contributions for all members are established by statute at 9.50% of compensation for Plan A members. The contributions are deducted from the member's salary and remitted by the participating employer.

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2022, the actuarially determined contribution rate was 7.49% of member's compensation for Plan A. The actual contribution rate for the fiscal year ending December 31, 2022, was 11.5% for Plan A.

According to state statute, the System also receives ¼ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. Contributions to the pension plan from the District Attorney were \$392,068 for the year ended December 31, 2023. The actual contribution rate for the fiscal year ending December 31, 2023, was 11.3% for Plan A.

Administrative costs of the System are financed through employer contributions.

DARS

According to state statute, contribution requirements for all employers are actuarially determined each year. The actual employer contribution rate was 9.5% the calendar year ended December 31, 2023. In accordance with state statute, DARS receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2023. Contributions to the pension plan from the District Attorney were \$166,309 for the calendar year ended December 31, 2023. Statutorily required contributions for the fiscal year ended June 30, 2023 were \$166,309.

Pension Liabilities and Pension Expense

At December 31, 2023, the District Attorney reported a net pension liability as follows. The amount for each plan was a net pension liability of \$1,934,241 for PERS and a net pension liability of \$2,253,920 for DARS. The NPL for each system was measured as of December 31, 2022 and June 30, 2023, respectively, and the total pension liability used to calculate the NPL was determined based on an actuarial valuation as of that date. The District Attorney's proportion of the NPL was based on a projection of the District Attorney's long-term share of contributions to the pension plans relative to the projected contribution of all participating employers, actuarially determined.

Note 9: RETIREMENT PLANS (Continued)

Pension Liabilities and Pension Expense (Continued)

As of the most recent measurement date, the District Attorney's proportionate share for each system was:

	PERS	DARS
Proportion at:		
Current measurement date	0.5026%	2.6283%
Prior measurement date	0.4848%	2.7855%

For the year ended December 31, 2023, the District Attorney recognized a total pension expense of \$1,019,855 with \$435,079 related to PERS and \$584,776 related to DARS. These amounts consist of the following:

<i>For the year ended December 31, 2023</i>	PERS		DARS	
DA's pension expenses per the pension plan	\$	826,827	\$	751,208
DA's amortization of its change in proportionate share		(2,701)		(123)
DA's amortization of actual contributions over its proportionate share of contributions		(389,047)		(166,309)
Total pension expense (benefit) recognized by DA	\$	435,079	\$	584,776

Deferred Inflows/Outflows of Resources Related to Pensions

At December 31, 2023, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	PERS		DARS	
	Deferred Outflow of Resources	Deferred Inflow of Resources	Deferred Outflow of Resources	Deferred Inflow of Resources
Difference between expected and actual experience	\$ 71,513	\$ 213,106	\$ 140,238	\$ 74,451
Net difference between projected and actual earnings	2,041,937	-	345,236	-
Changes of assumptions	61,729	-	259,465	-
Changes in proportion to NPL Contributions made subsequent to the measurement date	-	17,520	2,851	104,908
	408,780	-	106,682	-
Total	\$ 2,583,959	\$ 230,626	\$ 854,472	\$ 179,359

Note 9: RETIREMENT PLANS (Continued)

Deferred Inflows/Outflows of Resources Related to Pensions (continued)

Deferred outflows of resources related to employer contributions paid subsequent to the measurement date and prior to the employer’s fiscal year end will be recognized as a reduction of the net pension liability in the reporting period ending December 31, 2023. Other pension-related amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<i>For the years ending December 31,</i>	PERS	DARS
2024	\$ 56,242	\$ 193,663
2025	325,468	155,327
2026	647,456	342,863
2027	915,387	(123,422)
Total	\$ 1,944,553	\$ 568,431

Actuarial Assumptions

	PERS	DARS
Valuation Date	December 31, 2022	June 30, 2023
Measurement Date	December 31, 2021	June 30, 2022
Actuarial Cost Method	Entry age normal cost	Entry age normal cost
Investment rate of return (net of investment expense)	6.40%	6.10%
Discount Rate	6.40%	6.10%
Expected remaining service lives	4 years	5 years – June 30, 2023
Projected salary increases	4.75%	5.00%
Cost of Living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The Only those previously granted present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.	
Mortality rates	Pub-2010 Public Ret Pub-2010 Public Retirement Mortality Table for Healthy Plans Mortality Table for Retirees, General Employees, General Above-Median and General Disabled Employees multiplied by 115% Retirees multiplied by 130% for males and females, each for males and 125% for with full generational females using MP2018 scale. projection using the MP2019	
Inflation rate	2.30%	2.20%

Note 9: RETIREMENT PLANS (Continued)

Actuarial Assumptions (continued)

For DARS, actuarial assumptions used in the valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2019. For PERS, actuarial assumptions used in the valuation were based on the results of an actuarial experience study for the period January 1, 2013 to December 31, 2017.

There were no changes in key actuarial assumptions used to calculate the current valuations.

For PERS, The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

For DARS, the Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the board may grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the board to grant any of these increases, DARS must meet certain criteria detailed in the statute related to funding status and interest earnings.

For PERS, the long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2022.

Note 9: RETIREMENT PLANS (Continued)

Actuarial Assumptions (continued)

For DARS, The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 7.7% for the year ended June 30, 2023.

Best estimates of arithmetic real rates of return for each major asset class included in the plans' target asset allocation and long-term expected rate of returns as of December 31, 2023, are summarized in the following table:

Asset Class	PERS		DARS	
	Target Allocation	Long-term Expected Rate of Return	Target Allocation	Long-term Expected Rate of Return
Fixed income	33.00%	1.17%	32.80%	
Equity	51.00%	3.58%	50.10%	
Real estate	2.00%	0.12%	0.00%	
Alternative assets	14.00%	0.73%	16.90%	
Cash	0.00%	0.00%	0.20%	
System total	100.00%	5.60%	100.00%	5.02%
Inflation		2.10%		2.68%
Total long term expected rate of return		<u>7.70%</u>		<u>7.70%</u>

Discount Rate

The discount rates used to measure the total pension liability was 6.40% for PERS and 6.10% for DARS, respectively. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of each of the system's actuary. Based on those assumptions, each of the system's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Note 9: RETIREMENT PLANS (Continued)

Sensitivity to Changes in Discount Rate

The following table demonstrates the sensitivity of the net pension liability to changes in the discount rate. The sensitivity analysis shows the impact to the District Attorney’s proportionate share of the net pension liability if the discount rate was 1.00% higher or 1.00% lower than the current discount rate.

	PERS			DARS		
	1% Decrease (5.40%)	Current Discount (6.40%)	1% Increase (7.40%)	1% Decrease (5.10%)	Current (6.10%)	1% Increase (7.10%)
Employer's proportionate share of the net pension liability	\$ 4,783,442	\$ 1,934,241	\$ (454,450)	\$ 4,212,187	\$ 2,253,920	\$ 611,087

Pension Plans’ Fiduciary Net Position

Information about the fiduciary net position of PERS and DARS and additions to/deductions from fiduciary net position have been determined on the same basis as they are reported by the plans and are recorded in the government-wide financial statements. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. Detailed information about the pension plans’ fiduciary net position is available in the Plan’s separately issued financial reports.

Support of Non-employer Contributing Entities

Contributions received by a pension plan from non-employer contributing entities and are not in a special funding situation are recorded as revenue by the respective pension plan. The District Attorney recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended December 31, 2023, the District Attorney recognized revenue as a result of support received from non-employer contributing entities of \$330,094. PERS and DARS received \$46,829 and \$283,265, respectively, for their participation in the District Attorney’s retirement plans.

Payables to the Pension Plan

At December 31, 2023, the District Attorney had no payables to the pension plans for the December 2023 employee and employer legally required contributions.

Note 10: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

Plan Description

The District Attorney, a component unit of the Caddo Parish Commission (the Commission), provides certain continuing health care and life insurance benefits for its retired employees under the Caddo Parish Commission’s OPEB Plan (the OPEB Plan), a single employer defined benefit OPEB plan. The actuarial valuation carves out the District Attorney’s proportionate share of the liability based on actual number of inactive and active employees and presents these calculations in separate schedules. The OPEB Plan is administered by the Commission, the primary government. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Commission. No assets are accumulated in a trust that meets the criteria paragraph 4 of Statement 75.

Benefits Provided

Medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Most employees are covered by the District Attorneys’ Retirement System of Louisiana, whose retirement eligibility provisions are as follows: 30 years of service at any age; age 55 and 23 years of service; age 60 and 18 years of service; or age 62 and 10 years of service. For employees hired on and after July 1, 1990, retirement eligibility provisions are as follows: 30 years of service at any age; age 55 and 24 years of service; or age 60 and 10 years of service. Retirees are required to pay 25% of the premium rate.

Plan Membership

At the valuation date January 1, 2023, OPEB membership consisted of the following:

	District Attorney Employees
Inactive members	21
Active members	96
Total	117

Actuarial Assumptions and Other Inputs

At December 31, 2022 measurement date, the actuarial assumptions and other inputs applied include the following:

Inflation	2.50 %
Salary Increases, including inflation	4.00 %
Discount rate	3.26 % investment rate of return
	6.5% for 2023, decreasing 0.25% per year to
Health care cost trend rates	an ultimate rate of 4.5% for 2031 and later years
Retirees' share of benefit-related costs	25.0 % of projected health insurance premiums

Note 10: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (Continued)

Actuarial Assumptions and Other Inputs (continued)

The discount rate was selected based on Bond Buyers' 20 Year General Obligation index. The Bond Buyer 20-Bond General Obligation Index is the average rating of 20 bonds that are grade 'Aa2' (Moody's) or grade 'AA' (S&P 500). The Bond Buyer 20-Bond General Obligation Index at December 31, 2023 was 3.26%.

Mortality rates are based on the PubGH-2010 Mortality tables (Employee, Health Retiree and Disabled Retiree) with generational mortality improvement using Scale MP-2020, sex-distinct.

The actuarial assumptions used in the December 31, 2023 measurement were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2023.

The District Attorney's total OPEB liability of \$10,087,574, was measured as of December 31, 2023, and was determined by an actuarial valuation as of that date.

Changes in the Total OPEB Liability

	Total OPEB Liability (Asset)
Balance at December 31, 2022	\$ 8,922,777
Changes for the year:	
Service cost	380,063
Interest	340,259
Differences between expected and actual experience	20,211
Changes in assumptions	736,446
Benefit payments and net transfers	(312,182)
Net changes	1,164,797
Balance at December 31, 2023	\$ 10,087,574

Note 10: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

Sensitivity of the Net OPEB Liability

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.26%) or 1-percentage-point higher (4.26%) than the current discount rate:

	1% Decrease (2.26%)	Current Discount Rate (3.26%)	1% Increase (4.26%)
Net OPEB Liability	\$ 12,415,696	\$ 10,087,574	\$ 9,286,266

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

The following presents the total OPEB liability of the District Attorney, as well as what the District Attorney's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare trend rates:

	1% Decrease	Current Trend	1% Increase
Net OPEB Liability	\$ 8,962,821	\$ 10,087,574	\$ 12,924,918

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2023, the District Attorney recognized OPEB expense of \$625,442. At December 31, 2023, the District Attorney reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,197,151	\$ 997,926
Change of assumptions	4,090,395	2,564,323
Total	\$ 5,287,546	\$ 3,562,249

Note 10: POST EMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

For the years ending December 31,

2024	\$ 217,302
2025	217,302
2026	217,302
2027	217,302
2028	217,302
Thereafter	638,787
Total	\$ 1,725,297

Note 11: RELATED PARTY TRANSACTIONS

The Caddo Parish Commission (the Commission) funds the District Attorney's office in its general fund budget. This funding includes salaries, related fringe benefit costs and other costs of housing, supplies, and administration. The funding is a direct monthly amount from the Commission and is reflected in the accompanying financial statements.

Payments received in the current year from the Commission were as follows: Budget appropriation payments of \$6,700,000; reimbursements of \$0 for capital outlay; \$119,894 to provide an Investigator and Victim Assistance Coordinator per contract related to the Commission's Improving Criminal Justice Responses Program; and \$0 to reimburse the District Attorney for Criminal Court expenses.

At December 31, 2023, amounts due from the Commission were as follows: Budget appropriations of \$0; reimbursements of \$68,771 for capital outlay; \$33,673 to provide an Investigator and Victim Assistance Coordinator per contract related to the Commission's Improving Criminal Justice Responses Program; and \$184,053 to reimburse the District Attorney for Criminal Court expenses. In addition, Caddo Parish Commission has agreed to reimburse certain expenditures related to an ongoing court case upon settlement. Currently, the District Attorney has expended \$315,779 in court costs related to this case, with a receivable of \$42,298 as of December 31, 2023.

Note 11: RELATED PARTY TRANSACTIONS (Continued)

During 2023, the District Attorney's office reimbursed the Commission \$1,487,396 for various expenses, notably health insurance. At December 31, 2023, the District Attorney carries amounts due to the Caddo Parish Commission (included in the caption Payable to Caddo Parish Commission) of \$109,058 for health insurance premiums and \$46,885 for other reimbursable expenses.

Note 12: RISK MANAGEMENT

The District Attorney is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District Attorney is a component unit of the Caddo Parish Commission (the Commission). Employee and retiree health benefits for the District Attorney are provided through the Commission's self-insurance program. The District Attorney pays a monthly premium based on the number of District Attorney's employees participating in the plan and does not retain any risk of loss for employee health claims, but is obligated to pay the premiums established by the Commission to fund the plan. For the year ended December 31, 2023, the District Attorney paid the Commission employee and retiree health premiums of \$1,414,657 (which included both the employee and employer portions) for 82 active and 22 nonactive (retired) participants. The District Attorney's portion/cost of the health premiums was \$1,114,569 and expensed to personnel services.

Note 13: COMMITMENTS AND CONTINGENCIES

Litigation - The District Attorney is a defendant in several lawsuits, which are partially covered by insurance. The estimates of the ultimate liability of the District Attorney cannot be determined. Resolution of these cases could involve liability to the District Attorney in excess of insurance limits, if the courts find in favor of the various plaintiffs. The District Attorney evaluates the existing litigation and accrues appropriate amounts in accordance with Financial Accounting Standards Board Statement (FASB) ASC Topic 450 as liabilities become probable and can be estimated. In the opinion of legal counsel, the District Attorney's ultimate exposure is unknown at this time.

Grant Disallowances - The District Attorney participates in two federally assisted grant programs. The programs are subject to various compliance audits. Such audits could lead to requests for reimbursement by the grantor agencies for expenditures disallowed under the terms of the grants. The District Attorney's management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

REQUIRED SUPPLEMENTARY INFORMATION

**District Attorney of the First Judicial District
General Fund Budgetary Comparison Schedule
For the year ended December 31, 2023**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Budgetary Fund Balances, beginning	\$ 2,901,727	\$ 3,379,885	\$ 2,697,929	\$ (681,956)
Resources (inflows)				
Fines, fees and bond forfeitures	534,144	534,144	625,786	91,642
Court cost fees	154,800	154,800	94,468	(60,332)
Interest income	6,739	6,739	89,441	82,702
Intergovernmental revenue				
Federal financial assistance	1,306,970	1,306,970	1,321,857	14,887
Parish financial assistance	6,923,000	6,923,000	7,106,391	183,391
State of Louisiana	2,053,637	2,053,637	2,037,216	(16,421)
Drug asset forfeiture	96,351	96,351	54,308	(42,043)
Collection fees	366,740	366,740	218,303	(148,437)
Other	<u>133,901</u>	<u>133,901</u>	<u>3,038</u>	<u>(130,863)</u>
Amounts available for appropriations	<u>14,478,009</u>	<u>14,956,167</u>	<u>14,248,737</u>	<u>(707,430)</u>
Charges to appropriations (outflows)				
General government				
Current operating				
Personnel services	9,835,874	9,835,874	9,707,456	128,418
Contractual charges	1,060,274	1,060,274	1,163,798	(103,524)
Materials and supplies	420,678	420,678	453,179	(32,501)
Other charges	361,493	361,493	140,254	221,240
Capital outlay	<u>-</u>	<u>-</u>	<u>56,790</u>	<u>(56,790)</u>
Total charges to appropriations	<u>11,678,319</u>	<u>11,678,319</u>	<u>11,521,476</u>	<u>156,843</u>
	2,799,690	3,277,848	2,727,261	(550,587)
Other financing sources (uses)				
Lease financing	-	-	204,787	
Lease principal payments	<u>-</u>	<u>-</u>	<u>(67,806)</u>	<u>(67,806)</u>
Budgetary Fund Balances, ending	<u>\$ 2,799,690</u>	<u>\$ 3,277,848</u>	<u>\$ 2,864,242</u>	<u>\$ (413,606)</u>

**District Attorney of the First Judicial District
Schedule of Proportionate Share of the Net Pension Liability**

Plan Year Ended	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
<i>Parochial Employees' Retirement System (PERS)</i>					
* 2022	0.50256%	\$ 1,934,241	\$ 3,383,015	57%	91.7%
* 2021	0.48485%	\$ (2,283,840)	\$ 3,247,452	-70%	110.5%
* 2020	0.48528%	\$ (850,904)	\$ 3,202,930	-27%	104.0%
* 2019	0.49213%	\$ 23,167	\$ 3,087,027	1%	99.9%
* 2018	0.47259%	\$ 2,097,511	\$ 2,892,422	73%	88.9%
* 2017	0.46783%	\$ (347,241)	\$ 2,838,831	-12%	102.0%
* 2016	0.44141%	\$ 909,088	\$ 2,595,373	35%	94.2%
* 2015	0.40957%	\$ 1,078,096	\$ 2,354,657	46%	92.2%
* 2014	0.40219%	\$ 109,963	\$ 2,319,767	5%	99.2%
* 2013	0.40736%	\$ 28,948	\$ 2,181,666	1%	99.8%

Louisiana District Attorneys' Retirement System (DARS)

** 2023	0.26283%	\$ 2,253,920	\$ 1,817,338	124%	85.9%
** 2022	2.78547%	\$ 3,000,544	\$ 1,736,752	173%	84.6%
** 2021	2.90414%	\$ 517,030	\$ 1,773,959	29%	96.8%
** 2020	3.05396%	\$ 2,419,564	\$ 1,904,531	127%	84.9%
** 2019	3.05823%	\$ 983,843	\$ 1,856,960	53%	93.1%
** 2018	2.95518%	\$ 950,953	\$ 1,797,083	53%	92.9%
** 2017	2.76259%	\$ 745,132	\$ 1,678,817	44%	93.6%
** 2016	2.56186%	\$ 490,358	\$ 1,550,283	32%	95.1%
** 2015	2.56158%	\$ 137,980	\$ 1,509,423	9%	98.6%
** 2014	2.72194%	\$ 54,283	\$ 1,534,352	4%	99.5%

* Amounts presented were determined as of the measurement date (fiscal year ended December 31).

** Amounts presented were determined as of the measurement date (fiscal year ended June 30).

*This schedule is intended to show information for 10 years.
Additional years will be displayed as they become available.*

**District Attorney of the First Judicial District
Schedule of Contributions to the Funds**

Fiscal Year	Contractually Required Contribution	Contribution in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll	Contributions as a % of Required Contributions
<i>Parochial Employees' Retirement System of Louisiana (PERS)</i>						
2023	\$ 392,068	\$ 392,068	\$ -	\$ 3,554,617	11.03%	100.00%
2022	\$ 398,493	\$ 398,493	\$ -	\$ 3,383,015	11.78%	100.00%
2021	\$ 397,051	\$ 397,051	\$ -	\$ 3,247,452	12.23%	100.00%
2020	\$ 358,858	\$ 358,858	\$ -	\$ 3,202,930	11.20%	100.00%
2019	\$ 334,107	\$ 334,107	\$ -	\$ 3,087,027	10.82%	100.00%
2018	\$ 332,629	\$ 332,629	\$ -	\$ 2,892,422	11.50%	100.00%
2017	\$ 354,854	\$ 354,854	\$ -	\$ 2,838,831	12.50%	100.00%
2016	\$ 337,398	\$ 337,398	\$ -	\$ 2,595,373	13.00%	100.00%
2015	\$ 341,425	\$ 341,425	\$ -	\$ 2,354,657	14.50%	100.00%
2014	\$ 371,162	\$ 371,162	\$ -	\$ 2,319,767	16.00%	100.00%

Louisiana District Attorney's Retirement System (DARS)

2023	\$ 166,309	\$ 166,309	\$ -	\$ 1,817,338	9.15%	100.00%
2022	\$ 171,231	\$ 171,231	\$ -	\$ 1,736,751	9.86%	100.00%
2021	\$ 72,813	\$ 72,813	\$ -	\$ 1,773,959	4.10%	100.00%
2020	\$ 75,781	\$ 75,781	\$ -	\$ 1,904,531	3.98%	100.00%
2019	\$ 22,477	\$ 22,477	\$ -	\$ 1,856,960	1.21%	100.00%
2018	\$ 10,819	\$ 10,819	\$ -	\$ 1,789,414	0.60%	100.00%
2017	\$ -	\$ -	\$ -	\$ 1,740,667	0.00%	0.00%
2016	\$ 27,446	\$ 27,446	\$ -	\$ 1,678,817	1.63%	100.00%
2015	\$ 76,521	\$ 76,521	\$ -	\$ 1,468,067	5.21%	100.00%
2014	\$ 132,585	\$ 132,585	\$ -	\$ 1,587,590	8.35%	100.00%

Amounts presented were determined as of the end of the fiscal year (December 31).

This schedule is intended to show information for 10 years.
Additional years will be displayed as they become available.

Notes to Schedule:

Benefit Changes:

For DARS valuation year ended June 30, 2023, there were no changes of benefit terms.
For PERS valuation year ended December 31, 2022, there were no changes of benefit terms.

Changes of Assumptions:

For DARS, for the valuation year ended June 30, 2023, there were no changes of assumptions.
For DARS, for the valuation year ended June 30, 2022, there were no changes of assumptions.
For DARS, the discount rate decreased from 6.25% for June 30, 2020, to 6.1% for June 30, 2021.
For DARS, the inflation rate decreased from 2.30% for June 30, 2020, to 2.20% for June 30, 2021.
For DARS, salary increases remained the same from June 30, 2020 to June 30, 2021, at 5.00%.

For PERS for the valuation year ended December 31, 2022, there were no changes of assumptions.
For PERS, for the valuation year ended December 31, 2021, there were no changes of assumptions.
For PERS, the investment rate decreased from 6.50% for December 31, 2019 to 6.40% for December 31, 2020.
For PERS, the inflation rate decreased from 2.40% for December 31, 2019 to 2.30% for December 31, 2020.
For PERS, salary increases remained the same from December 31, 2019 to December 31, 2020, at 4.75% for Plan A.

**District Attorney of the First Judicial District
Schedule of Changes in Net OPEB Liability and Related Ratios**

For the year ended December 31,	2018	2019	2020	2021	2022	2023
The District Attorney's proportionate share of total OPEB liability						
Service cost	\$ 78,539	\$ 72,113	\$ 74,998	\$ 574,962	\$ 2,083,843	\$ 380,063
Interest	128,993	143,517	122,463	232,066	264,343	340,259
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(28,301)	11,206	753,989	153,084	(1,258,155)	20,211
Changes of assumptions	(354,547)	833,055	5,386,645	(233,517)	(2,766,736)	736,446
Benefit payments	(136,652)	(11,457)	(320,214)	(401,871)	(297,702)	(312,182)
Net change in District Attorney's proportionate share of total OPEB liability	(311,968)	1,048,434	6,017,881	324,724	(1,974,407)	1,164,797
District Attorney's proportionate share of total OPEB liability - beginning	3,818,113	3,506,145	4,554,579	10,572,460	10,897,184	8,922,777
District Attorney's proportionate share of total OPEB liability - ending (a)	\$ 3,506,145	\$ 4,554,579	\$ 10,572,460	\$ 10,897,184	\$ 8,922,777	\$ 10,087,574
Covered-employee payroll	\$ 5,266,404	\$ 5,477,060	\$ 5,124,513	\$ 5,329,494	\$ 6,471,906	\$ 6,730,782
District Attorney's proportionate share of the net OPEB liability as a percentage of covered-employee payroll	66.58%	83.16%	206.31%	204.47%	137.87%	149.87%

Notes to Schedule:

Changes in Benefit Changes: Effective 1/1/2020 for the Caddo Parish Commission, retiree life insurance benefit increased from \$4,000 to \$7,000. This had no impact on the District Attorney liability as life insurance is not offered at retirement.

Changes of Assumptions The following are the discount rates used in each period:

2018	4.10%
2019	2.74%
2020	2.12%
2021	2.06%
2022	3.72%
2023	3.26%

Mortality Rates:

2018-2019	RP-2000 Combined Mortality table - No mortality improvement
2020	2020 PubG.H-2010 Employee, Healthy Retiree, and Disabled Retiree Mortality Tables, generational mortality improvement with Scale MP-2020.
2021-2023	PubG.H-2010 Employee, Healthy Retiree, and Disabled Retiree Mortality Tables, generational mortality improvement with Scale MP-2021.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**REPORTS ON INTERNAL CONTROL
AND COMPLIANCE MATTERS**



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**INDEPENDENT AUDITOR’S 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**

The Honorable James Stewart
District Attorney of the First Judicial District
Caddo Parish, Louisiana

We have audited, in accordance with the 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, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of District Attorney of the First Judicial District (District Attorney), a component unit of the Caddo Parish Commission, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise District Attorney of the First Judicial District’s basic financial statements and have issued our report thereon dated June 24, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District Attorney’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District Attorney’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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 a 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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2023-001 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2023-002, 2023-003, and 2023-004 to be significant deficiencies.

Report on Compliance and Other Matters

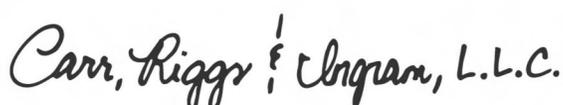
As part of obtaining reasonable assurance about whether the District Attorney’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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 or other matters that are required to be reported under *Government Auditing Standards*.

District Attorney’s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District Attorney’s response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District Attorney’s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana
June 24, 2024



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**INDEPENDENT AUDITOR’S REPORT ON
COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

The Honorable James Stewart
District Attorney of the First Judicial District
Caddo Parish, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited District Attorney of the First Judicial District’s (District Attorney), a component unit of the Caddo Parish Commission’s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District Attorney’s major federal programs for the year ended December 31, 2023. The District Attorney’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District Attorney complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District Attorney and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District Attorney’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District Attorney's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District Attorney's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District Attorney's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District Attorney's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District Attorney's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District Attorney's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material

noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor’s Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana
June 24, 2024

**District Attorney of the First Judicial District
Schedule of Expenditures of Federal Awards
For the year ended December 31, 2023**

Federal Agency/Pass Through Grantor/Program Title	Assistance Listing Number	Contract/Grant Number	Federal Expenditures	Payments to Subrecipients
Federal Awards				
United States Department of Justice				
Passed through the Louisiana Commission on Law Enforcement				
Violence Against Women Formula Grants	16.588	2022-WF-02-7612	\$ 2,592	\$ -
Crime Victim Assistance	16.575	2020-VA-04/01/02-6819, 2021-VA-02/03/04/01-7220, and 2022-VA-	215,128	-
Total United States Department of Justice			<u>217,720</u>	<u>-</u>
United States Department of Health and Human Services				
Passed through the Louisiana Department of Children and Family Services				
Foster Care Title IV-E	93.658	1000268500	6,721	-
Title IV-D, Child Support Enforcement	93.563	100025030 and 200580828	1,097,416	-
Total United States Department of Health and Human Services			<u>1,104,137</u>	<u>-</u>
Total Expenditures of Federal Awards			<u>\$ 1,321,857</u>	<u>\$ -</u>

District Attorney of the First Judicial District
Notes to Schedule of Expenditures of Federal Awards
For the year ended December 31, 2023

NOTE 1: BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal spending of the District Attorney of the First Judicial District (the District Attorney) and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. Because the schedule presents only a selected portion of the operations of the District Attorney, it is not intended to and does not represent the financial position of the District Attorney.

NOTE 2: INDIRECT COST RATE

The Uniform Guidance allows an organization to elect a 10% de minimis indirect cost rate. For the year ended December 31, 2023, the District Attorney did not elect to use this rate.

NOTE 3: LOANS AND LOAN GUARANTEES

The District Attorney did not expend federal awards related to loans or loan guarantees during the year ended December 31, 2023.

NOTE 4: SUB-RECIPIENTS

During the year ended December 31, 2023, the District Attorney had no sub-recipients.

NOTE 5: NONCASH ASSISTANCE AND OTHER

The District Attorney did not receive any noncash assistance or federally funded insurance during the year ended December 31, 2023.

NOTE 6: CONTINGENCIES

Grant monies received and disbursed by the District Attorneys are for specific purposes and are subject to review by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon experience, the District Attorney does not believe that such disallowance, if any, would have a material effect on the financial position of the District Attorney.

NOTE 7: FEDERAL PASS-THROUGH FUNDS

The District Attorney is also the sub-recipient of federal funds that have been subjected to testing and are reported as expenditures and listed as federal pass-through funds. Federal awards other than those indicated as pass-through are considered to be direct.

Section I - Summary of Auditor's Results

A. Financial Statements

- | | |
|--|-------------------|
| 1. Type of Auditor's report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| • Material weakness(es) identified? | Yes |
| • Significant deficiency(es) identified? | Yes |
| 3. Noncompliance material to financial statements noted? | No |

B. Federal Awards

- | | |
|---|-------------------|
| 1. Internal control over major federal programs: | |
| • Material weakness(es) identified? | No |
| • Significant deficiency(es) identified? | None noted |
| 2. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR Part 200.516(a)? | None noted |
| 4. Identification of major federal programs: | |
| <u>ALN</u> <u>Name of federal program or cluster</u> | |
| 93.563 Title IV-D, Child Support Enforcement | |
| 5. The dollar threshold used to distinguish type A and B programs was \$750,000 for major federal programs. | |
| 6. Auditee qualified as a low-risk auditee for federal purposes? | No |

Section II – Financial Statement Findings

A. Current Year Findings and Responses

2023-001 Preparation of Financial Statements (repeat finding see 2022-001, 2021-001, 2020-001 and 2019-001) (*Material Weakness*)

Criteria: Accounts should be reviewed and reconciled on a routine basis to ensure transactions are recorded properly.

Condition: During our audit, we noted that significant adjustments to accounts receivable, revenue, equity, payroll accrual and related expenses, reimbursable expenses and fiduciary fund accounts were necessary. With these adjustments, the district attorney's accounts were materially misstated.

Cause: Payroll liabilities were not reconciled or adjusted. In addition, payments of liabilities were not netted to the account, but rather duplicated the expense. In addition, the fiduciary fund accounts did not balance or net to zero. There were significant errors and misclassification in accounts receivable, revenue and expense accounts. In addition, reimbursements received for certain expenditures were netted against expenses instead of recorded as gross revenue. Reviews and/or reconciliations of these accounts and their activity were not adequately performed and therefore, material misstatements occurred.

Effect: Financial statements were materially misstated.

Recommendation: We recommend that management implement processes to reconcile and review all significant accounts receivable, payable, revenue and expense per the general ledger to underlying data and sub-ledgers. We recommend payments of payroll liabilities reduce the liability. We further recommend payroll liabilities be reconciled to actual amounts owed at year-end. We recommend reimbursements received from other organizations be recorded as gross revenue in accordance with GAAP. We also recommend that the fiduciary funds be extracted into individual company accounts in QuickBooks and balanced monthly. Due to and due from other funds should be used to balance the fiduciary funds with the General Fund.

2023-002 Collections and Distributions of Fiduciary Fund Collections (repeat finding see 2022-002, 2021-002) (*Significant Deficiency*)

Criteria: Funds collected and distributable to the District Attorney should be transferred in a timely manner. Bank accounts should be monitored for insufficient balances and reconciled monthly.

Condition: During our audit, we noted fiduciary fund balances for Pretrial Diversion and Bond Forfeitures representing funds that had been collected in prior years had been paid to all agencies but the District Attorney. The amounts due to the District Attorney's office and not yet been transferred to the General Fund. We further noted the Bond Forfeitures bank account routinely dropped below zero.

Cause: Reviews, reconciliations and monitoring of fiduciary fund balances were inadequate.

**District Attorney of the First Judicial District
Schedule of Findings and Questioned Costs
For the year ended December 31, 2023**

Effect: Fiduciary fund balances were out of balance and amounts due to the General Fund had not been properly recorded and had not been disbursed. Because amounts were out of balance, negative balances were not identified.

Recommendation: We recommend that the fiduciary funds be reconciled to subsystems and the accounts should net to zero. We recommend cash balances in fiduciary fund accounts be reconciled to amounts owed to other agencies and controls be strengthened to monitor the cash balances in the fiduciary fund accounts to ensure that there is no buildup of cash, but also no deficit cash balances. All cash collected should be timely deposited, recorded and disbursed to the appropriate agency.

2023-003 Improper Cut-off (Significant Deficiency)

Criteria: Bank reconciliations should be prepared after month end once all transactions have been captured. Any changes, additions, deletions, or voids should take place before the bank reconciliation is prepared.

Condition: Transactions are altered (voided, deleted or added) after the bank reconciliation has been prepared for the month causing the bank reconciliations to not agree with the trial balance. In addition, significant transactions initiated after year-end were back-dated to the current period.

Cause: Improper use of payables and receivables resulting in errors to financial statement adjustments and cut-off.

Effect: Financial statements were significantly misstated.

Recommendation: We recommend preparation of bank reconciliation only after all current period transactions have been captured. We recommend the observation of proper cut-off at year end. Transactions should be recorded in the period in which they occur and appropriate use of payable and receivable accounts utilized.

2023-004 Fixed Asset Schedule Review (Significant Deficiency)

Criteria: The Fixed Asset schedule(s) should be reviewed, by an individual other than the preparer, to ensure completeness and accuracy of assets and calculations.

Condition: The fixed asset schedule(s) provided by the third party accountant did not agree to prior period audited schedule(s) and contained significant errors.

Cause: Prior year fixed asset activity was omitted from the schedule(s) provided in the current year leading to significantly misstated schedules.

Effect: Balances in fixed assets and accumulated depreciation were significantly misstated.

Recommendation: We recommend fixed asset schedules be reviewed to ensure adequacy and completeness of assets and calculation. We further recommend this review, be formally documented and performed by an individual other than the preparer.

B. Prior Year Findings and Responses

2022-001 Preparation of Financial Statements (repeat finding see 2021-001, 2020-001 and 2019-001)
(*Material Weakness*)

Condition: During our audit, we noted that significant adjustments to accounts receivable, revenue, equity, payroll accrual and related expenses and fiduciary fund accounts were necessary. These accounts were materially misstated.

Status: See current year finding 2023-001

2022-002 Collections and Distributions of Fiduciary Fund Collections (repeat finding see 2021-002)
(*Significant Deficiency*)

Condition: During our audit, we noted fiduciary fund balances for Pretrial Diversion and Bond Forfeitures representing funds that had been collected in prior years had been paid to all agencies but the District Attorney. The amounts due to the District Attorney's office and not yet been transferred to the General Fund.

Status: See current year finding 2023-002

2022-003 Under-reported Accounts Receivable (*Material Weakness*)

Condition: During our audit, we identified several significant receipts after year-end, which were excluded from accounts receivable at year-end. These omissions resulted in material misstatements to accounts receivable and revenue.

Status: Resolved.

2022-004 Improper Changes to Prior Periods (*Material Weakness*)

Condition: During our audit, we noted that the District Attorney's Office did not close and lock the prior periods in QuickBooks. As a result, District Attorney employees and their 3rd party accountants made adjustments to prior periods including new entries and deletion of existing entries, improperly.

Status: See current year finding 2023-003

Section III – Federal Award Findings and Responses

A. Current Year Findings and Responses

None

B. Prior Year Findings and Responses

None

FIRST ASSISTANT
318-226-6972
CRIMINAL SECT. ONE
318-226-6828
CRIMINAL SECT. TWO
318-226-6829
CRIMINAL SECT. THREE
318-226-6832
CRIMINAL SECT. FOUR
318-226-6877
FAX- 318-226-6878
BOND/ASSET FORF.
318-226-5913
DRUG SECTION
318-226-6998
FAX- 318-226-6204



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PRE-TRIAL DIVERSION
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FAX- 318-226-5905
SCREENING/SEX CRIMES
318-226-5909
FAX- 318-226-5906
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**Corrective Action Plan
For Findings and Management Letter Comments
For the Year Ended December 31, 2023**

Finding 2023-001 Preparation of Financial Statements

Observation:

During our audit, we noted that significant adjustments to accounts receivable, revenue, equity, payroll accrual and related expenses and fiduciary fund accounts were necessary. Payroll related liability accounts were not adjusted from prior year and contained significant classification errors. In addition, the fiduciary fund accounts did not balance or net to zero. There were significant errors and misclassification in accounts receivable, revenue and expense accounts. Reviews and/or reconciliations of these accounts and their activity were not adequately performed, which lead to the unidentified misstatements.

Views of responsible officials and corrective actions:

The District Attorney's Office is aware of the need to reconcile and review all general ledger accounts. This is an ongoing issue that was not resolved prior to the appointment of a new DA Administrator. The current DA Administrator and third-party consultant will continue efforts on conducting thorough reviews of all financial systems and make recommendations to the District Attorney to correct the issues. Recommendations include hiring an internal accountant, acquiring a new financial management system, or a combination of recommended solutions.

Anticipated completion date:

December 31, 2024

Person responsible for corrective actions:

Arielle Clark
DA Administrator
Telephone: 318-226-6960

Finding 2023-002 Collections and Distributions of Fiduciary Fund Collections

Observation:

During our audit, we noted fiduciary fund balances collected in prior years had not been properly distributed to the general fund. In addition, the funds were not properly balanced which led to negative cash balances throughout the year.

Views of responsible officials and corrective actions:

The District Attorney's Office and third-party accounting firm will reevaluate previous efforts to rectify this issue and continue monitor this process to ensure the accounts are being reconciled. The DA's Office will also explore the need for a new financial management system that will allow for accurate reconciliations of financial accounts.

Anticipated completion date:

December 31, 2024

Person responsible for corrective actions:

Arielle Clark

DA Administrator

Telephone: 318-226-6960

Finding 2023-003 Improper Cut-off

Observation:

During our audit, we noted that District Attorney employees and their 3rd party accountants made adjustments to cash accounts after the bank reconciliations were performed. The transactions included transactions initiated after year-end, which were back-dated to the current year. As a result, there were significant errors and the bank reconciliations did not agree to general ledger balances.

Views of responsible officials and corrective actions:

The District Attorney's Office agrees with the comment and uses a third-party accounting firm to review its accounting transactions. The DA Administrator will work with the outside accounting firm to ensure the accuracy of accounting transactions, monitor the process and review the results for accuracy.

Anticipated completion date:

December 31, 2024

Person responsible for corrective actions:

Arielle Clark

DA Administrator

Telephone: 318-226-6960

Finding 2023-004 Fixed Asset Schedule

Observation:

During our audit, we noted the Fixed Asset Schedule, which was prepared by the District Attorney's Employees and their 3rd party accountants, was not properly rolled forward. This resulted in significant errors in Fixed Asset balances and related depreciation calculations. We noted there was an inadequate review to ensure accuracy and completeness of the schedule prepared.

Views of responsible officials and corrective actions:

The District Attorney's Office agrees with the comment and uses a third-party accounting firm to prepare the Fixed Asset Schedule. The DA Administrator will work with the outside accounting firm to ensure the accuracy all schedules, monitor the process and review the results for accuracy.

Anticipated completion date:

December 31, 2024

Person responsible for corrective actions:

Arielle Clark

DA Administrator

Telephone: 318-226-6960

OTHER SUPPLEMENTARY INFORMATION

**District Attorney of the First Judicial District
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the year ended December 31, 2023**

Agency Head Name: Honorable James Stewart

Purpose	Amount
Salary	\$ 178,260
Benefits-insurance (life insurance premiums)	\$ 597
Benefits-retirement	\$ 19,163
Car allowance	\$ 2,771
Vehicle provided by government	\$ 1,149
Cell phone	\$ 562
Dues	\$ 1,085
Travel	\$ 6,113
Other (including payments made by other parties on behalf of the agency head)	\$ 59,084

District Attorney of the First Judicial District
Justice System Funding Schedule – Collecting/Disbursing Entity as Required by Act 87

Identifying Information		
Entity Name	District Attorney of the First Judicial District	
LLA Entity ID #	1318	
Date that reporting Period ended	December 31, 2023	
	First Six Month Period Ended 6/30/2023	Second Six Month Period Ended 12/31/2023
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	481,898	570,432
Add: Collections		
Bond Forfeitures	155,585	491,447
Asset Forfeiture/Sale	118,306	699,091
Pre-Trial Diversion Program Fees	75,598	90,991
Restitution	8,346	8,731
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	1,760	2,750
Interest Earnings on Collected Balances	2,927	3,729
Other (do not include collections that fit into more specific categories above)	-	65
Subtotal Collections	362,522	1,296,804
Less: Disbursements To Governments & Nonprofits		
Caddo Parish Clerk of Court	3,002	17,836
Caddo Criminal Court Fund	41,923	165,885
Caddo Parish District Public Defender	20,771	102,030
Caddo Parish Sheriff's Office	45,717	161,171
Greenwood Police Department	-	322
Louisiana State Police	-	6,193
Louisiana Probation and Parole	-	3,223
Shreveport Police Department	32,486	83,195
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	74,791	104,028
Amounts "Self-Disbursed" to Collecting Agency		
Bond Forfeitures	31,156	154,094
Asset Forfeitures	15,960	38,347
Interest Earned	2,586	2,985
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Restitution Payments to Individuals (additional detail is not required)	4,196	12,277
Other Disbursements to Individuals (additional detail is not required)	1,400	12,966
Payments to 3rd Party Collection/Processing Agencies	-	4,300
Subtotal Disbursements/Retainage	273,988	868,852
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	570,432	998,384
Ending Balance of "Partial Payments" Collected but not Disbursed	-	-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	-	-
Total Waivers During the Fiscal Period	-	-

**District Attorney of the First Judicial District
Justice System Funding Schedule – Receiving Entity as Required by Act 87**

Identifying Information

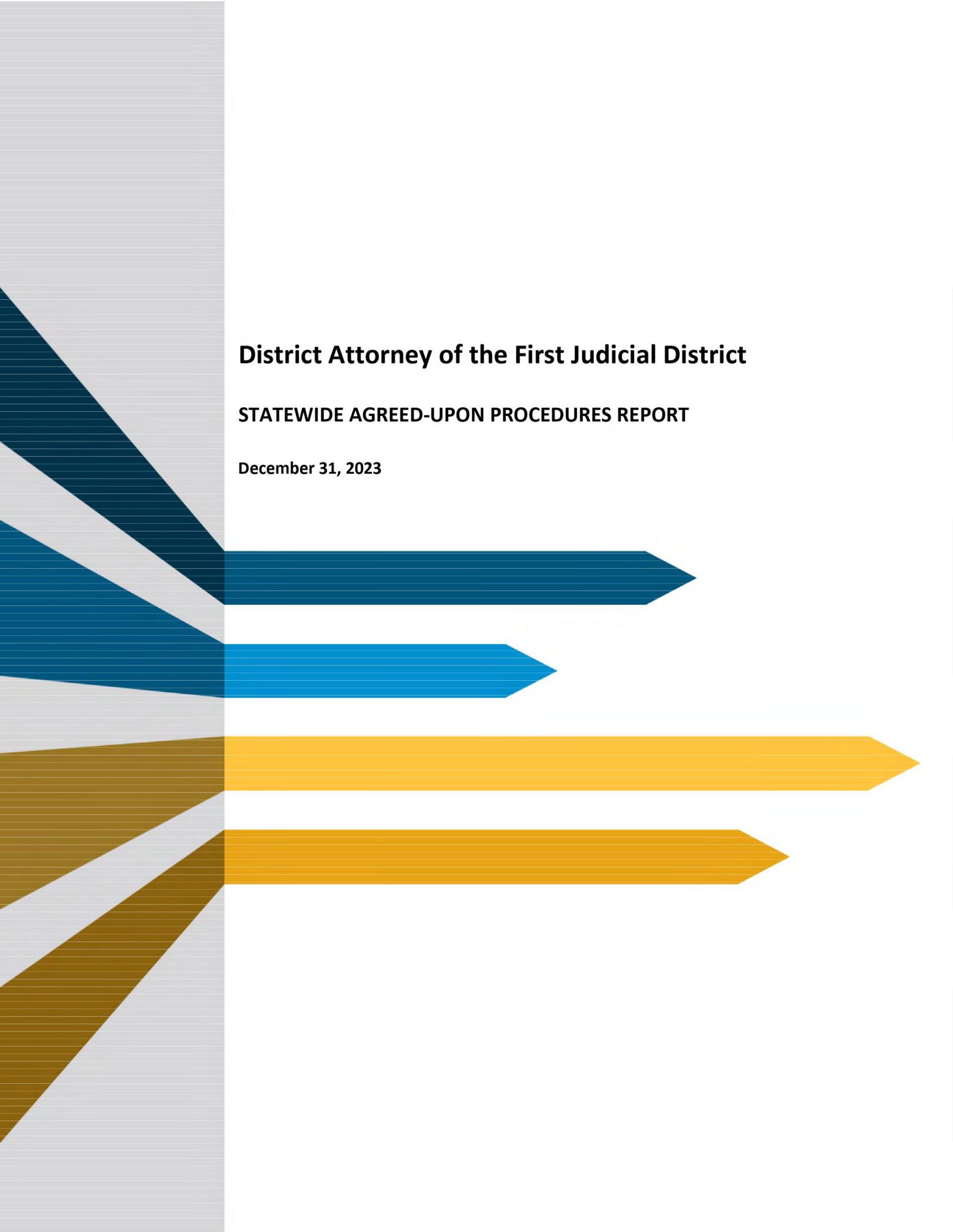
Entity Name	District Attorney of the First Judicial District
LLA Entity ID #	1318
Date that reporting Period ended	December 31, 2023

	Second Six	
	First Six Month	Month Period
	Period Ended	Ended
Cash Basis Presentation	6/30/2023	12/31/2023

Receipts From: *(Must include one agency name and one collection type -*

<i>Caddo Parish Sheriff's Office, Bond Fees</i>	197,373	154,815
<i>Caddo Parish Sheriff's Office, Criminal Fines- Other</i>	57,101	31,108
<i>Caddo Parish Sheriff's Office, Criminal Court Costs</i>	48,156	29,379
<i>Caddo Parish Commission's Criminal Court Fund, Criminal Court Costs</i>	1,258	5,243
<i>The City of Shreveport, Criminal Court Costs</i>	1,894	1,307
Subtotal Receipts	305,782	221,852

Ending Balance of Amounts Assessed but Not Received	-	-
--	---	---



District Attorney of the First Judicial District

STATEWIDE AGREED-UPON PROCEDURES REPORT

December 31, 2023



Carr, Riggs & Ingram, LLC
1000 East Preston Avenue
Suite 200
Shreveport, LA 71105

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INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the District Attorney of the First Judicial District and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. The District Attorney of the First Judicial District’s management is responsible for those C/C areas identified in the SAUPs.

The District Attorney of the First Judicial District (District Attorney) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA’s SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity’s written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity’s operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

Results: The District Attorney has no written policies and procedures for budgeting.
 - b) ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase

orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

Results: Written policies and procedures do not address how purchases are initiated, how vendors are added to the vendor list, or the preparation and approval process of purchase requisitions and purchase orders.

- c) **Disbursements**, including processing, reviewing, and approving.

Results: The District Attorney has no written policies and procedures for disbursements.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Results: The District Attorney has no written policies and procedures for receipts/collections.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

Results: The District Attorney has no written policies and procedures for payroll/personnel.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Results: The District Attorney has no written policies and procedures for contracting.

- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Results: Written policies and procedures do not address the dollar thresholds by category of expense.

- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Results: The District Attorney has no written policies and procedures for credit cards.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Results: The District Attorney has no written policies and procedures for ethics.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Results: The District Attorney has no written policies and procedures for debt service.

- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Results: Written policies and procedures do not address the identification of critical data and frequency of data backups, storage of backups in a separate physical location isolated from the network, periodic testing/verification that backups can be restored, use of antivirus software on all systems, or the timely application of all available system and software patches/updates.

- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: No exceptions identified as a result of applying the procedure.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Results: This procedure is not applicable to the District Attorney as it is managed by a single elected official.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Results: This procedure is not applicable to the District Attorney as it is managed by a single elected official.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Results: This procedure is not applicable to the District Attorney as it is managed by a single elected official.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: This procedure is not applicable to the District Attorney as it is managed by a single elected official.

Bank Reconciliations

- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Results: No exceptions were identified as a result of applying the procedure.

- b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Results: No exceptions were identified as a result of applying the procedure.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: No exceptions were identified as a result of applying the procedure.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Results: Obtained a listing of the deposit sites and obtained management's representation that the listing is complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- a) Employees responsible for cash collections do not share cash drawers/registers;

Results: No exceptions were identified as a result of applying the procedure.

- b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

Results: No exceptions were identified as a result of applying the procedure.

- c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

Results: No exceptions were identified as a result of applying the procedure.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results: No exceptions were identified as a result of applying the procedure.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Results: No exceptions were identified as a result of applying the procedure.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
 - a) Observe that receipts are sequentially pre-numbered.
Results: CRI identified that the District Attorney does not issue receipts for collections; therefore, this procedure could not be performed.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
Results: CRI identified that the District Attorney does not issue receipts for collections; therefore, this procedure could not be performed.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
Results: No exceptions were identified as a result of applying the procedure.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
Results: No exceptions were identified as a result of applying the procedure.
 - e) Trace the actual deposit per the bank statement to the general ledger.
Results: No exceptions were identified as a result of applying the procedure.

Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
Results: Obtained a listing of locations that process payments and obtained management's representation that the listing is complete.

9. For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Results: No exceptions were identified as a result of applying the procedure.

b) At least two employees are involved in processing and approving payments to vendors;

Results: No exceptions were identified as a result of applying the procedure.

c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

Results: No exceptions were identified as a result of applying the procedure.

d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

Results: No exceptions were identified as a result of applying the procedure.

e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Results: No exceptions were identified as a result of applying the procedure.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

10. For each location selected under procedure #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5 above, as applicable.

Results: No exceptions were identified as a result of applying the procedure.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

Results: No exceptions were identified as a result of applying the procedure.

Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Results: Obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) and obtained management's representation that the listing is complete.

13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Results: No exceptions were identified as a result of applying the procedure.

14. Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Results: No exceptions were identified as a result of applying the procedure.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

Results: No exceptions were identified as a result of applying the procedure.

b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

Results: No exceptions were identified as a result of applying the procedure.

c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1g; and

Results: No exceptions were identified as a result of applying the procedure.

d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: No exceptions were identified as a result of applying the procedure.

Contracts

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

Results: No exceptions were identified as a result of applying the procedure.

- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

Results: No exceptions were identified as a result of applying the procedure.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: No exceptions were identified as a result of applying the procedure.

Payroll and Personnel

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Results: No exceptions were identified as a result of applying the procedure.

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and

- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;

Results: No exceptions were identified as a result of applying the procedure.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

Results: No exceptions were identified as a result of applying the procedure.

- d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Results: No exceptions were identified as a result of applying the procedure.

- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Results: No exceptions were identified as a result of applying the procedure.

- 20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: No exceptions were identified as a result of applying the procedure.

Ethics

- 21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 obtain ethics documentation from management, and

- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results: No exceptions were identified as a result of applying the procedure.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Results: No exceptions were identified as a result of applying the procedure.

Debt Service

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Results: Management has represented that there were no bonds/notes and other debt instruments issued during the fiscal year.

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results: Management has represented that there were no bonds/notes outstanding at the end of the fiscal year.

Fraud Notice

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Results: Management has represented that there were no misappropriation of public funds or assets during the year.

26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: No exceptions were identified as a result of applying the procedure.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

Results: We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Results: We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results: We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: No exceptions were identified as a result of applying the procedure.

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Results: No exceptions were identified as a result of applying the procedure.

Prevention of Sexual Harassment

30. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Results: No exceptions were identified as a result of applying the procedure.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Results: No exceptions were identified as a result of applying the procedure.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

Results: No exceptions were identified as a result of applying the procedure.

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Results: No exceptions were identified as a result of applying the procedure.

We were engaged by the District Attorney of the First Judicial District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an

opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the District Attorney of the First Judicial District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana

June 24, 2024

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June 24, 2024

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Re: Management Response to Statewide Agreed-upon Procedures

The Caddo Parish District Attorney's Office has reviewed the Independent Accountant's Report on Applying Agreed-upon Procedures. The District Attorney's Office is in agreement with the report as provided by Carr, Riggs & Ingram, LLC. In addition, the District Attorney's Office will implement changes and/or additions to policies and/or procedures where necessary to meet the expectations identified in the report.

Respectfully,

Arielle C. Clark
Administrator