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**ST. CHARLES PARISH SHERIFF**  
Hahnville, Louisiana

**Financial Report**

Year Ended June 30, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date: 11/10/99

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**INDEPENDENT AUDITOR'S REPORT**

The Honorable Gregory Champagne  
St. Charles Parish Sheriff  
Hahnville, Louisiana

We have audited the accompanying general-purpose financial statements of the St. Charles Parish Sheriff, as of and for the year ended June 30, 1998, as listed in the table of contents. These general-purpose financial statements are the responsibility of the St. Charles Parish Sheriff. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

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

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Charles Parish Sheriff, as of June 30, 1998, and the results of his operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated December 23, 1998, on our consideration of the St. Charles Parish Sheriff's internal control over financial reporting and on our tests of his compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general-purpose financial statements of the St. Charles Parish Sheriff, taken as a whole. The accompanying combining and individual fund statements and schedule of expenditures of federal awards (required by U.S. Office of Management and Budget Circular A-103, *Audits of States and Local Governments*, and *Non-Profit Organizations*) listed as "Supplemental Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the general-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general-purpose financial statements taken as a whole.

*Ngas, Butler, Owens + Bone*

Kenner, Louisiana  
December 23, 1998

**GENERAL-PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)**

**ST. CHARLES PARISH ENERGY**  
Metairie, Louisiana

**Combined Balance Sheet - All Fund Types and Account Groups**  
June 30, 1999

With Comparative Totals for June 30, 1997

|   | Priority               |                   | Agency's Share      |                   | Totals               |                      |
|---|------------------------|-------------------|---------------------|-------------------|----------------------|----------------------|
|   | Governmental Fund Type | Agency Funds      | General Fund        | Long Term Debt    | (Millions of \$)     | (Millions of \$)     |
|   | General Fund           | Funds             | Assets              | Liabilities       | 1999                 | 1997                 |
| <b>ASSETS AND OTHER DEBITS</b>  |                        |                   |                     |                   |                      |                      |
| <b>Assets:</b>  |                        |                   |                     |                   |                      |                      |
| Cash and cash equivalents   | \$ 1,148,890           | \$ 458,881        | \$ -                | \$ -              | \$ 1,607,771         | \$ 2,017,828         |
| Investments   | 1,000,000              | -                 | -                   | -                 | 1,000,000            | 1,000,000            |
| <b>Receivables:</b>   |                        |                   |                     |                   |                      |                      |
| Accrued interest  | 40,103                 | -                 | -                   | -                 | 40,103               | 40,401               |
| Due from other governmental units   | 458,880                | -                 | -                   | -                 | 458,880              | 271,281              |
| Due from agency funds   | 5,193                  | -                 | -                   | -                 | 5,193                | 5,774                |
| Other   | 57,881                 | -                 | -                   | -                 | 57,881               | 40,587               |
| Inventory   | 8,370                  | -                 | -                   | -                 | 8,370                | 8,470                |
| Prepaid expenses  | 27,208                 | -                 | -                   | -                 | 27,208               | 23,100               |
| Vehicles, office furniture and equipment  | -                      | -                 | 8,154,814           | -                 | 8,154,814            | 4,423,284            |
| Other debts - amount to be provided for retirement of general long-term obligations | -                      | -                 | -                   | 283,420           | -283,420             | -285,278             |
| <b>Total assets and other debits</b>  | <b>\$ 2,313,612</b>    | <b>\$ 458,881</b> | <b>\$ 8,154,814</b> | <b>\$ 283,420</b> | <b>\$ 12,128,822</b> | <b>\$ 10,839,294</b> |
| <b>LIABILITIES, EQUITY AND OTHER CREDITS</b>  |                        |                   |                     |                   |                      |                      |
| <b>Liabilities:</b>   |                        |                   |                     |                   |                      |                      |
| Accounts payable  | \$ 180,790             | \$ -              | \$ -                | \$ -              | \$ 180,790           | \$ 475,984           |
| Claims payable  | 23,000                 | -                 | -                   | -                 | 23,000               | 23,880               |
| Due to General Fund   | -                      | 8,100             | -                   | -                 | 8,100                | 9,771                |
| Due to taxing bodies and others   | -                      | 806,404           | -                   | -                 | 806,404              | 197,823              |
| Due to bonders  | -                      | 91,478            | -                   | -                 | 91,478               | 19,948               |
| Compensated absences payable  | -                      | -                 | -                   | 280,420           | 280,420              | 258,736              |
| <b>Total liabilities</b>  | <b>231,890</b>         | <b>895,882</b>    | <b>-</b>            | <b>280,420</b>    | <b>1,408,194</b>     | <b>1,076,962</b>     |
| <b>Equity and other credits:</b>  |                        |                   |                     |                   |                      |                      |
| Investment in general fund assets   | -                      | -                 | 8,154,814           | -                 | 8,154,814            | 4,483,964            |
| Fund balance  | -                      | -                 | -                   | -                 | -                    | -                    |
| Reserve for inventory   | 8,370                  | -                 | -                   | -                 | 8,370                | 8,413                |
| Reserve for prepaid items   | 27,208                 | -                 | -                   | -                 | 27,208               | 23,100               |
| Unreserved  | -                      | -                 | -                   | -                 | -                    | -                    |
| Designated for contract activities  | 72,711                 | -                 | -                   | -                 | 72,711               | 214,768              |
| Undesignated  | 642,384                | -                 | -                   | -                 | 642,384              | 4,829,028            |
| <b>Total equity and other credits</b>   | <b>750,673</b>         | <b>-</b>          | <b>8,154,814</b>    | <b>-</b>          | <b>9,068,403</b>     | <b>8,711,385</b>     |
| <b>Total liabilities, equity and other credits</b>                                  | <b>\$ 982,563</b>      | <b>\$ 895,882</b> | <b>\$ 8,154,814</b> | <b>\$ 280,420</b> | <b>\$ 12,128,822</b> | <b>\$ 10,839,294</b> |

The accompanying notes are an integral part of this statement.

ST. CHARLES PARISH GOVERNMENT  
Marronville, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -  
Budget (GAAP Basis) and Actual  
Governmental Fund Type - General Fund  
Year Ended June 30, 2008  
With Comparative Actual Amounts for Year Ended June 30, 2007

|  | 2008          |               | Variance -<br>Favorable<br>(Unfavorable) | 2007<br>Actual |
|--|---------------|---------------|--|----------------|
|  | Budget        | Actual        |  |                |
| <b>Revenues:</b>   |               |               |  |                |
| Ad valorem property taxes  | \$ 18,300,000 | \$ 18,414,288 | \$ 114,288                               | \$18,085,893   |
| Intergovernmental:   |               |               |  |                |
| Federal grants   | 814,000       | 403,373       | (410,627)                                | 181,886        |
| State revenue sharing - net  | 281,048       | 280,288       | (760)                                    | 292,593        |
| State supplemental pay   | 800,000       | 887,758       | 87,758                                   | 827,337        |
| Parish supplemental pay  | 385,000       | 434,565       | 49,565                                   | 304,878        |
| Video power  | 95,000        | 109,402       | 14,402                                   | 87,852         |
| Fees, charges, and commissions for services:                                     |               |               |  |                |
| Civil and criminal fees  | 833,000       | 833,778       | 778                                      | 678,627        |
| Court attendance   | 18,000        | 13,125        | (4,875)                                  | 15,388         |
| Feeding and housing prisoners  | 268,000       | 268,231       | 231                                      | 219,288        |
| Transporting prisoners   | 18,000        | 35,400        | 1,400                                    | 31,252         |
| Paid detainers   | 448,000       | 487,258       | 39,258                                   | 647,821        |
| Telephone commissions and other  | 38,000        | 41,719        | 3,719                                    | 32,287         |
| Interest income  | 280,000       | 248,712       | (31,288)                                 | 304,827        |
| Miscellaneous:   |               |               |  |                |
| Contributed  | 18,000        | 34,487        | 16,487                                   | 10,882         |
| Donations  | 15,000        | 14,955        | (45)                                     | 30,282         |
| Other  | 600           | 3,982         | 3,382                                    | 7,158          |
| Total revenues   | 12,918,788    | 14,818,084    | 600,296                                  | 14,802,288     |
| Other financing sources:   |               |               |  |                |
| Sale of assets   | 34,553        | 36,558        | 2,005                                    | 1,288          |
| Total revenues and other financing<br>sources                                    | 12,953,341    | 14,854,642    | 602,299                                  | 14,803,576     |
| <b>Expenditures:</b>   |               |               |  |                |
| Current:   |               |               |  |                |
| Public safety:   |               |               |  |                |
| Personnel services and related benefits  | 8,889,260     | 8,743,273     | (145,987)                                | 7,828,788      |
| Contracted services  | 2,280,720     | 1,880,267     | (400,453)                                | 1,628,881      |
| Operation and maintenance  | 1,741,288     | 1,880,011     | 138,723                                  | 1,542,918      |
| Capital outlay   | 1,800,967     | 1,881,588     | 80,621                                   | 1,592,478      |
| Debt service - interest  | 2,280         | 2,850         | 570                                      | 29,880         |
| Total expenditures   | 14,855,515    | 13,370,859    | (1,484,656)                              | 11,798,825     |
| Excess (deficiency) of revenues and other<br>financing sources over expenditures | (1,902,174)   | 1,483,793     | 318,381                                  | 3,004,751      |
| Fund balance at beginning of year  | 4,820,859     | 4,849,321     | 28,462                                   | 2,328,884      |
| Fund balance at end of year  | \$ 4,321,322  | \$ 4,630,818  | \$ 309,496                               | \$ 4,628,321   |

The accompanying notes are an integral part of this statement.

**ST. CHARLES PARISH SHERIFF**  
Mindenville, Louisiana

**Notes to Financial Statements**

**1. Summary of Significant Accounting Policies**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Sheriff serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The Sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, etc.

As the chief law enforcement officer of the parish, the Sheriff is responsible for enforcing state and local laws, ordinances, etc. within the territorial boundaries of the parish. The Sheriff provides protection to the residents of the parish through on-site patrols, investigations, and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, etc. In addition, the Sheriff, when requested, provides assistance to other law enforcement agencies within the parish.

As the ex-officio tax collector of the parish, the Sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sporting licenses, and fines, costs and bond forfeitures imposed by the district court.

The accompanying general-purpose financial statements of the St. Charles Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. A summary of significant accounting policies are described as follows.

**A. Financial Reporting Entity**

For financial reporting purposes, the Sheriff includes all funds, account groups, activities, etc. that are controlled by the Sheriff as an independently elected parish official. The Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursements of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish council as required by Louisiana law, the



ST. CHARLES PARISH SHERIFF  
Hahnville, Louisiana

Notes to Financial Statements - Continued

A. Financial Reporting Entity - continued

Sheriff is financially independent. Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of the local government, over which the Sheriff exercises no oversight responsibility, such as the parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Sheriff.

B. Fund Accounting

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered 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 equity, revenues and expenditures. Revenues are accounted for in the individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the Sheriff's office and accounts for the operations of the Sheriff's office. The Sheriff's primary source of revenue is an ad valorem property tax levied by the law enforcement district. Other sources of revenue include state revenue sharing, state supplemental pay for delinquents, civil and criminal fees, and fees for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, etc. Disbursements from these funds are made to various parish agencies, litigants in suits, etc. in the manner prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

ST. CHARLES PARISH SHERIFF  
Hahnville, Louisiana

Notes to Financial Statements - Continued

C. General Fixed Assets and Long-Term Obligations

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish council are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets.

All purchased fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. Estimated amounts are immaterial in relation to total fixed assets.

Long-term obligations expected to be financed from governmental funds are accounted for in the general long-term obligations account group, not in the General Fund.

The two account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement bases applied. The accompanying general-purpose financial statements have been prepared on the modified accrual basis of accounting, except for the Agency Funds which are prepared on the cash basis of accounting, which approximates the modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures.

Revenues

All ad valorem property taxes and the related state revenue sharing funds are recorded in the year they are due and payable. Ad valorem property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of each year.

**ST. CHARLES PARISH SHERIFF**  
Hahnville, Louisiana

**Notes to Financial Statements - Continued**

**D. Basis of Accounting - continued**

Intergovernmental revenues and fees, charges and commissions for services are recorded when the Sheriff is entitled to the funds.

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

**Other Financing Sources**

Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized when received.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term obligations are recognized when due. Purchases of various operating supplies are reported as expenditures at the time purchased.

**E. Budget and Budgetary Accounting**

The Sheriff follows these procedures in establishing the budgetary data shown in the financial statements:

1. The chief administrative deputy prepares a proposed budget and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.

**ST. CHARLES PARISH SHERIFF**  
Metairie, Louisiana

**Notes to Financial Statements - Continued**

**E. Budget and Budgetary Accounting - continued**

5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

**F. Cash and Cash Equivalents**

Cash includes cash on hand and amounts in demand deposits and interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those other investments with original maturities of 90 days or less. Under state law, the Sheriff may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank chartered in the parish where the funds are collected.

**G. Investments**

Under state law, the Sheriff may invest in United States bonds, treasury notes, or treasury bills. 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. Investments are stated at cost.

**H. Inventory**

The inventory is stated at cost, which is determined by the first-in, first-out method. Inventory consists of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are consumed or used. The reported inventory is equally offset by a fund balance reserve which indicates that it does not constitute "available spendable resources" even though it is a component of total assets.

**I. Compensated Absence**

Employees of the Sheriff's office earn from 21 - 2 1/2 days per month or 21 - 30 days per year of vacation leave depending on total years of service and number of hours worked. The maximum vacation leave carryover allowed, at the beginning of each fiscal year is 15 days unless otherwise approved. Unused vacation leave is payable upon termination of employment. Employees earn from 15 - 1 1/2 days per month or 3 - 18 days per year of sick leave depending on total years of service and number of hours worked. Sick leave may be accumulated; however, if an employee resigns, retires, or is terminated, the accumulated sick leave is forfeited.

**ST. CHARLES PARISH SHERIFF**  
Metairie, Louisiana

**Notes to Financial Statements - Continued**

**I. Compensated Absences - continued**

In lieu of payment for overtime-work, employees accrue compensatory leave. There is no limitation on the amount of compensatory leave which may be accrued. Upon termination of employment, payment is made for unused compensatory leave.

At June 30, 1998, the accumulated and vested vacation and compensatory leave required to be accrued in accordance with OASDB Certification C89 was \$262,423. This amount has been recorded as a general long-term obligation since no portion of the leave privileges is expected to be paid from current resources.

**J. Tax Anticipation Borrowing**

The Sheriff borrowed a total of \$766,000 on December 9, 1997. These borrowed funds are referred to as tax anticipation loans (i.e. funds loaned in anticipation of tax revenues to be collected). These funds were borrowed at a rate of 4.75% interest and were paid out, along with \$2,989 of interest, on January 8, 1998.

**K. Prepaid Expenses**

Prepaid expenses represent items whose cost has been allocated over more than one period. A reserve for prepaid expenses is reported in the fund balance section of the balance sheet which indicates that this asset is not an "available expendable resource" even though it is a component of total assets.

**L. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Sheriff as an extension of formal budgetary integration in the funds.

**M. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenditures. Actual results could differ from these estimates.

**N. Comparative Data**

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Sheriff's financial position and operations. However, comparative data have not been presented in all of the statements because their inclusion would make the statements unduly complex and difficult to understand.

ST. CHARLES PARISH SHERIFF  
Mahnville, Louisiana

Notes to Financial Statements - Continued

D. Total Columns on Combined Statements - Overview

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

(2) Cash and Cash Equivalents and Investments

At June 30, 1995, cash, cash equivalents and investments were comprised of the following:

|  | Cash and<br>Cash<br>Equivalents | Investments      |
|--|---------------------------------|------------------|
| Cash in banks:                             |                                 |                  |
| Demand deposits                            | \$ 30,538                       | \$ -             |
| Interest-bearing demand deposits           | 1,853,368                       | -                |
| Time certificates of deposit               | 900,000                         | 2,080,000        |
| Cash on hand (petty cash and change funds) | 2,032                           | -                |
|  | <u>2,886,938</u>                | <u>2,080,000</u> |
| Totals                                     | \$ 2,886,938                    | \$ 2,080,000     |

The bank deposits are stated at cost. Under state law, these deposits, (or the resulting bank balance) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank.

At June 30, 1995, the carrying amount of the Sheriff's bank deposits were \$5,935,534 and the bank balances were \$5,852,028. These deposits were secured from risk by \$230,538 of federal deposit insurance and \$12,307,582 of securities held by the custodial bank in the name of the fiscal agent bank (GNSS Category 3).

Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 36:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent has failed to pay deposited funds upon request.

(3) Ad Valorem Property Taxes

The Sheriff is the ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes. Ad valorem property taxes attach as an enforceable lien on property as of January 1, of each year. Taxes are levied by the parish government in June and are actually billed to the taxpayers by the Sheriff in October.

**ST. CHARLES PARISH SHERIFF**  
 Metairie, Louisiana

**Notes to Financial Statements - Continued**

**(3) Ad Valorem Property Taxes - continued**

Billed taxes are due by December 31, becoming delinquent on January 1 of the following year. The taxes are based on assessed values determined by the tax assessor of St. Charles Parish and are collected by the Sheriff. The taxes are remitted to the appropriate taxing bodies net of deductions for assessor's compensation and pension fund contributions.

Ad valorem property taxes are budgeted and recorded in the year levied and billed. For the year ended June 30, 1995, law-enforcement taxes applicable to the Sheriff's General Fund were levied at the rate of 18.89 mills on property with assessed valuations totaling \$575,008,441.

**(4) Due from Other Governmental Units**

Amounts due from other governmental units at June 30, 1995, consisted of the following:

|                                 |                   |
|---------------------------------|-------------------|
| New Orleans Aviation Board      | \$ 20,767         |
| Jefferson Parish                | 11,158            |
| St. Charles Parish Council      | 189,408           |
| St. Charles Parish School Board | 368               |
| State of Louisiana              | 21,921            |
| U.S. Treasury                   | 223,906           |
|                                 | <b>\$ 468,528</b> |

**(5) Other Receivables**

The balance in other receivables of \$57,991 consists of amounts due for fines, fees, commissions, insurance claims, etc.

**(6) Lease Obligations**

The sheriff had the following outstanding operating lease agreements at June 30, 1995:

| <u>Items</u><br><u>Leased</u>          | <u>Lease</u><br><u>Term</u> | <u>Commencement</u><br><u>Date</u> | <u>Annual</u><br><u>Lease Amount</u> |
|--|-----------------------------|------------------------------------|--------------------------------------|
| Copy machines                          | 36 months                   | September, 1997                    | \$ 15,121                            |
| Copy machines                          | 36 months                   | August, 1997 &<br>February, 1998   |                                      |
| Land for radio tower                   | 60 months                   | July, 1998                         | 500                                  |
| Office space                           | 12 months                   | July, 1998                         | 3,132                                |
| Office space                           | 42 months                   | January, 1999                      | 42,221                               |
| Land for storage<br>of seized vehicles | 12 months                   | July, 1998                         | 1,200                                |
| Automobiles                            | 36 months                   | July, 1998                         | 11,506                               |
| Automobile                             | 24 months                   | January, 1999                      | 8,690                                |
| Office building                        | 36 months                   | September, 1997                    | 13,290                               |
| Office space                           | 24 months                   | May, 1999                          | 9,290                                |

Total rent expenditures for the year ended June 30, 1998 were \$114,644.

**ST. CHARLES PARISH SHERIFF**  
 Metairie, Louisiana

Notes to Financial Statements - Continued

(6) Lease Obligations - continued

The minimum future rental payments under these agreements are as follows:

| Year Ending<br><u>June 30,</u> |                   |
|--------------------------------|-------------------|
| 1990                           | \$ 108,268        |
| 1991                           | 80,277            |
| 1992                           | 5,000             |
| 1993                           | 500               |
| 1994                           | 500               |
| Total                          | <u>\$ 195,545</u> |

(7) Changes in General Fixed Assets

A summary of changes in general fixed assets (vehicles, office furniture and equipment) follows:

|                        | <u>Vehicles</u>     | <u>Office<br/>Furniture</u> | <u>Equipment</u>   | <u>Total</u>        |
|------------------------|---------------------|-----------------------------|--------------------|---------------------|
| Balance, June 30, 1987 | \$ 2,844,808        | \$119,631                   | \$1,638,027        | \$ 4,482,394        |
| Additions              | 768,041             | 30,296                      | 439,837            | 1,298,973           |
| Reductions             | <u>(340,685)</u>    | <u>(2,021)</u>              | <u>(130,892)</u>   | <u>(473,723)</u>    |
| Balance, June 30, 1988 | <u>\$ 2,699,759</u> | <u>\$127,796</u>            | <u>\$1,947,902</u> | <u>\$ 4,594,514</u> |

Additions include \$27,404 of vehicles and equipment acquired by donation or seizure.

(8) Pension Plans

Employees of the St. Charles Parish Sheriff participate in two pension plans, descriptions of which follow:

- A. Plan Description: The St. Charles Parish Sheriff contributes to the Sheriff's Pension and Relief Fund, a cost-sharing multiple employer defined benefit pension plan administered by the Sheriff's Pension and Relief Fund, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:2571 to provide retirement, disability and survivor benefits to sheriff and deputy sheriff members throughout the State of Louisiana. The Sheriff's Pension and Relief Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Sheriff's Pension and Relief Fund, P.O. Box 2183, Monroe, Louisiana 71210-2138.

Funding Policy: Plan members are required to contribute 5.7% of their annual covered salary and the St. Charles Parish Sheriff is required to contribute at an actuarially determined rate. The rate for the year ended June 30, 1986 was 5% of annual covered payroll. The contribution requirements of plan members and the St. Charles Parish Sheriff are established and may be amended by the Sheriff's Pension and Relief Fund. The St. Charles Parish Sheriff's contributions to the retirement plan for the years ended June 30, 1988, 1987, and 1986 were \$375,478, \$371,385, and \$325,645, respectively.



**ST. CHARLES PARISH SHERIFF**  
 Metairie, Louisiana

**Notes to Financial Statements - Continued**

**(9) Pension Plans - continued**

B. Plan Description: The Parochial Employees' Retirement System of Louisiana, a Public Employee Retirement System (PERS), is the administrator of a cost sharing multiple employer plan that was established by the Louisiana Legislature, by Act 205 of 1952. The system was revised by Act 755 of 1979, effective January 1, 1980, to create a Plan A Fund and a Plan B Fund to replace the "regular plan" and the "supplemental plan." Plan B replaced the "regular plan." The System is administered by a Board of Trustees consisting of seven members. Employees of the St. Charles Parish Sheriff participate only in Plan A.

Escalating Rates: Plan members are required to contribute 5.5% of their annual covered salary and the St. Charles Parish Sheriff is required to contribute at an actuarially determined rate. The rate, which is based on the calendar year, was 7.25% for 1997 and 7.75% for 1998 of annual covered payroll. There are only two employees covered by this plan. The contribution requirements of plan members and the St. Charles Parish Sheriff are established and may be amended by the Parochial Employees' Retirement System. The St. Charles Parish Sheriff's contributions to the Retirement System for the years ended June 30, 1996, 1997 and 1998 were \$3,977, \$4,528 and \$4,721, respectively.

**(10) Postretirement Health Care and Life Insurance Benefits**

The Sheriff provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the Sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the Sheriff. At present, fourteen employees are eligible to receive these benefits. Those benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the Sheriff. The Sheriff's costs of providing retiree health care and life insurance benefits are recognized as expenditures when the monthly premiums are paid. For the years ended June 30, 1996, 1997 and 1998, the costs of retiree benefits totaled \$33,876, \$35,821 and \$35,033, respectively.

**(11) Changes in Agency Fund Balances**

A summary of changes in the balances due to taxing bodies and others and due to price insulates in the various agency fund follows:

|                        | Civil<br>Fund | Tax<br>Collector<br>Fund | Insulation<br>Fund | Books and<br>Fines<br>Fund | Prison<br>Insulate<br>Fund |
|------------------------|---------------|--------------------------|--------------------|----------------------------|----------------------------|
| Balance, June 30, 1997 | \$ 1,382      | \$ 12,187                | \$ 14,883          | \$ 170,326                 | \$ 1,328                   |
| Additions              | 117,941       | 36,880,045               | 143,049            | 2,787,798                  | 84,477                     |
| Retirements            | (38,132)      | (36,871,382)             | (344,390)          | (2,787,980)                | (84,248)                   |
| Balance, June 30, 1998 | \$ 1,191      | \$ 1,651,850             | \$ 14,542          | \$ 1,669,144               | \$ 1,907                   |

ST. CHARLES PARISH SHERIFF  
Hattiesville, Louisiana

Notes to Financial Statements - Continued

(10) Changes in General Long-Term Obligations

During the year ended June 30, 1998, the following changes occurred in liabilities reported in the general long-term obligations account group.

|   | Balance<br><u>7/1/97</u> | Net<br>Increase | Balance<br><u>6/30/98</u> |
|---|--------------------------|-----------------|---------------------------|
| Compensated absences/<br>Vacation leave | \$107,820                | \$128,814       | \$236,634                 |
| Compensatory time                       | <u>148,858</u>           | <u>7,622</u>    | <u>156,480</u>            |
| Total                                   | \$256,678                | \$136,436       | \$393,114                 |

The components of the net increase in vacation leave are: additions, \$401,290; deductions, \$225,276. The components of the net increase in compensatory time were not readily determinable.

(11) Litigation and Claims

At June 30, 1998, the Sheriff is involved in several lawsuits claiming damages. For many of these cases, in the opinion of the Sheriff's management, the only exposure to the Sheriff would be any costs in defense of the lawsuits with no liability to the Sheriff in excess of insurance coverage. For those cases which have been settled or will be settled, an accrual has been recorded in the general fund and is presented as claims payable.

(12) Risk Management

The Sheriff is exposed to risks of loss in areas of general and auto liability, property hazards, and workers' compensation. These risks are covered by purchasing commercial insurance. During the year ended June 30, 1998, the Sheriff implemented a risk management program. Under this program a loss fund of \$800,000 was established to cover a self-insured retention (SIR) of \$70,000 for property damage and \$25,000 for third party liability per occurrence. Claims in excess of the SIR are payable by the insurance company. The loss fund had a balance of \$579,220 at June 30, 1998 and is included as part of the cash and cash equivalents in the accompanying balance sheet.

(13) Expenditures of the Sheriff's Office Paid by the Parish Council

The Sheriff's office is located in the parish courthouse. The costs of maintaining and operating the parish courthouse, as required by statute, is paid by the St. Charles Parish Council. These expenditures are not included in the accompanying financial statements.

(14) On-Behalf Payments for Salaries

Qualified employees of the Sheriff's office receive a monthly salary supplement from either the state or the parish. These supplements which aggregated \$1,022,720 for the year ended June 30, 1998 are reported as revenue and expenditures in the accompanying financial statements.

## SUPPLEMENTAL INFORMATION

COMBINED AND INDIVIDUAL FUND STATEMENTS

**GENERAL FUND**

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

**ST. CHARLES PARISH SHERIFF**  
 Hahnville, Louisiana  
 General Fund

**Comparative Balance Sheet**  
 June 30, 1998 and 1997

| <b>ASSETS</b>                             |                     |                     |
|---|---------------------|---------------------|
|   | <u>1998</u>         | <u>1997</u>         |
| Cash and cash equivalents                 | \$ 2,146,666        | \$ 1,666,916        |
| Investments                               | 3,000,000           | 3,000,000           |
| Receivables:                              |                     |                     |
| Accrued interest                          | 48,162              | 48,431              |
| Due from other governmental units         | 488,869             | 227,281             |
| Due from agency funds                     | 8,302               | 3,771               |
| Other                                     | 57,991              | 48,687              |
| Inventory                                 | 6,370               | 6,413               |
| Prepaid expenses                          | <u>27,338</u>       | <u>22,193</u>       |
| <b>Total assets</b>                       | <b>\$ 6,783,612</b> | <b>\$ 6,348,402</b> |
| <b>LIABILITIES AND FUND BALANCE</b>       |                     |                     |
| Liabilities:                              |                     |                     |
| Accounts payable                          | \$ 188,790          | \$ 476,181          |
| Claims payable                            | <u>23,800</u>       | <u>23,690</u>       |
| <b>Total liabilities</b>                  | <b>\$ 212,590</b>   | <b>500,081</b>      |
| Fund balance:                             |                     |                     |
| Reserved for inventory                    | 6,370               | 6,413               |
| Reserved for prepaid expenses:            | 27,338              | 22,193              |
| Unreserved:                               |                     |                     |
| Designated for centralized activities     | 72,717              | 314,788             |
| Undesignated                              | <u>4,627,289</u>    | <u>4,898,028</u>    |
| <b>Total fund balance</b>                 | <b>4,723,612</b>    | <b>4,848,321</b>    |
| <b>Total liabilities and fund balance</b> | <b>\$ 6,723,612</b> | <b>\$ 6,348,402</b> |

**ST. CHARLES PARISH SHERIFF**  
 Metairie, Louisiana  
 General Fund

**Statement of Expenditures Compared to Budget (GAAP Basis)**  
**Year Ended June 30, 1998**  
**With Comparative Actual Amounts for Year Ended June 30, 1997**

|  | 1998                |                     | Variance<br>Increase<br>Decreased | 1997<br>Actual      |
|--|---------------------|---------------------|-----------------------------------|---------------------|
|  | Budget              | Actual              |                                   |                     |
| <b>Current</b>                                 |                     |                     |                                   |                     |
| <b>Public safety</b>                           |                     |                     |                                   |                     |
| <b>Personnel services and related benefits</b> |                     |                     |                                   |                     |
| Sheriff's salary                               | \$ 60,000           | \$ 60,000           | \$ -                              | \$ 60,000           |
| Sheriff's expense allowance                    | 4,000               | 4,000               | -                                 | 4,000               |
| Deputies' salaries                             | \$ 2,070,000        | \$ 2,177,188        | \$ (107,188)                      | \$ 2,057,750        |
| Deferred compensation                          | 1,000               | 2,000               | (1,000)                           | 2,000               |
| Pension and benefit costs                      | 101,000             | 104,907             | (3,907)                           | 102,200             |
| Vacation                                       | 3,000               | 8,000               | (5,000)                           | 12,278              |
|  | <u>\$ 2,138,000</u> | <u>\$ 2,352,095</u> | <u>\$ (214,095)</u>               | <u>\$ 2,238,228</u> |
| <b>Contracted services</b>                     |                     |                     |                                   |                     |
| Auto insurance                                 | 171,800             | 169,778             | 1,024                             | 201,200             |
| General liability insurance                    | 1,094,000           | 1,155,000           | (60,600)                          | 1,050,240           |
| Workers' compensation insurance                | 950,000             | 757,578             | 192,422                           | 730,100             |
| Other liability insurance                      | 5,000               | 5,000               | -                                 | 4,375               |
| Alarm fees                                     | 40,000              | 60,000              | (20,000)                          | 40,000              |
| Other professional services                    | 40,000              | 12,100              | 27,900                            | 20,100              |
| Computer software                              | 40,000              | 42,000              | (2,000)                           | 5,000               |
| Peripherals                                    | 150,000             | 110,000             | 40,000                            | 171,711             |
|  | <u>\$ 2,500,800</u> | <u>\$ 2,386,656</u> | <u>\$ 114,144</u>                 | <u>\$ 2,046,666</u> |
| <b>Operation and maintenance</b>               |                     |                     |                                   |                     |
| Auto fuel                                      | 100,000             | 200,000             | (100,000)                         | 200,000             |
| Auto repairs                                   | 240,174             | 277,831             | (37,657)                          | 200,642             |
| Building maintenance                           | 5,000               | 5,000               | -                                 | 5,700               |
| Continuity service                             | 54,000              | 54,000              | -                                 | 54,200              |
| Crime lab                                      | 41,344              | 40,250              | 1,094                             | 40,500              |
| Crime investigation                            | 41,000              | 40,100              | 900                               | 71,000              |
| Equipment, uniforms, supplies, etc.            | 500,000             | 500,000             | -                                 | 380,500             |
| Food and beverages                             | 10,000              | 20,111              | (10,111)                          | 20,100              |
| Office supplies and expenses                   | 600,000             | 670,811             | (70,811)                          | 500,000             |
| Printer leasing and maintenance                | 144,000             | 170,000             | (26,000)                          | 140,000             |
| Rifle repairs and maintenance                  | 80,000              | 70,700              | 9,300                             | 50,000              |
| Telephone and utilities                        | 143,000             | 130,000             | 13,000                            | 100,000             |
| Travel   | 10,000              | 5,000               | 5,000                             | 5,700               |
| Other  | 11,000              | 20,000              | (9,000)                           | 15,000              |
|  | <u>\$ 2,717,244</u> | <u>\$ 2,800,011</u> | <u>\$ (82,767)</u>                | <u>\$ 2,460,000</u> |
| <b>Capital outlay</b>                          |                     |                     |                                   |                     |
| Purchase of vehicles                           | 750,000             | 750,000             | 0                                 | 607,000             |
| Purchase of initial and other equipment        | 180,000             | 107,000             | 73,000                            | 80,000              |
|  | <u>\$ 930,000</u>   | <u>\$ 857,000</u>   | <u>\$ 73,000</u>                  | <u>\$ 687,000</u>   |
| <b>Debt service</b>                            |                     |                     |                                   |                     |
| Interest                                       | 2,000               | 2,000               | -                                 | 20,000              |
| <b>Total expenditures</b>                      | <b>\$ 4,268,844</b> | <b>\$ 4,242,666</b> | <b>\$ 26,178</b>                  | <b>\$ 3,775,888</b> |

## FIDUCIARY FUND TYPE - AGENCY FUNDS

Civil Fund - To account for funds held in connection with civil suits, sheriff's sales and garnishments and payment of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws.

Tax Collector Fund - Article V, Section 27 of the Louisiana Constitution of 1974, provides that the Sheriff will serve as the collector of state and parish taxes and fees. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.

Installment Fines Fund - To account for the collection of fines paid on an installment basis as authorized by the court. Transfers are made to the Bonds and Fines Fund when the fine has been completely collected and disposition is made by that fund.

Bonds and Fines Fund - To account for the collection of bonds, fines and costs and payment of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws.

Prison Inmate Fund - To account for the deposits made by, and for, inmates to their individual accounts and the appropriate disbursements to these inmates.



## ST. CHARLES PARISH SHELTER

Baton Rouge, Louisiana

Agency Funds

## Comparing Balance Sheet

June 30, 1988

1988 Comparative Totals for June 30, 1987

|                               | Civil<br>Fund | Tax<br>Collector<br>Fund | Installment<br>From Fund | Bonds<br>and Fines<br>Fund | Prison<br>Income<br>Fund | Totals       |
|-------------------------------|---------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------|
|                               |               |                          |                          |                            |                          | 1988         |
| <b>ASSETS</b>                 |               |                          |                          |                            |                          | 1987         |
| Cash and cash equivalents     | \$ 3,772      | \$ 84,408                | \$ 48,891                | \$ 893,732                 | \$ 28,879                | \$ 1,039,682 |
| Total assets                  | \$ 3,772      | \$ 84,408                | \$ 48,891                | \$ 893,732                 | \$ 28,879                | \$ 1,039,682 |
| <b>LIABILITIES</b>            |               |                          |                          |                            |                          |              |
| Due to General Fund           | \$ 35         | \$ -                     | \$ 352                   | \$ 4,225                   | \$ -                     | \$ 4,912     |
| Due to Other Funds and others | 3,706         | 84,408                   | 48,239                   | 889,091                    | -                        | 1,025,444    |
| Due to inmates                | -             | -                        | -                        | -                          | 26,628                   | 26,628       |
| Total liabilities             | \$ 3,741      | \$ 84,408                | \$ 48,591                | \$ 893,316                 | \$ 26,628                | \$ 1,036,684 |

ST. CHARLES PARISH SHERIFF  
Metairie Louisiana  
Agency Funds

Continuing Statement of Changes in Assets and Liabilities  
Year Ended June 30, 1988  
With Comparative Data for Year Ended June 30, 1987

|  | Cost<br>Fund | Tax<br>Collector<br>Fund | Investment<br>Trust Fund | Bonds<br>and Notes<br>Fund | Prison<br>Inmate<br>Fund | Totals       |              |
|--|--------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------|--------------|
|  |              |                          |                          |                            |                          | 1987         | 1988         |
| Balance, beginning of year   | \$ 650       | \$ 78,750                | \$ 48,880                | \$ 876,820                 | \$ 38,238                | \$ 935,738   | \$ 1,001,794 |
| <b>Assets</b>  |              |                          |                          |                            |                          |              |              |
| <b>Deposits -</b>  |              |                          |                          |                            |                          |              |              |
| Sheriff's salary, costs<br>and salaries                              | 378,971      | -                        | -                        | -                          | -                        | 378,971      | 363,028      |
| Encumbrances   | 248,271      | -                        | -                        | -                          | -                        | 248,271      | 268,592      |
| Advance deposits (cont)  | 1,000        | -                        | -                        | -                          | -                        | 1,000        | 1,076        |
| Bonds and Note<br>Investment Funds and<br>Inmate                     | -            | -                        | 742,880                  | 2,716,400                  | -                        | 3,459,280    | 3,713,883    |
| Inmate   | -            | -                        | -                        | -                          | 742,884                  | 742,884      | 312,884      |
| Totals   | -            | -                        | 742,880                  | -                          | 84,477                   | 84,477       | 88,174       |
| Taxes, fees, etc. paid<br>to tax collector                           | -            | 88,688,380               | -                        | -                          | -                        | 88,688,380   | 90,188,287   |
| Interest on investments  | 888          | -                        | 2,820                    | 28,378                     | -                        | 32,086       | 31,878       |
| Total additions  | \$2,111      | \$88,688,380             | \$28,620                 | \$282,788                  | \$84,477                 | \$89,286,386 | \$91,088,788 |
| <b>Expenses:</b>   |              |                          |                          |                            |                          |              |              |
| Taxes, fees, etc. distributed<br>to taxing bodies and others         | -            | 88,487,007               | -                        | -                          | -                        | 88,487,007   | 71,088,884   |
| <b>Expenditures related to -</b>                                     |              |                          |                          |                            |                          |              |              |
| Sheriff's Salary Fund<br>and Clerk of Court                          | 68,888       | -                        | -                        | 687,071                    | -                        | 678,289      | 681,888      |
| Parish Council   | -            | -                        | -                        | 428,978                    | -                        | 428,978      | 478,628      |
| District Attorney<br>(District #124)                                 | -            | -                        | -                        | 472,824                    | -                        | 472,824      | 284,888      |
| Judicial Expenses  | -            | -                        | -                        | 242,383                    | -                        | 242,383      | 288,871      |
| Judicial Conference Board  | -            | -                        | -                        | 282,888                    | -                        | 282,888      | 287,888      |
| Litigation, attorney<br>fees   | 888,788      | -                        | -                        | -                          | -                        | 888,788      | 828,828      |
| Expenses   | 1,000        | -                        | -                        | -                          | -                        | 1,000        | 8,828        |
| Telephone and postage  | 14,888       | -                        | -                        | -                          | -                        | 14,888       | 23,878       |
| Official publications  | 8,122        | -                        | -                        | -                          | -                        | 8,122        | 10,128       |
| Louisiana Commission on<br>Law Enforcement                           | -            | -                        | 48,888                   | -                          | -                        | 48,888       | 43,888       |
| Louisiana Executive Board<br>and Special Court Inquiry<br>Trust Fund | -            | -                        | -                        | 81,888                     | -                        | 81,888       | 71,888       |
| Court Costs  | -            | -                        | -                        | 30,882                     | -                        | 30,882       | 24,128       |
| Crime Laboratory   | -            | -                        | -                        | 48,311                     | -                        | 48,311       | 48,122       |
| Judge Salaries   | -            | -                        | -                        | -                          | -                        | -            | 28,827       |
| Inmate   | -            | -                        | -                        | -                          | 78,278                   | 78,278       | 80,871       |
| Other salaries   | 6,827        | -                        | -                        | 18,474                     | -                        | 25,301       | 14,482       |
| Other salaries -<br>Transfer to Bonds and<br>Inmate Fund             | -            | -                        | 118,188                  | -                          | -                        | 118,188      | 118,487      |
| Penalties  | -            | -                        | 80,000                   | 18,471                     | -                        | 98,471       | 11,878       |
| Penalties  | -            | -                        | 1,274                    | 484,822                    | -                        | 486,096      | 288,884      |
| Other  | -            | -                        | 1,120                    | -                          | -                        | 1,120        | 1,888        |
| Total expenditures   | \$2,718      | \$88,487,007             | \$44,120                 | \$2,780,888                | \$12,238                 | \$93,768,123 | \$71,228,828 |
| Balance, end of year   | \$ 2,278     | \$ 88,688,380            | \$ 48,980                | \$ 888,120                 | \$ 25,838                | \$ 938,386   | \$ 1,028,178 |

FEDERAL AIRWAYS

**ST. CHARLES PARISH SHERIFF**  
**Hahnville, Louisiana**

**Schedule of Expenditures of Federal Awards**  
**Year Ended June 30, 1998**

| <u>Federal Agency/<br/>Pass-through Entity/<br/>Program</u>     | <u>CFDA<br/>Number</u> | <u>Federal<br/>Contract<br/>Number</u> | <u>Pass-through<br/>Entity<br/>Number</u> | <u>Federal<br/>Expenditures</u> |
|---|------------------------|--|---|---------------------------------|
| <b>Department of Justice</b>                                    |                        |  |   |                                 |
| Community Oriented Policing<br>Services (COPS)                  | 18.710                 | 89CFW93194                             | -   | \$ 101,100                      |
| Community Oriented Policing<br>Services (COPS)                  | 18.710                 | 87CMW90883                             | -   | 158,160                         |
| Passed through Louisiana  |                        |  |   |                                 |
| Commission on Law Enforcement<br>D.A.R.E.                       | 18.870                 | 888-7-006                              |   | 65,916                          |
| Juvenile Officer Training                                       | 18.840                 | 85J8J92253                             |   | 400                             |
| Juvenile Officer Training                                       | 18.840                 | 85J8J92257                             |   | 400                             |
| Passed through Parish of St. Charles:                           |                        |  |   |                                 |
| Local Law Enforcement Block<br>Grants Program                   | 18.582                 | 89L0842601                             |   | 48,881                          |
| Local Law Enforcement Block<br>Grants Program                   | 18.582                 | 87L0844490                             |   | 102,220                         |
| <b>Subtotal - Department of Justice</b>                         |                        |  |   | <b>452,445</b>                  |
| <b>Department of Agriculture</b>                                |                        |  |   |                                 |
| Passed through Louisiana  |                        |  |   |                                 |
| Department of Agriculture and<br>Forestry:<br>Food Distribution | 10.800                 |  |   | 158                             |
| <b>Total Federal Programs</b>                                   |                        |  |   | <b>\$ 452,603</b>               |

**NOTES:**

1. This schedule of expenditures of federal awards presents the expenditures of all financial assistance of St. Charles Parish Sheriff for federal awards received directly from federal agencies and indirectly through pass-through entities. The expenditures are presented in this schedule on the modified accrual basis of accounting and in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
2. In accordance with the terms of the grants, the Sheriff has expended matching contributions of \$75,383 in connection with the Community Policing Services grants and \$85,809 in connection with the Local Enforcement Block grants.

## COMPLIANCE AND INTERNAL CONTROL

**LEE, BUTLER, ARCELAUX & BOWEN**

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

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

The Honorable Gregory Champagne  
St. Charles Parish Sheriff  
Hahnville, Louisiana

We have audited the financial statements of the St. Charles Parish Sheriff as of and for the year ended June 30, 1998, and have issued our report thereon dated December 23, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Compliance**

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

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the St. Charles Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the St. Charles Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition, which was also included in our report in connection with our audit of the financial statements for the year ended June 30, 1997, is described in the following paragraph.

**Reportable Condition** - The sheriff does not have an adequate segregation of duties within his accounting department. Because of the limited number of personnel involved in the accounting and financial reporting functions it may not be possible to achieve a complete segregation of duties.

**Recommendation** - In our report for the year ended June 30, 1997, we recommended that a study be made to determine whether there could be a shifting of duties among existing employees to provide a greater segregation of duties.

**Management's Response** - It is not possible to shift duties among existing employees to achieve a greater segregation of duties without totally disrupting the functions of our accounting department. To achieve a complete segregation of duties would entail the employment of additional accounting personnel which cannot be justified from a cost of benefits standpoint.

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

This report is intended for the information of management, the Louisiana Legislative Auditor and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Lynn, Butler, Aronbaum & Bowen*

Harris, Louisiana  
December 23, 1998

**UZEL, BUTLER, ARCEBAUX & HOWES**

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**REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

The Honorable Gregory Champagne  
St. Charles Parish Sheriff  
Hahnville, Louisiana

**Compliance**

We have audited the compliance of the St. Charles Parish Sheriff, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of his major federal programs for the year ended June 30, 1998. The St. Charles Parish Sheriff's major federal programs are identified in the summary of auditor's result section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of law, regulations, contracts and grants applicable to each of his major federal programs is the responsibility of the St. Charles Parish Sheriff's management. Our responsibility is to express an opinion on the St. Charles Parish Sheriff's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the St. Charles Parish Sheriff's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the St. Charles Parish Sheriff's compliance with those requirements.

In our opinion, the St. Charles Parish Sheriff, complied, in all material respects, with the requirements referred to above that are applicable to each of his major federal programs for the year ended June 30, 1998.




Internal Control Over Compliance

The management of the St. Charles Parish Sheriff, is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the St. Charles Parish's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

  
New Orleans  
December 23, 1998

ST. CHARLES PARISH SHERIFF  
Hahnville, Louisiana

Schedule of Findings and Questioned Costs  
Year Ended June 30, 1998

**SECTION I: SUMMARY OF AUDITOR'S RESULTS**

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified? Yes.

Reportable conditions identified not considered to be a material weakness? None reported.

Noncompliance material to financial statements noted? No.

Federal Awards

Internal control over major programs:

Material weaknesses identified? No.

Reportable conditions identified not considered to be a material weakness? None reported.

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133? No.

Major programs: (CFDA No. 15.710) Name: Community Oriented Policing Services (COPS)

Dollar threshold used to distinguish between type A and Type B programs: \$300,000

Auditor qualified as a low-risk auditor? No.

**SECTION II: FINANCIAL STATEMENT FINDINGS**

An audit finding relating to the financial statement is reported in the separate report on compliance and an internal control over financial reporting based on the audit of the general-purpose financial statements in accordance with Government Auditing Standards.

**SECTION III: FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No matters were reported.