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**WEBSTER PARISH SHERIFF  
Minden, Louisiana**

**General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Two Years Ended  
June 30, 1996  
With Supplemental Information Schedules**

WEBSTER PARISH SHERIFF  
Minden, Louisiana

General Purpose Financial Statements  
As of and for the Two Year Ended  
June 30, 1996  
With Supplemental Information Schedules

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WEBSTER PARISH SHERIFF  
Minden, Louisiana  
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## Independent Auditor's Report

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

### WEBSTER PARISH SHERIFF Minden, Louisiana

I have audited the general purpose financial statements of the Webster Parish Sheriff, a component unit of the Webster Parish Police Jury, as of June 30, 1996, and for each of the years in the two year period then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Webster Parish Sheriff's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

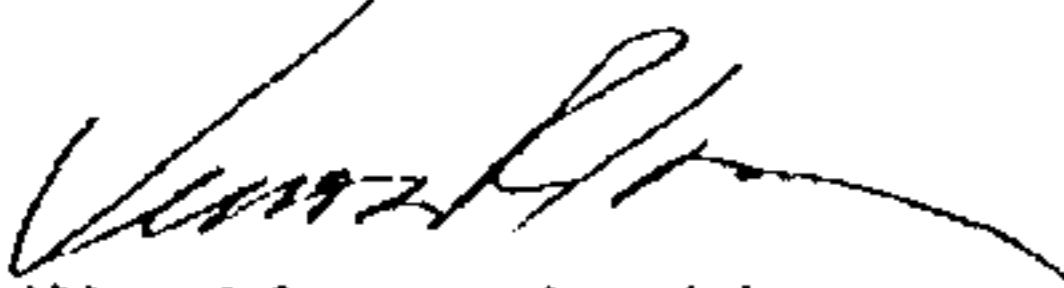
In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Webster Parish Sheriff as of June 30, 1996, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Webster Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

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WEBSTER PARISH SHERIFF  
Minden, Louisiana  
Independent Auditor's Report,  
June 30, 1996

In accordance with *Government Auditing Standards*, I have also issued reports dated January 13, 1997, on the Webster Parish Sheriff's compliance with laws, regulations, contracts, and grants, and my consideration of the agency's internal control structure.



West Monroe, Louisiana  
January 13, 1997

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1996

	GOVERNMENTAL FUND TYPE - GENERAL FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>				
Cash and cash equivalents	\$1,603,287	\$105,109		\$1,708,396
Receivables	155,869			155,869
Inventory	3,847			3,847
Office furnishings and equipment			\$563,423	563,423
<b>TOTAL ASSETS</b>	<b>\$1,763,003</b>	<b>\$105,109</b>	<b>\$563,423</b>	<b>\$2,431,535</b>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$48,343			\$48,343
Payroll withholdings payable	(13,576)			(13,576)
Due to taxing bodies and others		\$105,109		105,109
Total Liabilities	34,767	105,109	NONE	139,876
Fund Equity:				
Investment in general fixed assets			\$563,423	563,423
Fund balance:				
Reserved for inventory	3,847			3,847
Unreserved - undesignated	1,724,389			1,724,389
Total Fund Equity	1,728,236	NONE	563,423	2,291,659
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$1,763,003</b>	<b>\$105,109</b>	<b>\$563,423</b>	<b>\$2,431,535</b>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Taxes - ad valorem	\$1,025,004	\$1,106,945	\$81,941
Intergovernmental revenues:			
Federal grants	9,996	28,597	18,601
State grants:			
State supplemental pay	195,000	117,794	(77,206)
State revenue sharing (net)	100,656	100,821	165
Other		3,148	3,148
Local grants	99,996	108,333	8,337
Fees, charges, and commissions for services:			
Civil and criminal fees	132,204	134,624	2,420
Commissions on licenses and taxes	93,504	79,212	(14,292)
Court attendance	6,996	7,650	654
Transportation of prisoners	9,000	13,781	4,781
Feeding and keeping of prisoners	900,000	934,598	34,598
Other	30,996	135,770	104,774
Use of money and property	50,004	64,195	14,191
Miscellaneous	140,208	187,217	47,009
Total revenues	<u>2,793,564</u>	<u>3,022,685</u>	<u>229,121</u>
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personal services and related benefits	1,558,884	1,891,020	(332,136)
Operating services	396,684	439,227	(42,543)
Materials and supplies	748,008	545,850	202,158
Travel and other charges	13,500	45,241	(31,741)
Capital outlay	84,996	151,410	(66,414)
Debt service	18,000	9,199	8,801
Total expenditures	<u>2,820,072</u>	<u>3,081,947</u>	<u>(261,875)</u>

(Continued)



## Statement B

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget  
 (GAAP Basis) and Actual, etc.

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(\$26,508)	(\$59,262)	(\$32,754)
<b>OTHER FINANCING SOURCES</b>			
Proceeds from sales of fixed assets	2,004	17,850	15,846
Proceeds from insurance recovery		4,825	4,825
Proceeds from seized drug property sale	<u>24,996</u>	<u>21,348</u>	<u>(3,648)</u>
Total other financing sources	<u>27,000</u>	<u>44,023</u>	<u>17,023</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	492	(15,239)	(15,731)
<b>FUND BALANCE AT BEGINNING OF YEAR</b>		1,739,628	1,739,628
Increase in reserve for inventory		<u>3,847</u>	<u>3,847</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$492</u>	<u>\$1,728,236</u>	<u>\$1,727,744</u>

(Concluded)

The accompanying notes are an integral part of this statement.

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 1995

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes - ad valorem	\$973,896	\$1,074,074	\$100,178
Intergovernmental revenues:			
Federal grants	9,432	34,084	24,652
State grants:			
State supplemental pay	175,716	201,572	25,856
State revenue sharing (net)	100,656	100,664	8
Other	324	5,204	4,880
Local grants	126,348	150,000	23,652
Fees, charges, and commissions for services:			
Civil and criminal fees	132,240	138,407	6,167
Commissions on licenses and taxes	94,608	96,857	2,249
Court attendance	6,996	7,525	529
Transportation of prisoners	8,904	11,291	2,387
Feeding and keeping of prisoners	667,320	978,742	311,422
Other	5,880	75,349	69,469
Use of money and property	47,448	59,868	12,420
Miscellaneous	40,704	106,842	66,138
Total revenues	<u>2,390,472</u>	<u>3,040,479</u>	<u>650,007</u>
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personal services and related benefits	1,516,596	1,535,864	(19,268)
Operating services	360,252	386,235	(25,983)
Materials and supplies	809,988	815,648	(5,660)
Travel and other charges	6,876	11,245	(4,369)
Capital outlay	60,000	40,985	19,015
Debt service	15,000	19,026	(4,026)
Total expenditures	<u>2,768,712</u>	<u>2,809,003</u>	<u>(40,291)</u>

(Continued)

## Statement C

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget  
 (GAAP Basis) and Actual, etc.

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(\$378,240)	\$231,476	\$609,716
<b>OTHER FINANCING SOURCES</b>			
Proceeds from sales of fixed assets	2,028	1,740	(288)
Proceeds from insurance recovery		5,962	5,962
Proceeds from seized drug property sale	<u>20,748</u>	<u>29,469</u>	<u>8,721</u>
Total other financing sources	<u>22,776</u>	<u>37,171</u>	<u>14,395</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	(355,464)	268,647	624,111
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	355,464	1,471,908	1,116,444
Decrease in reserve for inventory		<u>(927)</u>	<u>(927)</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>NONE</u>	<u>\$1,739,628</u>	<u>\$1,739,628</u>

(Concluded)

The accompanying notes are an integral part of this statement

**WEBSTER PARISH SHERIFF**  
Minden, Louisiana

Notes to the Financial Statements  
As of and For the Two Years Ended June 30, 1996

**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 also 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, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

The sheriff has the responsibility for enforcing state and local laws, ordinances, et cetera, within the territorial boundaries of the parish. The sheriff provides protection to the residents of the parish through on-site patrols, investigations, et cetera, and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. Additionally, the sheriff, when requested, provides assistance to other law enforcement agencies within the parish.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Webster Parish Police Jury is the financial reporting entity for Webster Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) 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.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Webster Parish Police Jury for financial reporting purposes. The basic criterion for including a potential general purpose within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

**WEBSTER PARISH SHERIFF**  
Minden, Louisiana  
Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains the sheriff's office and provides funds for various operations of the parish jail, the sheriff was determined to be a general purpose of the Webster Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**B. FUND ACCOUNTING**

The sheriff uses funds and account groups to report on financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

**WEBSTER PARISH SHERIFF**

Minden, Louisiana

Notes to the Financial Statements (Continued)

Funds are classified into three categories; governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types." Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of governmental and fiduciary funds as described below:

**Governmental Fund - General Fund**

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

**Fiduciary Fund - Agency Fund Type**

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

**C. 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 police jury are not recorded in the general fixed assets account group. Approximately 4 percent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 96 percent are based on actual historical costs. No depreciation has been provided on general fixed assets. There are no long-term obligations at June 30, 1996.

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
Notes to the Financial Statements (Continued)

**D. BASIS OF ACCOUNTING**

The 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 for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting the governmental (General) and fiduciary (Agency) fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The sheriff uses the following practices in recording revenues and expenditures for the General Fund:

**Revenues**

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

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

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Interest income on interest-bearing demand deposits is recorded at the end of each month when credited by the bank.

Substantially all other revenues are recorded when they become available to the sheriff.

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
Notes to the Financial Statements (Continued)

Based on the above criteria, intergovernmental revenues and fees, charges, and commissions for services are treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis when the related fund liability is incurred.

**Other Financing Sources**

Sales of fixed assets, insurance recoveries, and proceeds from drug enforcement are accounted for as other financing sources and are recognized when the underlying event has occurred.

**E. BUDGET PRACTICES**

Proposed budgets, prepared on the modified accrual basis of accounting, are published in the official journal at least 15 days prior to the public hearing. Public hearings are held at the sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure. Encumbrance accounting is not recognized within the budgetary accounting system.

Appropriations lapse at year-end and must be reappropriated for the following year to be expended. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

**F. CASH AND CASH EQUIVALENTS**

Under state law, the sheriff 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 principal offices in Louisiana. At June 30, 1996, the sheriff has cash (book balance) totaling \$1,708,396, as follows:

Demand deposits	\$956,922
Petty cash	1,374
Time deposits	<u>750,100</u>
Total	<u>\$1,708,396</u>



**WEBSTER PARISH SHERIFF**

Minden, Louisiana

Notes to the Financial Statements (Continued)

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 1996 are secured as follows:

Bank balances	<u>\$1,757,179</u>
Federal deposit insurance	\$615,472
Pledged securities (uncollateralized)	<u>5,004,030</u>
Total	<u>\$5,619,502</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

**G. LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized</u>	<u>Levied</u>	<u>Expiration</u>
Law enforcement district	8.62	10.71	NONE

The difference between the authorized and levied millage is the result of the reassessment of taxable property required by Article 7, of the Louisiana Constitution of 1974.

**II. INVENTORY**

The inventory at June 30, 1996, consists of commodities received from the United States Department of Agriculture (USDA) through the Louisiana Department of Agriculture, as provided by the Food Distribution Program (CFDA 10.550). The

**WEBSTER PARISH SHERIFF**

Minden, Louisiana

Notes to the Financial Statements (Continued)

inventory is valued at unit prices established by the USDA and recorded as expenditures under the consumption method, using the first-in, first-out (FIFO) cost flow assumption for valuing inventory. 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 net current assets.

**I. VACATION AND SICK LEAVE**

After one year of service, all employees are granted 14 days of vacation leave each year. Vacation leave must be taken in the year granted and may not be accumulated and carried forward to succeeding years. Upon termination, unused vacation leave is paid to employees at the rate of their present salary. Vacation leave cannot be accumulated past the year it is earned. Sick leave is granted as needed and justified.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken. At June 30, 1996, employees of the sheriff's office have no accumulated and vested leave benefits.

**J. TOTAL COLUMN ON THE  
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**2. RECEIVABLES**

The General Fund receivables of \$155,869, at June 30, 1996, are as follows:

Class of receivables

Intergovernmental revenues:

Federal grant - DARB program \$1,749

State grants:

State supplemental pay 10,707

**WEBSTER PARISH SHERIFF**  
 Minden, Louisiana  
 Notes to the Financial Statements (Continued)

Fees, charges, and commissions for services:	
Commissions on fines and forfeitures	2,322
Civil and criminal fees	5,067
Court attendance	575
Transporting prisoners	11,805
Feeding and keeping prisoners	76,293
Other	28,022
Use of money and property - interest earnings	4,141
Miscellaneous	<u>15,188</u>
Total	<u>\$155,869</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance at June 30, 1994	\$581,288
For the year ended June 30, 1995:	
Additions	41,139
Deletions	<u>(16,981)</u>
For the year ended June 30, 1996:	
Additions	104,343
Deletions	<u>(146,366)</u>
Balance at June 30, 1996	<u>\$563,423</u>

**4. PENSION PLAN**

Substantially all employees of the Webster Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 per cent for each year if total service is at least 12 but less than 15 years, 2.75 per cent for each year if total service is at least 15 but less than 20 years, and 3 per cent for each year if total service is

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 Notes to the Financial Statements (Continued)

at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25 percent for all service rendered on or after January 1, 1980). In any case, the retirement benefit cannot exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the Webster Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 6.0 percent of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Webster Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Webster Parish Sheriff's contributions to the System for the years ended June 30, 1996, 1995, and 1994 were \$74,260, \$57,216, and \$48,128, respectively, equal to the required contributions for each year.

5. CHANGES IN AGENCY FUND BALANCES

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

	Tax Collector Fund	Civil Fund	Criminal Fund	Total
Balance at June 30, 1994	\$129,632	\$3,195	\$64,541	\$197,368
For the year ended June 30, 1995:				
Additions	7,898,009	507,562	1,755,388	10,160,959
Deletions	(7,926,680)	(507,222)	(1,777,488)	(10,211,390)
For the year ended June 30, 1996:				
Additions	8,233,443	137,466	1,848,778	10,219,687
Deletions	(8,260,313)	(138,800)	(1,862,402)	(10,261,515)
Balance at June 30, 1996	\$74,091	\$2,201	\$28,817	\$105,109

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 Notes to the Financial Statements (Continued)

**6. LITIGATION AND CLAIMS**

The Webster Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the ultimate resolution of these claims would be covered by insurance. The Webster Parish Sheriff is also under investigation by the Equal Employment Opportunity Commission as of June 30, 1996. The complaint claims discharge based on race. No determination has been reached as of this date.

**7. EXPENDITURES OF THE SHERIFF'S OFFICE  
 PAID BY THE PARISH POLICE JURY**

The Webster Parish Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Webster Parish Police Jury.

**8. FEDERAL FINANCIAL ASSISTANCE**

During the year ended June 30, 1996, the sheriff participated in the following federal financial assistance programs:

FEDERAL GRANTOR/PASS- THROUGH GRANTOR NAME/ PROGRAM TITLE	CFDA NUMBER	ISSUES/EXPENDITURES	
		1995-96	1994-95
<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b>			
Passed through Louisiana Department of Agriculture - Food Distribution Program	10.550	\$8,524	\$16,159
<b>UNITED STATES DEPARTMENT OF JUSTICE</b>			
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice - Drug Awareness Resistance Education (DARE) Program	16.579	17,068	17,925
Highway Interdiction Program	16.579	3,005	
Total Federal Financial Assistance		<u>\$28,597</u>	<u>\$34,084</u>

**WEBSTER PARISH SHERIFF**  
Minden, Louisiana  
Notes to the Financial Statements (Continued)

**9. CONTRACT - OPERATION OF PENAL FARM**

On February 11, 1988, the Webster Parish Sheriff entered into an agreement with the Webster Parish Police Jury in which the sheriff assumed the responsibility for the operation and management, including the related costs, of the Webster Parish Penal Farm for the period March 1, 1988, to March 1, 1993. The agreement was renewed for an additional five years and will expire on July 6, 1998. For assuming this responsibility, the sheriff receives funding for the facility from the Webster Parish Police Jury in the amount of \$100,000 yearly and \$3.50 per day for each parish prisoner.

**10. POSTRETIREMENT INSURANCE BENEFITS**

The Webster Parish Sheriff provides certain 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. These benefits for retirees and similar benefits for active employees are provided through an insurance company or the State Employees Group Benefits Program, whose monthly premiums are paid jointly by the sheriff. The sheriff recognizes the cost of providing these benefits as an expenditure when the monthly premiums are due, which was \$241,629, for 1996. For 1996, the cost of retiree benefits is not separable from expenditures.

**11. CHANGE IN AGENCY OFFICIAL**

Effective June 30, 1996, the term of office of former sheriff Royce L. "Doc" McMahan expired. Effective July 1, 1996, current sheriff Larkin T. "Ted" Riser assumed office.

**SUPPLEMENTAL INFORMATION SCHEDULES**

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
For the Year June 30, 1995

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**CIVIL FUND**

The Civil Fund accounts for funds held in civil suits, sheriff's sales, and garnishments and payment to recipients in accordance with applicable laws.

**CRIMINAL FUND**

The Criminal Fund accounts for the collection of bonds, fines, and court costs in criminal matters and payment to 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, sportsman and occupational licenses, and fees. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.



Schedule 1

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1996

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash	<u>\$2,201</u>	<u>\$28,817</u>	<u>\$74,091</u>	<u>\$105,109</u>
<b>LIABILITIES</b>				
Due to taxing bodies and others	<u>\$2,201</u>	<u>\$28,817</u>	<u>\$74,091</u>	<u>\$105,109</u>

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances  
Due to Taxing Bodies and Others  
For the Year Ended June 30, 1996

	CIVIL FUND	CRIMINAL FUND	TAX COLLECTOR FUND	TOTAL
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1995</b>	<u>\$3,535</u>	<u>\$42,441</u>	<u>\$100,961</u>	<u>\$146,937</u>
<b>ADDITIONS</b>				
Deposits:				
Civil suits, sales, and seizures	137,466			137,466
Fines and forfeitures		1,848,424		1,848,424
Taxes, fees, etc., paid to tax collector			8,233,443	8,233,443
Use of money and property		354		354
Total additions	<u>137,466</u>	<u>1,848,778</u>	<u>8,233,443</u>	<u>10,219,687</u>
Total	<u>141,001</u>	<u>1,891,219</u>	<u>8,334,404</u>	<u>10,366,624</u>
<b>REDUCTIONS</b>				
Taxes, fees, etc., distributed to taxing bodies and others	501		8,260,313	8,260,814
Deposits settled to:				
State agencies		23,277		23,277
Sheriff's General Fund	31,069	203,733		234,802
Police Jury		840,679		840,679
District attorney		166,215		166,215
Judicial expense fund		69,905		69,905
Clerk of court	17,754	70,505		88,259
Indigent defender board		179,750		179,750
Northwest Louisiana Criminalistic Laboratory		85,958		85,958
Litigants	75,806			75,806
Attorneys, appraisers, etc.	5,315			5,315

(Continued)

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others,

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>REDUCTIONS: (CONTD.)</b>				
Deposits settled to: (Contd.)				
Northwest Louisiana Juvenile Detention Center Authority		58,886		58,886
Twenty-sixth Judicial Criminal Court	4,847	14,732		19,579
Other reductions	<u>3,508</u>	<u>148,762</u>		<u>152,270</u>
Total reductions	<u>138,800</u>	<u>1,862,402</u>	<u>8,260,313</u>	<u>10,261,515</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1996</b>	<u>\$2,201</u>	<u>\$28,817</u>	<u>\$74,091</u>	<u>\$105,109</u>

(Concluded)

WEBSTER PARISH SHERIFF  
Minden, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances  
Due to Taxing Bodies and Others  
For the Year Ended June 30, 1995

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>WORTHLESS CHECK</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1994</b>	\$3,195	\$64,541	\$101	\$129,632	\$197,469
<b>ADDITIONS</b>					
Deposits:					
Civil suits, sales, and seizures	507,562				507,562
Fines and forfeitures		1,755,388			1,755,388
Taxes, fees, etc., paid to tax collector				7,898,009	7,898,009
Total additions	<u>507,562</u>	<u>1,755,388</u>	<u>NONE</u>	<u>7,898,009</u>	<u>10,160,959</u>
Total	<u>510,757</u>	<u>1,819,929</u>	<u>101</u>	<u>8,027,641</u>	<u>10,358,428</u>
<b>REDUCTIONS</b>					
Taxes, fees, etc., distributed to taxing bodies and others	254			7,926,680	7,926,934
Deposits settled to:					
State agencies		22,905			22,905
Sheriff's General Fund	41,539	198,149			239,688
Police Jury	18,015	824,120			842,135
District attorney		162,066			162,066
Judicial expense fund		65,932			65,932
Clerk of court		66,600			66,600
Indigent defender board		169,690			169,690
Northwest Louisiana Criminalistic Laboratory		80,979			80,979
Litigants	118,573				118,573
Attorneys, appraisers, etc.	6,391				6,391

(Continued)

WEBSTER PARISH SHERIFF  
 Minden, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others,

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>WORTHLESS CHECK</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>REDUCTIONS: (CONTD.)</b>					
Deposits settled to: (Contd.)					
Northwest Louisiana Juvenile Detention Center Authority		55,849			55,849
Twenty-sixth Judicial Criminal Court	251,770	13,975			265,745
Other reductions	<u>70,680</u>	<u>117,223</u>	<u>101</u>		<u>188,004</u>
Total reductions	<u>507,222</u>	<u>1,777,488</u>	<u>101</u>	<u>7,926,680</u>	<u>10,211,491</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1995</b>					
	<u>\$3,535</u>	<u>\$42,441</u>	<u>NONE</u>	<u>\$100,961</u>	<u>\$146,937</u>

(Concluded)

**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on compliance with laws, regulations, and grants, and internal control structure are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**Independent Auditor's Report on Compliance  
With Laws, Regulations, Contracts, and Grants**

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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

**WEBSTER PARISH SHERIFF**  
Minden, Louisiana

I have audited the general purpose financial statements of the Webster Parish Sheriff as of June 30, 1996, and for the two years then ended, and have issued my report thereon dated January 13, 1997.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Webster Parish Sheriff, is the responsibility of the Webster Parish Sheriff's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Webster Parish Sheriff's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

Material instances of noncompliance consist of failures to follow requirements, or violations of prohibitions, contained in statutes, regulations, or contracts that cause me to conclude that the aggregation of the misstatements resulting from those failures or violations is material to the general purpose financial statements. The results of my tests of compliance disclosed the following instances of noncompliance.

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WEBSTER PARISH SHERIFF  
Minden, Louisiana  
Independent Auditor's Report  
on Compliance, etc.,  
June 30, 1996

**Violation of Ethics Statutes for  
Public Officers and Employees**

**Finding:** Employees of the sheriff's office purchased vehicles and equipment from the office in violation of state law. LRS 42:1113(A) provides that no public servant or member of his immediate family shall bid on or enter into any transaction that is under the supervision or jurisdiction of the agency of such public servant. My review of sales of fixed assets for the year ended June 30, 1996, disclosed that an auction was held at the parish penal farm by the sheriff's office on April 18, 1996. The review disclosed that the former sheriff, several employees of the sheriff's office and child of one employee purchased vehicles and equipment at the auction. My review also disclosed that several vehicles were sold during the fiscal year ended June 30, 1995, however, I could not locate any documentation to determine who purchased the vehicles.

**Recommendation:** The current sheriff should contact the Louisiana Commission on Ethics, inform them of the above, and provide them with whatever information they need to make an evaluation of the transactions. The current sheriff should also perform an investigation to determine whether vehicles sold during the year ended June 30, 1995, were also sold to employees of the sheriff's office and, if so, also provide that information to the ethics commission.

I also recommend that all sales of vehicles, equipment, etc. by the sheriff's office be done at public auction or by sealed bids, after advertisement of such auction or sealed bids is made in the official journal of the parish.

**Management's Response:** The current sheriff stated that the Commission on Ethics would be notified of the finding and that a determination would be made by his office as to whether employees of the office purchased any vehicles during the 1994-95 fiscal year. The sheriff also stated that any future sales would be made by public auction through an independent auction company and that no employees of his office would be allowed to purchase items at such sales.

**Former Sheriff Received  
Excess Compensation**

**Finding:** The former sheriff received compensation in excess of that authorized by law. Act 525 of 1995 authorized an increase in the sheriff's annual compensation, effective January 1, 1996. The amount the sheriff received during the period January 1, 1996 through June 30, 1996, exceeded the authorized amount by \$500. The former sheriff was informed of the excess payment but has not, as of this date, refunded the overpayment to the sheriff's office.



WEBSTER PARISH SHERIFF

Minden, Louisiana  
Independent Auditor's Report  
on Compliance, etc.,  
June 30, 1996

**Recommendation:** If the current sheriff does not receive the refund from the former sheriff, the finding should be turned over to the district attorney for appropriate action.

**Management's Response:** The current sheriff stated that he would turn the matter over to the district attorney if a refund of the amount is not received in the near future.

I considered the above instances of noncompliance in forming my opinion on whether the financial statements for the two years ended June 30, 1996, are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect my report dated January 13, 1997, on those general purpose financial statements

This report is intended for the information of the Webster Parish Sheriff, management of the sheriff's office, and interested state agencies. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana  
January 13, 1997



**Independent Auditor's Report  
on the Internal Control Structure**

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ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

**WEBSTER PARISH SHERIFF**  
Minden, Louisiana

I have audited the general purpose financial statements of the Webster Parish Sheriff as of June 30, 1996, and for the two years in the then ended, and have issued my report thereon dated January 13, 1997.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Webster Parish Sheriff is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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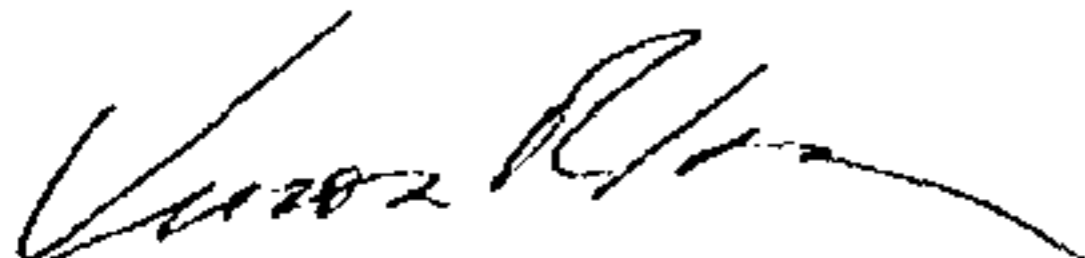
WEBSTER PARISH SHERIFF  
Minden, Louisiana  
Independent Auditor's Report  
on Internal Control Structure,  
June 30, 1996

In planning and performing my audit of the general purpose financial statements of the Webster Parish Sheriff for the two years ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I considered to be material weaknesses as defined above.

However, I noted certain matters involving the internal control structure and its operation that I have communicated to management of the Webster Parish Sheriff in a separate letter dated January 13, 1997.

This report is intended for the information of the Webster Parish Sheriff. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana  
January 13, 1997