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**CLAIBORNE PARISH SHERIFF**  
**Homer, Louisiana**

**Annual Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended**  
**June 30, 2004**  
**With Supplemental Information Schedules**

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

Release Date 9-22-04

**MARY JO FINLEY, CPA, INC.**

**A PROFESSIONAL CORPORATION**

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

Annual Financial Statements  
As of and for the Year Ended June 30, 2004  
With Supplemental Information Schedules

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# MARY JO FINLEY, CPA, INC.

A PROFESSIONAL CORPORATION

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## Independent Auditor's Report

### CLAIBORNE PARISH SHERIFF

Homer, Louisiana

I have audited the basic financial statements of the Claiborne Parish Sheriff, a component unit of the Claiborne Parish Police Jury, as of June 30, 2004, and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Claiborne 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 U.S. 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 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Claiborne Parish Sheriff as of June 30, 2004, and the changes in its financial position for the year then ended, in conformity with U.S. generally accepted accounting principles.

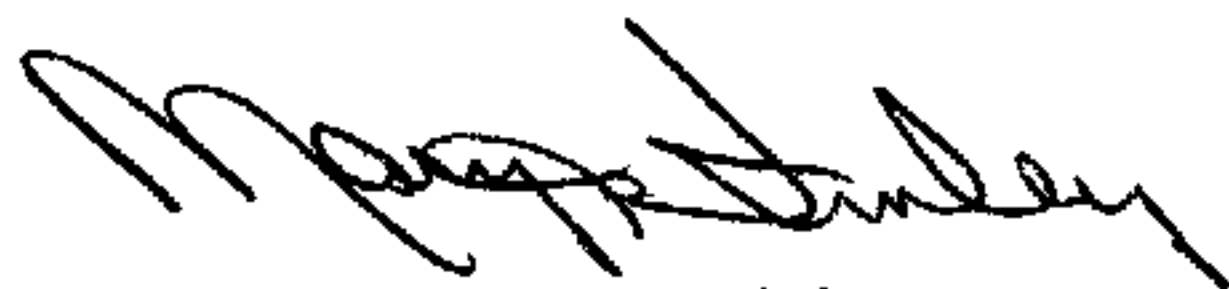
As described in Note 1 to the financial statements, the sheriff has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as of June 30, 2004.

Management's discussion and analysis, and supplementary information on pages 6 through 9 and 33 through 35, respectively are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information and reviewing the source of selected information. However, I did not audit the information and express no opinion on it.

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
Independent Auditor's Report,  
June 30, 2004

My audit was made for the purpose of forming an opinion on the basic 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 basic financial statements of the Claiborne Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued a report dated August 31, 2004, on my consideration of the Claiborne Parish Sheriff's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana  
August 31, 2004

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

**Management's Discussion and Analysis**  
June 30, 2004

As management of the Claiborne Parish Sheriff, I offer readers of the Claiborne Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Claiborne Parish Sheriff for the fiscal year ended June 30, 2004. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Sheriff's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Sheriff's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves. Comparative data for the prior year is only available on a limited basis. However, all applicable tables will present comparative data in fiscal year 2005.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Claiborne Parish Sheriff's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Claiborne Parish Sheriff's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Claiborne Parish Sheriff is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

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

***Governmental funds.*** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Claiborne Parish Sheriff adopts an annual appropriated budget for the general fund and the special revenue funds. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

***Fiduciary funds.*** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Claiborne Parish Sheriff's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information** in addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Claiborne Parish Sheriff's performance.

## **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Claiborne Parish Sheriff exceeded liabilities by



\$995,252. The largest portion of the Claiborne Parish Sheriff's net assets reflects its reserve for debt service. These assets are not available for future spending.

An additional portion of the Claiborne Parish Sheriff's net assets represents capital assets, less any related debt used to acquire those assets that is still outstanding. The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by the Claiborne Parish Sheriff to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets having been included in the statement of net assets for the first time.

Since this is the first year of implementing the new reporting model, comparative information is not available for further government-wide financial analysis. In future years, when prior year information is available, a comparative analysis of government-wide data will be presented.

### **Financial Analysis of the Government's Funds**

As noted earlier, the Claiborne Parish Sheriff uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2004, combined governmental fund balances of \$2,424,761 showed an increase of \$128,623 over June 30, 2003. The General Fund's portion of the unreserved, undesignated fund balance of \$948,488 shows a decrease (of approximately \$4,368) from the prior year amount. The Detention Center portion of the unreserved, undesignated fund balance of \$1,455,056 shows an increase (of approximately \$128,816) from the prior year amount.

### **General Fund and Major Fund Budgetary Highlights**

Differences between Capital Outlay of the original budget and the final budget for the General Fund were due primarily to the purchase of 4 vehicles to be used as law enforcement vehicles. In the Detention Center, the original budget differed from the final budget due to an increase in revenues for feeding and keeping of prisoners, and a decrease in anticipated operating services.

### **Capital Asset and Debt Administration**

**Capital assets.** The Claiborne Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2004, amounts to \$5,796,016 (net of accumulated depreciation). This investment includes land, buildings, furniture, and equipment. The increase in capital assets for the year was \$110,808, the majority of which was attributable to the purchase of law enforcement vehicles.

**Long-term debt.** At the end of the fiscal year, Claiborne Parish Sheriff had total debt outstanding of \$7,116,031. This amount is made up of revenue bonds in the amount of \$6,810,000, and a lease with a balance of \$306,031. During the year, \$245,000 was paid on the revenue bonds and \$75,526 was paid on the lease, in accordance with the debt agreements.

## **Requests for Information**

This financial report is designed to provide a general overview of the Claiborne Parish Sheriff's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Claiborne Parish Sheriff, 613 East Main Street, Homer LA 71040.

August 31, 2004

**BASIC FINANCIAL STATEMENTS**

**Statement A****CLAIBORNE PARISH SHERIFF  
Homer, Louisiana****STATEMENT OF NET ASSETS  
June 30, 2004****ASSETS**

Cash and cash equivalents	\$1,172,471
Investments	1,084,750
Receivables	401,818
Due from other funds	32,571
Inventory	5,318
Capital assets (net of accumulated depreciation)	<u>5,796,016</u>
<b>TOTAL ASSETS</b>	<b><u>8,492,944</u></b>

**LIABILITIES**

Accounts payable	189,603
Payroll deductions payable	42
Unearned revenue - advances	47,450
Deferred revenue - protest taxes	18,825
Due to others	16,247
Interest payable	109,494
Long-term liabilities:	
Due within one year	340,536
Due in more than one year	<u>6,775,495</u>
<b>TOTAL LIABILITIES</b>	<b><u>7,497,692</u></b>

**NET ASSETS**

Invested in capital assets, net of related debt	199,459
Reserved for debt service	1,084,750
Reserved for inventory	5,318
Unrestricted	<u>(294,275)</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$995,252</u></b>

The accompanying notes are an integral part of this statement.

**Statement B**

**CLAIBORNE PARISH SHERIFF**  
Homer, Louisiana  
**STATEMENT OF ACTIVITIES**  
June 30, 2004

<b>Judicial:</b>	
Personal services	\$2,816,000
Operating services	1,436,679
Materials and supplies	1,027,771
Travel	23,817
Debt service - interest	629,505
Depreciation expense	269,879
Total Program Expenses	<u>6,203,651</u>
<b>Program revenues:</b>	
Civil and criminal fees	127,398
Commissions on licenses and taxes	53,348
Court attendance	3,850
Transportation of prisoners	365
Feeding and keeping prisoners	4,171,304
Other	725,669
Total program revenues	<u>5,081,934</u>
Net Program Expenses	<u>(1,121,717)</u>
<b>General revenues:</b>	
Taxes - Ad valorem	806,911
Grants and contributions not restricted to specific programs:	
Federal sources	22,349
State sources	168,547
Interest earned	169,575
Miscellaneous	1,600
Other	57,793
Change in Net Assets	105,058
<b>NET ASSETS</b>	
Beginning of year	<u>890,194</u>
End of year	<u><u>\$995,252</u></u>

The accompanying notes are an integral part of this statement.

## Statement C

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2004

	.....MAJOR FUNDS.....		OTHER GOVERNMENTAL FUND	TOTAL
	GENERAL FUND	DETENTION CENTER	INMATE COMMISSARY	
<b>ASSETS</b>				
Cash and cash equivalents	\$995,566	\$162,269	\$14,636	\$1,172,471
Investments		1,084,750		1,084,750
Receivables	70,512	331,306		401,818
Due from other funds	956	30,352	1,263	32,571
Inventory			5,318	5,318
<b>TOTAL ASSETS</b>	<b>\$1,067,034</b>	<b>\$1,608,677</b>	<b>\$21,217</b>	<b>\$2,696,928</b>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$52,271	\$137,332		\$189,603
Payroll withholding payable		42		42
Unearned revenue - Advances	47,450			47,450
Deferred revenue - Protest Taxes	18,825			18,825
Due to taxing bodies and others		16,247		16,247
Total Liabilities	118,546	153,621	NONE	272,167
Fund Equity:				
Fund balance				
Reserved for debt service		1,084,750		1,084,750
Reserved for inventory			\$5,318	5,318
Unreserved - undesignated	948,488	370,306	15,899	1,334,693
Total Fund Equity	948,488	1,455,056	21,217	2,424,761
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$1,067,034</b>	<b>\$1,608,677</b>	<b>\$21,217</b>	<b>\$2,696,928</b>

The accompanying notes are an integral part of this statement.

**Statement D**

**CLAIBORNE PARISH SHERIFF  
Homer, Louisiana**

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

**For the Year Ended June 30, 2004**

Total Fund Balances at June 30, 2004- Governmental Funds (Statement C)		<u>\$2,424,761</u>
Cost of capital assets at June 30, 2004	\$6,950,686	
Less: Accumulated depreciation as of June 30, 2004	<u>(1,154,670)</u>	5,796,016
Long-term liabilities at June 30, 2004:		
Lease payable	7,116,031	
Accrued interest payable	<u>109,494</u>	<u>(7,225,525)</u>
Net Assets at June 30, 2004		<u>\$995,252</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance

For the Year Ended June 30, 2004

	.....MAJOR FUNDS.....		OTHER GOVERNMENTAL FUND	TOTAL
	GENERAL FUND	DETENTION CENTER	INMATE COMMISSARY	
<b>REVENUES</b>				
Taxes - ad valorem	\$806,911			\$806,911
Intergovernmental revenues:				
Federal grants	22,349			22,349
State grants:				
State revenue sharing (net)	87,863			87,863
State supplemental pay	59,719			59,719
Other	20,965			20,965
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	53,348			53,348
Civil and criminal fees	127,398			127,398
Court attendance	3,850			3,850
Transportation of prisoners	365			365
Feeding and keeping of prisoners	440,713	\$3,730,591		4,171,304
Other		725,669		725,669
Use of money and property	75,114	94,461		169,575
Other	5,639	22,144	\$30,010	57,793
Total revenues	<u>1,704,234</u>	<u>4,572,865</u>	<u>30,010</u>	<u>6,307,109</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and related benefits	1,248,224	1,567,776		2,816,000
Operating services	294,869	1,141,810		1,436,679
Materials and supplies	198,516	803,420	25,835	1,027,771
Travel and other charges	18,109	5,708		23,817
Debt Service	7,676	757,335		765,011
Capital outlay	110,808			110,808
Total expenditures	<u>1,878,202</u>	<u>4,276,049</u>	<u>25,835</u>	<u>6,180,086</u>

(Continued)



**Statement E**

CLAIBORNE PARISH SHERIFF  
 Homer, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance

	.....MAJOR FUNDS.....		OTHER GOVERNMENTAL FUND	TOTAL
	GENERAL FUND	DETENTION CENTER	INMATE COMMISSARY	
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(\$173,968)	\$296,816	\$4,175	\$127,023
<b>OTHER FINANCING SOURCES:</b>				
Proceeds from Insurance	1,600			1,600
Transfers in	168,000			168,000
Transfers out		(168,000)		(168,000)
Total Other Financing Source	169,600	(168,000)	NONE	1,600
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE</b>	(4,368)	128,816	4,175	128,623
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>952,856</u>	<u>1,326,240</u>	<u>17,042</u>	<u>2,296,138</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$948,488</u></u>	<u><u>\$1,455,056</u></u>	<u><u>\$21,217</u></u>	<u><u>\$2,424,761</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

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

For the Year Ended June 30, 2004

Total net change in fund balances - governmental funds (Statement E)	\$128,623
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeds depreciation in the period.	(159,071)
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	(109,494)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets	<u>245,000</u>
Change in net assets of governmental activities (Statement B)	<u><u>\$105,058</u></u>

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
Statement of Fiduciary Net Assets - Agency Funds

June 30, 2004

	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE TRUST FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>					
Cash and cash equivalents	<u>\$30,503</u>	<u>\$61,567</u>	<u>\$44,978</u>	<u>\$137,813</u>	<u>\$274,861</u>
<b>LIABILITIES</b>					
Unsettled deposits due to:					
Other funds		\$480	\$32,091		\$32,571
Others	<u>\$30,503</u>	<u>61,087</u>	<u>12,887</u>	<u>\$137,813</u>	<u>242,290</u>
Total Liabilities	<u>\$30,503</u>	<u>\$61,567</u>	<u>\$44,978</u>	<u>\$137,813</u>	<u>\$274,861</u>

The accompanying notes are an integral part of this statement.

**CLAIBORNE PARISH SHERIFF**  
Homer, Louisiana

**Notes to the Financial Statements**  
As of and For the Year Ended June 30, 2004

**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.

The accompanying financial statements of the Claiborne Parish Sheriff have been prepared in conformity with U.S. 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.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis for State and Local Governments. Certain of the significant changes in the Statement include the following:

For the first time the financial statements include:

A Management Discussion and Analysis (MD&A) section providing an analysis of the Sheriff’s overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Sheriff’s activities.

**CLAIBORNE PARISH SHERIFF**  
Homer, Louisiana  
Notes to the Financial Statements (Continued)

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Claiborne Parish Police Jury is the financial reporting entity for Claiborne Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which 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 Claiborne Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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 and operates the parish courthouse in which the sheriff's office is located and provides partial funding for equipment, furniture and supplies of the sheriff's office, the sheriff was determined to be a component unit of the Claiborne 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 Claiborne Parish financial reporting entity.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Notes to the Financial Statements (Continued)

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The sheriff's basic financial statements include both government-wide (reporting the sheriff as a whole) and fund financial statements (reporting the sheriff's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the sheriff are classified as governmental.

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the sheriff, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the sheriff's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

**Allocation of Indirect Expenses** - The sheriff reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

**C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS**

The financial transactions of the sheriff are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial

## CLAIBORNE PARISH SHERIFF

Homer, Louisiana

### Notes to the Financial Statements (Continued)

management by segregating transactions related to certain government functions or activities. Fund financial statements report detailed information about the sheriff. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. 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 only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

#### **Governmental Fund Types**

**General Fund** - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the sheriff and is used to account for the operations of the sheriff's office. The various fees and charges due to the sheriff's office are accounted for in this fund. General operating expenditures are paid from this fund.

**Special Revenue Fund** - The Special Revenue Funds are used to account for the proceeds of specific revenue sources such as grants and state and parish funds for maintaining state and parish prisoners. Those revenues are restricted to expenditures for specified purposes.

#### **Fiduciary Fund Type - Agency Funds**

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.

#### **D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

## CLAIBORNE PARISH SHERIFF

Homer, Louisiana

### Notes to the Financial Statements (Continued)

#### **1. Accrual:**

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

#### **2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds and the fiduciary type agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The sheriff considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

#### **Revenues**

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.



CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
Notes to the Financial Statements (Continued)

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

Substantially all other revenues are recognized when received by the sheriff.

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

**Expenditures**

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

**E. 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, 2004, the sheriff has cash and equivalents (book balances) totaling \$1,447,332 as follows:

Demand deposits	\$1,146,582
Cash on hand	<u>300,750</u>
Total	<u><u>\$1,447,332</u></u>

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, 2004, are secured as follows:

Bank balances	<u>\$1,472,339</u>
Federal deposit insurance	\$544,285
Pledged securities (uncollateralized)	<u>1,932,699</u>
Total	<u><u>\$2,476,984</u></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

## CLAIBORNE PARISH SHERIFF

Homer, Louisiana

### Notes to the Financial Statements (Continued)

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. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the sheriff's name.

#### **F. INVESTMENTS**

Under state law, the sheriff may invest funds in obligations of the United States, in federally insured investments, investment grade (A-1/P-1) commercial paper of domestic corporations or in time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. Investments are grouped into three categories of credit risk:

1. Insured or registered, or for which the securities held by the sheriff or its agent in the sheriff's name.
2. Uninsured and unregistered, with securities held by the bank's trust department or agent in the sheriff's name.
3. Uninsured and unregistered, with securities held by the bank, or by its trust department or agent but not in the sheriff's name.

At year-end, the sheriff's investment balances are in a money market account which invests only in securities of the United States Treasury (category 1). The investments have a reported value of \$1,084,750, which is also fair market value. There is no unrealized gain or loss.

#### **G. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$600 or more for capitalizing capital assets.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the sheriff, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
Notes to the Financial Statements (Continued)

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**H. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the sheriff maintains commercial insurance policies covering his automobiles and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2004.

**I. VACATION AND SICK LEAVE**

Employees earn 2 weeks of vacation leave after one year of employment and 3 weeks of vacation leave after 10 years of employment. Vacation leave does not accumulate. Employees earn 15 days of sick leave during the first year of employment. An extra day of sick leave is earned for each year of employment after the first year, until a maximum of 30 days of sick leave is earned. Sick leave does not accumulate. There are no accumulated and vested vacation and sick leave benefits at June 30, 2004, which require accrual or disclosure to conform with generally accepted accounting principles.

**2. RECEIVABLES**

The receivables of \$401,818 at June 30, 2004, are as follows:

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Detention Center</u>	<u>Total</u>
Intergovernmental revenues -			
Federal grants	\$8,576		\$8,576
Fees, charges, and commissions for services:			
Feeding and keeping prisoners	42,612	\$328,993	371,605
Court attendance	1,925		1,925
Phone commissions	14,069		14,069
Miscellaneous	3,330	2,313	5,643
Total	<u>\$70,512</u>	<u>\$331,306</u>	<u>\$401,818</u>

**CLAIBORNE PARISH SHERIFF**

Homer, Louisiana

Notes to the Financial Statements (Continued)

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment for the year ended June 30, 2004, follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
General Fund - vehicles and equipment	\$881,334	\$110,808		\$992,142
Detention Center:				
Land and improvements	214,182			214,182
Buildings	5,376,075			5,376,075
Furniture and equipment	362,287			362,287
Vehicles	6,000			6,000
Sub-total Detention Center	<u>5,958,544</u>	<u>NONE</u>	<u>NONE</u>	<u>5,958,544</u>
Total assets	<u>6,839,878</u>	<u>110,808</u>	<u>NONE</u>	<u>6,950,686</u>
Less accumulated depreciation	<u>884,792</u>	<u>269,878</u>	<u>NONE</u>	<u>1,154,670</u>
Net capital assets	<u>\$5,955,086</u>	<u>(\$159,070)</u>	<u>NONE</u>	<u>\$5,796,016</u>

**4. PENSION PLAN**

Substantially all employees of the Claiborne 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 18 years or older at the time of original employment, who earn not less than \$400 per month if employed after September 4, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; and \$800 if employed after January 1, 2000 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 3.33 percent of their final-average salary for each year of credited service. 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

**CLAIBORNE PARISH SHERIFF**

Homer, Louisiana

Notes to the Financial Statements (Continued)

Louisiana Sheriffs Pension and Relief Fund, 6554 Florida Blvd., Suite 215, Baton Rouge, Louisiana 70806, or by calling (800) 586-9049.

Plan members are required by state statute to contribute 9.8 percent of their annual covered salary and the Claiborne Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 7.75 percent of annual covered payroll. Contributions to the System also include one-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 Claiborne 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 Claiborne Parish Sheriff's contributions to the System for the years ended June 30, 2004, 2003, and 2002 were \$191,036, \$153,376, and \$133,293, respectively, equal to the required contributions for each year.

**5. POST RETIREMENT BENEFITS**

The Claiborne Parish Sheriff provides certain health care and life insurance benefits for 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's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the sheriff. Three retirees are eligible for the post-retirement benefits and all participate. The sheriff recognizes the cost of providing these benefits (the sheriff's cost of premiums) as an expenditure when the monthly premiums are due, which was \$245,334 for the year ended June 30, 2004. Of that amount, \$36,517 was for retiree benefits.

**6. DUE FROM/TO OTHER FUNDS**

Individual balances due from/to other funds at June 30, 2004, are as follows:

	<u>Due To</u>	<u>Due From</u>
General Fund		\$956
Special Revenue Funds:		
Detention Center Fund		30,352
Commissary Fund		1,263
Agency Funds:		
Criminal Fund	\$480	
Inmate Fund	32,091	
Total	<u>\$32,571</u>	<u>\$32,571</u>

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
Notes to the Financial Statements (Continued)

**7. CHANGES IN AGENCY FUND BALANCES**

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

	Civil Fund	Criminal Fund	Inmate Trust Fund	Tax Collector Fund	Total
Balance at June 30, 2003	\$19,897	\$51,961	\$7,312	\$63,684	\$142,854
Additions	667,064	474,476	498,268	7,026,231	8,666,039
Reductions	<u>(656,458)</u>	<u>(465,350)</u>	<u>(492,693)</u>	<u>(6,952,102)</u>	<u>(8,566,603)</u>
Balance at June 30, 2004	<u>\$30,503</u>	<u>\$61,087</u>	<u>\$12,887</u>	<u>\$137,813</u>	<u>\$242,290</u>

**8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

The following is a summary of long-term obligation transactions (revenue bonds) for the year ended June 30, 2004:

Balance at July 1, 2003	\$7,055,000
Additions	NONE
Retirements	<u>(245,000)</u>
Balance at June 30, 2004	<u>\$6,810,000</u>

Revenue bonds payable at June 30, 2003, are comprised of the following issue:

\$7,500,000 -2000 bonds for the acquisition and construction of a detention center. Principal is due in annual installments of \$215,000 to \$1,280,000 through September 1, 2020. Interest at 6.25% per annum. Debt retirement payments are to be made from Detention Center Debt Service Fund.	<u>\$7,500,000</u>
--	--------------------

The annual requirements to amortize all general obligation bonds outstanding at June 30, 2003, including interest of \$4,129,374 are as follows:

Year	Amount
2005	\$685,625
2006	684,375
2007	682,188
2008	684,062
2009	684,687
2010-2014	3,417,813
2015-2019	<u>4,100,624</u>
Total	<u>\$10,939,374</u>

**CLAIBORNE PARISH SHERIFF**

Homer, Louisiana

**Notes to the Financial Statements (Continued)**

Revenue bonds totaling \$6,810,000 at June 30, 2004, are secured by revenues derived from a cooperative endeavor agreement with the Louisiana Department of Public Safety and Corrections and the sheriff's office for the housing of state inmates. The agreement provides that the Department of Public Safety and Corrections will provide and maintain an inmate population of not less than forty percent (40%) of the 400 bed detention facility.

**9. UNEARNED REVENUES**

Commissions of \$245,000 were received from City Tele-Coin, Inc. for advance telephone commissions. City Tele-Coin, Inc. will deduct an amount sufficient to allow it to recoup the advanced commissions together with all interest accumulated on said sum at the rate of 9% per annum. The monthly deduction will be computed by amortizing the advance plus accrued interest over a period of forty-eight months. The principal balance at June 30, 2004 is \$47,450, with \$61,650 having been paid on the principal in the current year.

**10. REGIONS MASTER LEASE**

The Claiborne Parish Sheriff entered into a master lease program with Regions Leasing having a \$550,000 credit line to be used for the purchase of furniture and equipment for the Detention Center. Current year principal payments equaled \$75,526. Future minimum payments including interest of \$38,443 as follows:

<u>Year</u>	<u>Amount</u>
2005	\$98,421
2006	98,421
2007	98,421
2008	49,211
Total	<u>\$344,474</u>

**11. SERVICES AGREEMENT**

On June 19, 2001 the Law Enforcement Agency entered into an agreement with LaSalle Management Company, LLC. The agreement is for a period of five (5) years, and unless it is canceled in writing at least two months prior to the expiration of the initial term it will automatically renew for an additional five years.

The agreement states that LaSalle will provide services including locating state and federal prisoners, advising and consulting with respect to the operations of the prison in general, commissary services, budgeting for operations, and cash and financial services.

The fee payable to LaSalle for services rendered is payable monthly and consist of any revenues remaining after all billings and/or payments including a \$14,000 payment to the sheriff's General Fund, monthly

**CLAIBORNE PARISH SHERIFF**

Homer, Louisiana

Notes to the Financial Statements (Continued)

mortgage (principal and interest), Regions bank loan, City Tele-Coin Co payment for phone revenue advance, and all sums otherwise due and payable as expenses of the prison have been made.

The agreement also states that in the event that the balance of the account is insufficient at any time to pay disbursements due, LaSalle will remit sufficient funds to the account to cover the deficiency.

**12. LITIGATION AND CLAIMS**

At June 30, 2004, the Claiborne Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

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

The Claiborne 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 Claiborne Parish Police Jury.

**14. GRANT PROGRAMS**

The Claiborne Parish Sheriff participates in various grant programs funded by the state and federal governments. The following schedule provides selected information on various grants for the year ended June 30, 2004.

<u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM NAME</u>	<u>CFDA NUMBER</u>	<u>PASS THROUGH GRANT NUMBER</u>	<u>EXPENDITURES</u>
<b>FEDERAL PROGRAMS</b>			
<b>United States Department of the Interior</b> Direct program - Payment in Lieu of Taxes	15.000	N/A	<u>\$1,215</u>
<b>United States Department of Justice</b> Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice -			
Law Enforcement Equipment	16.592	Z03-1-005	1,436
Drug Task Force	16.579	B02-1-012	1,834
Drug Task Force	16.579	B03-1-015	<u>17,864</u>
Total United States Department of Justice			<u>21,134</u>
Total Federal Financial Assistance			<u>\$22,349</u>



**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
For the Year Ended June 30, 2004

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes - Ad valorem	\$800,000	\$805,000	\$806,911	\$1,911
Intergovernmental revenues:				
Federal grants - federal revenue			22,349	22,349
State grants:				
State revenue sharing (net)	86,800	87,777	87,863	86
State supplemental pay	68,400	60,000	59,719	(281)
Other state grants	25,000	26,425	20,965	(5,460)
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	29,000	49,000	53,348	4,348
Civil and criminal fees	86,000	112,600	127,398	14,798
Court attendance	2,600	5,100	3,850	(1,250)
Transportation of prisoners			365	365
Feeding and keeping of prisoners	435,000	415,000	440,713	25,713
Use of money and property	37,000	52,653	75,114	22,461
Other revenue		1,500	5,639	4,139
Total revenues	<u>1,569,800</u>	<u>1,615,055</u>	<u>1,704,234</u>	<u>89,179</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and benefits	1,165,500	1,280,000	1,248,224	31,776
Operating services	261,500	280,000	294,869	(14,869)
Materials and supplies	219,500	219,500	198,516	20,984
Travel and other charges	14,900	25,000	18,109	6,891
Debt service			7,676	(7,676)
Capital outlay	55,000	90,000	110,808	(20,808)
Total expenditures	<u>1,716,400</u>	<u>1,894,500</u>	<u>1,878,202</u>	<u>16,298</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(146,600)</u>	<u>(279,445)</u>	<u>(173,968)</u>	<u>105,477</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	168,000	168,000	168,000	
Proceeds from loss of asset		1,600	1,600	
Total financing sources	<u>168,000</u>	<u>169,600</u>	<u>169,600</u>	<u>NONE</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	21,400	(109,845)	(4,368)	105,477
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>650,000</u>	<u>952,856</u>	<u>952,856</u>	<u>NONE</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$671,400</u>	<u>\$843,011</u>	<u>\$948,488</u>	<u>\$105,477</u>

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

**BUDGETARY COMPARISON SCHEDULE**  
**DETENTION CENTER**  
For the Year Ended June 30, 2004

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL (BUDGETARY BASIS)</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>				
Fees, charges, and commissions for services:				
Feeding and keeping of prisoners	3,607,000	3,607,000	3,730,591	123,591
Other	322,600	352,645	725,669	373,024
Use of money and property	68,600	88,699	94,461	5,762
Other revenue	600	14,725	22,144	7,419
Total revenues	<u>3,998,800</u>	<u>4,063,069</u>	<u>4,572,865</u>	<u>509,796</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and benefits	1,672,250	1,569,354	1,567,776	1,578
Operating services	1,848,028	1,096,695	1,141,810	(45,115)
Materials and supplies	678,950	800,899	803,420	(2,521)
Travel and other charges	16,175	5,632	5,708	(76)
Debt service	815,397	815,397	757,335	58,062
Total expenditures	<u>5,030,800</u>	<u>4,287,977</u>	<u>4,276,049</u>	<u>11,928</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(1,032,000)	(224,908)	296,816	521,724
<b>OTHER FINANCING USE - Transfers out</b>	<u>(168,000)</u>	<u>(168,000)</u>	<u>(168,000)</u>	
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES AND OTHER USE</b>	(1,200,000)	(392,908)	128,816	521,724
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>1,200,000</u>	<u>1,326,314</u>	<u>1,326,240</u>	<u>(74)</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>NONE</u>	<u>\$933,406</u>	<u>\$1,455,056</u>	<u>\$521,650</u>

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2004

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Claiborne Parish Sheriff's office during the month of June for comments from taxpayers. The budget is then legally adopted by the sheriff and amended during the year, as necessary. The budget is established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

**CLAIBORNE PARISH SHERIFF**  
Homer, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
As of and For the Year Ended June 30, 2004

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**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, licenses, and fees. The Tax Collector Fund is used to collect and distribute these taxes, licenses, and fees to the appropriate taxing bodies.

**CRIMINAL FUND**

The Criminal Fund is a depository for fines, forfeitures, and costs in criminal cases. Payments are made from the fund to the Sheriff's General Fund, police jury, district attorney, clerk of court, and other recipients in accordance with applicable laws.

**SHERIFF'S CIVIL FUND**

The Sheriff's Civil Fund accounts for the collection of funds in civil suits, sheriff's sales, and garnishments. Payment of these collections to recipients are made in accordance with applicable laws.

**INMATE FUND**

The Inmate Fund accounts for funds of inmates that are used for personal items purchased by the inmates at the concessions store located at the detention center.

CLAIBORNE PARISH SHERIFF  
Homer, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances  
Due to Taxing Bodies and Others  
For the Year Ended June 30, 2004

	TAX COLLECTOR FUND	CRIMINAL FUND	CIVIL FUND	INMATE FUND	TOTAL
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS AT BEGINNING OF YEAR</b>	<u>\$63,684</u>	<u>\$51,961</u>	<u>\$19,897</u>	<u>\$7,312</u>	<u>\$142,854</u>
<b>ADDITIONS</b>					
Deposits - sheriff's sales, etc.			529,891		529,891
Fines, forfeitures, bonds, etc.		474,476			474,476
Ad valorem taxes	6,466,763				6,466,763
Prior year ad valorem taxes	63,742				63,742
Protest taxes	73,176				73,176
State Revenue Sharing	342,299				342,299
Sportsmen license	21,003				21,003
Parish licenses	38,725				38,725
Interest on:					
NOW accounts	2,693				2,693
Delinquent taxes	5,535				5,535
Protested taxes held in escrow	953				953
Garnishments			94,173		94,173
Tax notices, etc.	10,474				10,474
Inmate deposits				498,268	498,268
Other deposits	868		43,000		43,868
Total additions	<u>7,026,231</u>	<u>474,476</u>	<u>667,064</u>	<u>498,268</u>	<u>8,666,039</u>
Total	<u>7,089,915</u>	<u>526,437</u>	<u>686,961</u>	<u>505,580</u>	<u>8,808,893</u>
<b>REDUCTIONS</b>					
Deposits settled to:					
Claiborne Parish:					
Sheriff's General Fund	926,134	73,807	47,114		1,047,055
Assessor	316,410				316,410
Clerk of Court		29,633	274,925		304,558
Police jury	1,629,802	25,990			1,655,792
School board	3,119,388				3,119,388
District attorney		66,383			66,383
Fire Districts	602,640				602,640
Municipalities	122,642	2,512			125,154
Indigent Defender Board		49,641			49,641
Louisiana Supreme Court		3,417			3,417
Judicial Expense fund		23,112			23,112
Salary-judges secretary		34,262			34,262

(Continued)

CLAIBORNE PARISH SHERIFF  
 Homer, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others, 2004

	<u>TAX COLLECTOR FUND</u>	<u>CRIMINAL FUND</u>	<u>CIVIL FUND</u>	<u>INMATE FUND</u>	<u>TOTAL</u>
<b>REDUCTIONS (CONTD.)</b>					
Deposits settled to (contd.):					
North Louisiana Crime Lab		\$20,264			\$20,264
Louisiana Commission on Law Enforcement		6,746			6,746
Department of Public Safety		2,500			2,500
Department of Wildlife & Fisheries	\$20,282				20,282
Louisiana Forestry Commission	25,109				25,109
LA Tax Commission	1,779				1,779
LA Rehab. Services THSCITF		7,040			7,040
Second Judicial Criminal Court		105,589			105,589
Pension funds	186,089				186,089
Litigants		10,500	\$321,878		332,378
Refunds	1,827				1,827
Other settlements		3,954	12,541	\$492,693	509,188
Total reductions	<u>6,952,102</u>	<u>465,350</u>	<u>656,458</u>	<u>492,693</u>	<u>8,566,603</u>
<b>UNSETTLED BALANCES</b>					
<b>DUE TO TAXING BODIES</b>					
<b>AND OTHERS AT END OF YEAR</b>					
	<u>\$137,813</u>	<u>\$61,087</u>	<u>\$30,503</u>	<u>\$12,887</u>	<u>\$242,290</u>



**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART IV**

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

The following independent Auditor's report on compliance with laws, regulations and contracts, and internal control over financial reporting is 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.

## MARY JO FINLEY, CPA, INC.

A PROFESSIONAL CORPORATION

116 Professional Drive - West Monroe, LA 71291

Phone (318) 329-8880 - Fax (318) 329-8883

### **Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting**

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

I have audited the basic financial statements of the Claiborne Parish Sheriff, a component unit of the Claiborne Parish Police Jury, as of and for the year ended June 30, 2004 and have issued my report thereon dated August 31, 2004. I conducted my audit in accordance with U.S. 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 Claiborne Parish Sheriff's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my 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 my audit, I considered the Claiborne Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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 over financial reporting and its operation that I consider to be material weaknesses.

**CLAIBORNE PARISH SHERIFF**

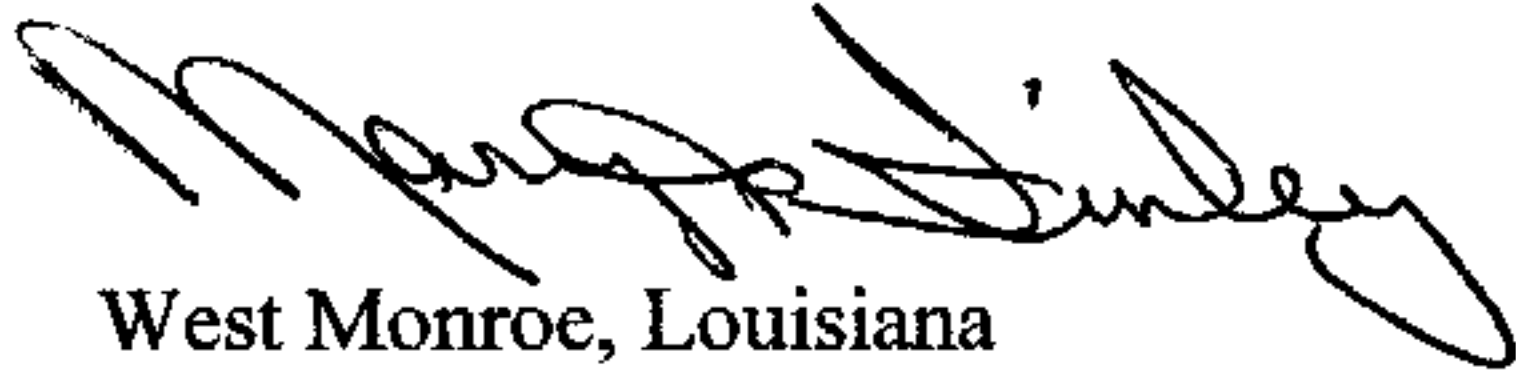
Homer, Louisiana

**Independent Auditor's Report on Compliance**

**And Internal Control Over Financial Reporting, etc.**

June 30, 2004

This report is intended solely for the information and use of the Claiborne Parish Sheriff, management of the sheriff's office, interested state agencies, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana

August 31, 2004

**CLAIBORNE PARISH SHERIFF  
Homer, Louisiana**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2004**

**A. SUMMARY OF AUDIT RESULTS**

1. The Auditor's report expresses an unqualified opinion on the general purpose financial statements of the Claiborne Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Claiborne Parish Sheriff were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**CLAIBORNE PARISH SHERIFF**  
*Homer, Louisiana*

**Summary Schedule of Prior Audit Findings**  
*For the Year Ended June 30, 2004*

There were no audit findings reported in the audit for the year ended June 30, 2003.