

ALLEN PARISH SHERIFF  
OBERLIN, LOUISIANA

ANNUAL FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT

As of and for the Year Ended June 30, 2023

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## INDEPENDENT AUDITOR'S REPORT

Honorable Douglas L. Hebert, III  
Allen Parish Sheriff  
Oberlin, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Allen Parish Sheriff as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Allen Parish Sheriff's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Allen Parish Sheriff, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Allen Parish Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that budgetary comparison information on pages 45 through 48, schedule of changes to total OPEB liability and related ratios on page 49, and the schedule of employers' share of net pension liabilities, and the schedule of employer contributions on pages 50 and 51 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Allen Parish Sheriff's basic financial statements. The accompanying Justice System Funding Schedule-Collecting/Disbursing Entity, Community Grant Agreement-Coushatta Tribe of Louisiana, Affidavit-Tax Collector Fund, and Schedule of Compensation, Benefits, & Other Payments to Agency Head or Chief Executive Officer are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Justice System Funding Schedule-Collecting/Disbursing Entity, Community Grant Agreement-Coushatta Tribe of Louisiana, Affidavit-Tax Collector Fund, and Schedule of Compensation, Benefits, & Other Payments to Agency Head or Chief Executive Officer are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2023, on our consideration of the Allen Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Allen Parish Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Allen Parish Sheriff's internal control over financial reporting and compliance.

Steven M. DeRouen & Associates, LLC

Lake Charles, Louisiana  
December 22, 2023

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS



ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Statement of Net Position-Governmental Activities  
June 30, 2023

	<u>GOVERNMENTAL ACTIVITIES</u>
<b>ASSETS</b>	
Current Assets:	
Cash - Interest bearing and non-interest bearing	\$ 7,791,296
Receivables	239,349
Prepaid assets	33,789
Due from other governmental units	1,657,135
Total Current Assets	<u>9,721,569</u>
Non-current Assets:	
Capital assets:	
Land	106,328
Construction in progress	214,981
Depreciable assets, net	15,245,071
Right-of-use assets, net	113,714
Total Non-current Assets	<u>15,680,094</u>
TOTAL ASSETS	<u>25,401,663</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to OPEB	888,778
Deferred outflows related to pension	4,507,861
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>5,396,639</u>
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts and other accrued payables	431,670
Interest payable	38,720
Current portion of capital lease	37,211
Bonds payable due within one year	235,000
Total Current Liabilities	<u>742,601</u>
Long-term liabilities:	
Capital lease, net of current portion	76,764
Bonds payable due in more than one year	8,615,000
Net pension liability	5,400,445
OPEB obligation	8,081,423
Total Long-term Liabilities	<u>22,173,632</u>
TOTAL LIABILITIES	<u>22,916,233</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to OPEB	1,765,222
Deferred inflows related to pension	268,327
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>2,033,549</u>
<b>NET POSITION</b>	
Net investment in capital and right-of-use assets	6,716,119
Restricted:	
Public safety	509,754
Debt service	1,676
Capital outlay	175,347
Unrestricted (deficit)	<u>(1,554,376)</u>
TOTAL NET POSITION	<u>\$ 5,848,520</u>

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Statement of Activities  
For the Year Ended June 30, 2023

FUNCTIONS/ PROGRAMS	Expenses	Program Revenues			Governmental Activities
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
Primary Government:					
Governmental activities:					
Public safety	\$ 12,887,884	\$ 6,010,608	\$ 1,016,505	\$ -	\$ (5,860,771)
Interest on long-term debt	473,196	-	-	332,806	(140,390)
Total governmental activities	<u>\$ 13,361,080</u>	<u>\$ 6,010,608</u>	<u>\$ 1,016,505</u>	<u>\$ 332,806</u>	<u>\$ (6,001,161)</u>
GENERAL REVENUES					
Taxes:					
Ad valorem, levied for general purposes					\$ 2,217,011
Sales and use					3,638,866
State sources:					
Revenue sharing					129,964
Supplemental pay					317,738
Local sources-Allen Parish Police Jury					240,000
Interest and investment earnings					91,551
Special item:					
Gain on disposal of assets					22,863
				Total General Revenues	<u>6,657,993</u>
CHANGE IN NET POSITION					
					656,832
NET POSITION-BEGINNING					
					5,191,688
NET POSITION-ENDING					
					<u>\$ 5,848,520</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

## **MAJOR FUND DESCRIPTIONS**

### **GENERAL FUND**

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

### **SPECIAL REVENUE FUNDS**

#### **E-911 Special Revenue Fund**

The E-911 Special Revenue Fund was established for the purpose of maintaining and operating the enhanced 911 emergency telephone system for the parish.

#### **Coushatta Tribe of Louisiana Community Grant Fund**

The Coushatta Tribe of Louisiana Community Grant Fund was established to account for the receipt and disbursement of grant revenue received from the Coushatta Tribe of Louisiana.

### **DEBT SERVICE FUND**

The Debt Service Fund accounts for transactions relating to resources retained and used for the payment of principal and interest on long-term obligations.

### **CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to account for resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Balance Sheet, Governmental Funds  
June 30, 2023

	General Fund	E-911 Fund	Coushatta Tribe of Louisiana Community Grant Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>						
Cash - Interest bearing	\$ 7,260,918	\$ 148,728	\$ 196,437	\$ 1,676	\$ 183,537	\$ 7,791,296
Receivables:						
Due from other governmental units	1,657,135	-	-	-	-	1,657,135
Due from other funds	73,586	-	-	-	-	73,586
Other	-	34,532	204,817	-	-	239,349
<b>TOTAL ASSETS</b>	<b>\$ 8,991,639</b>	<b>\$ 183,260</b>	<b>\$ 401,254</b>	<b>\$ 1,676</b>	<b>\$ 183,537</b>	<b>\$ 9,761,366</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 129,200	\$ -	\$ 41,387	\$ -	\$ 8,190	\$ 178,777
Accrued payroll liabilities	252,893	-	-	-	-	252,893
Due to other funds	-	73,586	-	-	-	73,586
<b>Total Liabilities</b>	<b>382,093</b>	<b>73,586</b>	<b>41,387</b>	<b>-</b>	<b>8,190</b>	<b>505,256</b>
<b>Deferred inflows of resources:</b>						
Unavailable revenue	1,437	-	-	-	-	1,437
<b>Total Deferred Inflows of Resources</b>	<b>1,437</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,437</b>
<b>Fund balances:</b>						
<b>Restricted:</b>						
Public safety	40,213	109,674	359,867	-	-	509,754
Debt service	-	-	-	1,676	-	1,676
Capital Outlay	-	-	-	-	175,347	175,347
Unassigned	8,567,896	-	-	-	-	8,567,896
<b>Total Fund Balances</b>	<b>8,608,109</b>	<b>109,674</b>	<b>359,867</b>	<b>1,676</b>	<b>175,347</b>	<b>9,254,673</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 8,991,639</b>	<b>\$ 183,260</b>	<b>\$ 401,254</b>	<b>\$ 1,676</b>	<b>\$ 183,537</b>	<b>\$ 9,761,366</b>

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
RECONCILIATION OF THE GOVERNMENT FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION  
June 30, 2023

TOTAL FUND BALANCE FOR GOVERNMENTAL FUNDS AT JUNE 30, 2023		\$ 9,254,673
Total net position reported for governmental activities in the Statement of Net Position is different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
Capital assets, net of accumulated depreciation	\$ 15,566,380	
Right-of-use assets, net of accumulated amortization	<u>113,714</u>	15,680,094
Certain insurance costs which are reported as expenditures in the year incurred in the governmental funds will benefit future periods and are recorded as prepaid insurance on the statement of net position.		
		33,789
Certain property tax revenue receivable that will not be collected within 60 days of year end are not considered available in the governmental funds.		
		1,437
Certain liabilities and deferred items are not due and payable in the current period or available and accordingly are not reported as fund liabilities. All liabilities are reported in the statement of net position.		
Accrued interest payable	(38,720)	
Deferred outflows of resources - pension	4,507,861	
Deferred inflows of resources - pension	(268,327)	
Net pension liability	(5,400,445)	
Deferred outflows of resources - OPEB	888,778	
Deferred inflows of resources - OPEB	(1,765,222)	
OPEB obligation	(8,081,423)	
Revenue bonds payable	(8,850,000)	
Capital leases payable	<u>(113,975)</u>	<u>(19,121,473)</u>
TOTAL NET POSITION OF GOVERNMENTAL ACTIVITIES AT JUNE 30, 2023		<u>\$ 5,848,520</u>

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2023

	GENERAL FUND	E-911 FUND	COUSHATTA TRIBE OF LOUISIANA COMMUNITY GRANT FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL GOVERNMENTAL FUNDS
<b>REVENUES</b>						
Taxes:						
Ad valorem taxes	\$ 2,217,290	\$ -	\$ -	\$ -	\$ -	\$ 2,217,290
Sales taxes	3,638,866	-	-	-	-	3,638,866
Intergovernmental revenues -						
Federal grants	75,321	-	-	-	-	75,321
State grants	145,395	-	-	-	-	145,395
State revenue sharing	129,964	-	-	-	-	129,964
State supplemental pay	317,738	-	-	-	-	317,738
Local sources	218,961	-	909,634	240,000	-	1,368,595
Fees, charges and commissions for services:						
Civil and criminal fees	146,639	-	-	-	-	146,639
Court attendance	11,288	-	-	-	-	11,288
E-911 revenue	-	311,681	-	-	-	311,681
Feeding and keeping prisoners	4,876,845	-	-	-	-	4,876,845
Transporting prisoners	102,196	-	-	-	-	102,196
Other	473,921	-	-	-	-	473,921
Fines and forfeitures	88,038	-	-	-	-	88,038
Interest	87,336	810	37	1,671	1,697	91,551
<b>TOTAL REVENUES</b>	<b>12,529,798</b>	<b>312,491</b>	<b>909,671</b>	<b>241,671</b>	<b>1,697</b>	<b>13,995,328</b>
<b>EXPENDITURES</b>						
Current -						
Public safety:						
Personal services and related benefits	8,001,631	-	-	-	-	8,001,631
Operating services	417,676	351,007	-	-	-	768,683
Operations and maintenance	2,108,611	-	-	-	-	2,108,611
Intergovernmental transfer - APPJ	-	-	-	-	-	-
Capital outlay	886,954	-	-	-	206,393	1,093,347
Debt service:						
Principal	-	-	-	225,000	-	225,000
Interest	146	-	-	473,815	-	473,961
<b>TOTAL EXPENDITURES</b>	<b>11,415,018</b>	<b>351,007</b>	<b>-</b>	<b>698,815</b>	<b>206,393</b>	<b>12,671,233</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,114,780</b>	<b>(38,516)</b>	<b>909,671</b>	<b>(457,144)</b>	<b>(204,696)</b>	<b>1,324,095</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Sale of capital assets	22,863	-	-	-	-	22,863
Operating transfers in	858,583	-	-	696,139	379,878	1,934,600
Operating transfers out	(743,211)	-	(951,389)	(240,000)	-	(1,934,600)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>138,235</b>	<b>-</b>	<b>(951,389)</b>	<b>456,139</b>	<b>379,878</b>	<b>22,863</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>1,253,015</b>	<b>(38,516)</b>	<b>(41,718)</b>	<b>(1,005)</b>	<b>175,182</b>	<b>1,346,958</b>
<b>FUND BALANCES, BEGINNING</b>	<b>7,355,094</b>	<b>148,190</b>	<b>401,585</b>	<b>2,681</b>	<b>165</b>	<b>7,907,715</b>
<b>FUND BALANCES, ENDING</b>	<b>\$ 8,608,109</b>	<b>\$ 109,674</b>	<b>\$ 359,867</b>	<b>\$ 1,676</b>	<b>\$ 175,347</b>	<b>\$ 9,254,673</b>

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2023

NET CHANGE IN FUND BALANCE-TOTAL  
GOVERNMENTAL FUNDS \$ 1,346,958

Amounts reported for governmental activities in the statement  
of activities are different because:

Governmental funds report capital outlays as expenditures,  
however, in the statement of activities the cost of those  
assets is allocated over their estimated useful lives and  
reported as depreciation expense. This is the amount by  
which capital outlay exceeded depreciation expense:

Capital outlay	\$ 1,042,113	
Depreciation expense	<u>(1,022,288)</u>	19,825

Governmental funds report lease payments as expenditures,  
however, in the statement of activities the right to use of the  
leased asset is amortized over the life of the lease, the repayment  
reduces long-term liabilities and an interest expense is incurred:

Capital lease payments	51,228	
Capital lease interest expense	(4,209)	
Amortization expense	<u>(45,534)</u>	1,485

In the statement of activities some expenses do not require  
the use of current financial resources and therefore are not  
reported as expenditures in the governmental funds.

OPEB obligations exceed the prior year obligations		(625,384)
Current year accrued interest payable is less than the prior year payable		765
Principal payments		225,000

Certain retirement benefit expenses reported in the Statement of Activities do  
do not require the use of current financial resources and therefore are not  
reported as expenditures in the governmental funds.

(314,819)

Certain property tax revenues receivable will not be collected  
for several months after year end are not considered  
available in the governmental funds.

(279)

The governmental funds report sales of capital outlay as other revenue, where  
the statement of activities reports either a gain or loss on the sale

-

The governmental funds report certain expenditures when paid, where the  
statement of activities record expenditures in the period benefited as follows:

Prepaid service contract		1,037
Prepaid insurance		<u>2,244</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 656,832

The accompanying notes are an integral part of this statement.



ALLEN PARISH SHERIFF  
Oberlin, Louisiana

Combining Statement of Fiduciary Net Position  
Custodial Funds  
Year Ended June 30, 2023

	SHERIFF'S FUND	TAX COLLECTOR FUND	INMATE WELFARE FUND	TOTAL
<b>ASSETS</b>				
Cash	\$ 61,207	\$ -	\$ 24,253	\$ 85,460
Cash - interest bearing	382,548	11,541	41,568	435,657
Due from others	-	-	8,751	8,751
<b>TOTAL ASSETS</b>	<b>443,755</b>	<b>11,541</b>	<b>74,572</b>	<b>529,868</b>
<b>LIABILITIES</b>				
Due to inmates	-	-	44,808	44,808
Due to taxing bodies and others	443,755	11,541	29,764	485,060
<b>TOTAL LIABILITIES</b>	<b>443,755</b>	<b>11,541</b>	<b>74,572</b>	<b>529,868</b>
<b>NET POSITION</b>				
Restricted for individuals and other governments	\$ -	\$ -	\$ -	\$ -

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana

Combining Statement of Changes in Fiduciary Net Position  
Custodial Funds  
Year Ended June 30, 2023

	SHERIFF'S FUND	TAX COLLECTOR FUND	INMATE WELFARE FUND	TOTAL
<b>ADDITIONS</b>				
Sheriff's sales, suits, and seizures	\$ 120,466	\$ -	\$ -	\$ 120,466
Fines and costs	1,113,861	-	-	1,113,861
Inmates	-	-	446,498	446,498
Taxes, fees, etc., paid to tax collector	-	20,649,451	-	20,649,451
Other additions	1,326	-	19	1,345
<b>TOTAL ADDITIONS</b>	<b>1,235,653</b>	<b>20,649,451</b>	<b>446,517</b>	<b>22,331,621</b>
<b>DEDUCTIONS</b>				
Taxes, fees, etc., distributed to taxing bodies and others	-	13,958,074	-	13,958,074
Settled deposits	1,235,653	6,691,377	446,517	8,373,547
<b>TOTAL DEDUCTIONS</b>	<b>1,235,653</b>	<b>20,649,451</b>	<b>446,517</b>	<b>22,331,621</b>
Net increase (decrease) in fiduciary net position	-	-	-	-
Net position - beginning	-	-	-	-
Net position - ending	\$ -	\$ -	\$ -	\$ -

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Notes to the Financial Statements  
As of and for the Year Ended June 30, 2023

## INTRODUCTION

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

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

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

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

The accounting and reporting policies of the Allen Parish Sheriff (Sheriff) conform to accounting principles generally accepted in the United States of America as applicable to governments. Such accounting and reporting procedures conform to the requirements of the industry audit guide, *Audits of State and Local Governmental Units*.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Reporting Entity

For financial reporting purposes, the Sheriff includes all funds, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish police jury as required by Louisiana law, the Sheriff is financially independent.

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

#### B. Basis of Presentation

The accompanying financial statements of the Allen Parish Sheriff have been prepared in conformity with generally accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation (Continued)**

Government-Wide Financial Statement (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources 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, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with professional standards.

The statement of activities presents a comparison between direct expenses and program revenues for the Sheriff's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the Sheriff, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the Sheriff are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistently with legal and managerial requirements.

The various funds of the Sheriff are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the Sheriff or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The Sheriff reports the following governmental funds:

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

E-911 Special Revenue Fund-The E-911 Special Revenue Fund was established for the purpose of maintaining and operating the enhanced 911 emergency telephone system for the parish. The Sheriff signed an intergovernmental agreement with the Allen Parish Police Jury on October 31, 1997 and assumed responsibility for the operation of the Allen Parish enhanced 911 services. Revenue to operate the service comes from a telephone service charge on local telephone service supplied within the parish.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation (Continued)**

Coushatta Tribe of Louisiana Community Grant Fund - The Coushatta Tribe of Louisiana Community Grant Fund was established to account for the receipt and disbursement of grant revenue received from the Coushatta Tribe of Louisiana.

The Debt Service Fund accounts for transactions relating to resources retained and used for the payment of principal and interest on long-term obligations.

Capital Projects Fund is used to account for resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

**Fiduciary (Custodial) Funds**

The Sheriffs' fiduciary funds are presented in the fiduciary fund financial statement by type. The funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections), the welfare of inmates in the parish jail, and for deposits held pending court action. These funds are custodial in nature. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Sheriff's own programs.

**C. Measurement Focus/Basis of Accounting**

The amounts reflected in the governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financial sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Sheriff's operations.

The amounts reflected in the governmental 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. Property taxes, sales taxes, and interest are considered to be susceptible to accrual. 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.

The government-wide financial statements utilize an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net position.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. Measurement Focus/Basis of Accounting (Continued)**

In the government-wide statement of net position and statement of activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gain, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Revenues

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

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

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

Expenditures

The Sheriff's primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased. Debt service expenditures are recorded only when due.

Unearned Revenues

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

Other Financing Sources

Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) when the transfer is authorized by the Sheriff.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Budget Practices**

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

1. Formal budgeting is employed as a management control device during the year for the general and special revenue funds. These budgets are adopted on a basis consistent with generally accepted accounting principles.
2. The Sheriff prepares a proposed budget no later than fifteen days prior to the beginning of each fiscal year.
3. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
4. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
5. After holding the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
6. All budgetary appropriations lapse at the end of each fiscal year.
7. Any budgetary amendments must be approved by the Sheriff and are published in the official journal. Budget amounts included in the accompanying financial statements include the original adopted budget and the final amendment, if any.

**E. Cash and Interest-Bearing Deposits**

Cash and interest-bearing deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost, which approximates market. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

**F. Investments**

Under state law, the Sheriff may deposit funds with a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Sheriff may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool (LAMP), a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

**G. Prepaid Expenditures**

Payments made to vendors for services that will benefit periods beyond June 30, 2023 are recorded as prepaid items. The prepaid items that existed at June 30, 2023 consisted of insurance payments and a maintenance contract.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**H. Short-Term Interfund Receivables and Payables**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

**I. Capital Assets**

Capital assets are capitalized at historical cost or estimated cost if historical 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 \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

All capital assets, other than land and construction in progress, are depreciated using the straight-line method over the following useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings and improvements	25-40 years
Equipment and furniture	5-12 years
Vehicles	5 years

**J. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**K. Long-Term Debt**

The accounting treatment of long-term debt depends on whether the assets are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. The long-term debt consists of revenue bonds payable and capital leases payable.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

**L. Compensated Absences**

After six months of service, employees of the Sheriff's office are granted from one to three weeks of non-cumulative vacation leave annually. Sick leave is granted at the discretion of the Sheriff. At June 30, 2023, the Sheriff had no vested leave benefits required to be reported in accordance with generally accepted accounting principles.



**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**M. Equity Classifications**

Government-wide statements –

Equity is classified as net position and displayed in three components:

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

When both restricted and unrestricted resources are available for use it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

As of June 30, 2023, the Sheriff had \$686,777 in restricted net position for public safety, debt service, and capital outlay.

Fund financial statements –

Governmental fund equity is classified as fund balance. As such, fund balance of the governmental funds are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed - amounts that can be used only for the specific purposes determined by a formal decision of the Sheriff, which is the highest level of decision-making authority. Commitments cannot be used for any other purpose unless the same action/person that established them decides to modify or remove them.
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Amounts can only be assigned by the Sheriff.
5. Unassigned – all other spendable amounts.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**M. Equity Classifications (Continued)**

When an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available, the Sheriff considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Sheriff considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Sheriff has provided otherwise in its commitment or assignment actions.

As of June 30, 2023, the Sheriff did not have any non-spendable, assigned, or committed fund balances. The Sheriff had a restricted fund balance in the general fund of \$40,213 for public safety, a restricted fund balance in the E-911 fund of \$109,674 for public safety, a restricted fund balance in the Coushatta Tribe of Louisiana Community Grant Fund of \$359,867 for public safety, a restricted fund balance in the Debt Service Fund of \$1,676 for debt service, and a restricted fund balance in the Capital Projects Fund of \$175,347 for capital outlay.

**N. Estimates**

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

**O. Interfund Transactions**

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers.

**P. 1% Sales and Use Tax**

Proceeds of the 1% sales tax and use tax levied by the Sheriff can be used for most operational expenditures. This tax does not expire.

**2. CASH AND INVESTMENTS**

Custodial credit risk is the risk that in the event of a bank failure, the Sheriff’s deposits may not be returned to it.

In accordance with a fiscal agency agreement that is approved by the Allen Parish Sheriff, the Sheriff maintains demand and time deposits through local depository banks that are members of the Federal Reserve System.

Interest rate risk. The Sheriff does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of credit risk. The Sheriff places no limit on the amount the Sheriff may invest in any one issuer. The Sheriff does not have a policy for custodial credit risk.

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2023, the Sheriff has deposits with financial institutions (book balances) totaling \$8,312,413 as follows:

	Government-Wide Statement of Net Assets	Fiduciary Funds Statement of Net Assets	Total
Interest bearing deposits	\$ 7,791,296	\$ 435,657	\$ 8,226,953
Demand deposits	-	85,460	85,460
	<u>\$ 7,791,296</u>	<u>\$ 521,117</u>	<u>\$ 8,312,413</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. 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 by the pledging financial institution’s trust department or agent, in the Sheriff’s name.

Deposit balances (collected bank balances) as of June 30, 2023 are secured as follows:

At June 30, 2023, the Sheriff has \$8,784,742 in deposits (collected bank balances). These deposits are secured from risk by \$750,000 of federal deposit insurance and \$10,170,054 of pledged securities held by the pledging financial institution’s trust department or agent, in the Sheriff’s name.

**3. AD VALOREM TAXES**

The Sheriff is the ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes. Taxes are levied by the parish government in June and are actually billed to taxpayers by the Sheriff by November. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year. Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. The taxes are based on assessed values determined by the Tax Assessor of Allen Parish and are collected by the Sheriff. The taxes are remitted to the appropriate taxing bodies net of deductions for pension fund contributions.

The Sheriff has authorized and levied an ad valorem tax of 17.35 mills.

**4. RECEIVABLES**

Due From Other Governmental Units

Amounts due from other governmental units at June 30, 2023 consist of the following:

	<u>General Fund</u>
Grants	\$ 40,213
Fees, charges, and commissions for services:	
Civil and criminal fees	13,085
Feeding and keeping prisoners	824,854
School resource officer	105,742
Ad valorem taxes	2,824
Sales taxes	637,903
Miscellaneous	32,514
Total	<u>\$ 1,657,135</u>

Other Receivables

Other receivables at June 30, 2023 are as follows:

Telephone commission – E-911 Special Revenue Fund	\$ 34,532
Local source – Coushatta Tribe Community Grant Fund	204,817
Total	<u>\$ 239,349</u>

All receivables are deemed fully collectible, and accordingly, no allowance has been provided.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Notes to the Financial Statements (Continued)

**5. CAPITAL ASSETS**

A summary of changes in capital assets for the year ended June 30, 2023 follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental activities:				
Capital assets not being depreciated				
Land	\$ 106,328	\$ -	\$ -	\$ 106,328
Construction in progress	50,474	214,981	50,474	214,981
Total capital assets not being depreciated	<u>\$ 156,802</u>	<u>\$ 214,981</u>	<u>\$ 50,474</u>	<u>\$ 321,309</u>
Capital assets being depreciated				
Buildings and improvements	\$ 16,324,174	\$ 107,170	\$ -	\$ 16,431,344
Office equipment and furniture	3,367,392	218,915	-	3,586,307
Vehicles	2,337,411	551,521	252,211	2,636,721
Total capital assets being depreciated	<u>\$ 22,028,977</u>	<u>\$ 877,606</u>	<u>\$ 252,211</u>	<u>\$ 22,654,372</u>
Less accumulated depreciation for:				
Buildings and improvements	\$ (2,662,355)	\$ (424,726)	\$ -	\$ (3,087,081)
Office equipment and furniture	(2,425,419)	(314,645)	-	(2,740,064)
Vehicles	(1,551,450)	(282,917)	252,211	(1,582,156)
Total accumulated depreciation	<u>\$ (6,639,224)</u>	<u>\$ (1,022,288)</u>	<u>\$ 252,211</u>	<u>\$ (7,409,301)</u>

Depreciation expense of \$1,022,288 for the year was charged to public safety. Major additions include a license plate recognition system, jail-related upgrades, and sheriff vehicles.

**6. RIGHT-OF-USE ASSETS**

The Sheriff entered into three lease agreements for vehicles for the department in 2020 with four-year lease terms. The interest rates for the leases obtained in 2018 and 2020 range are 5.25%. During the year ending June 30, 2022, the Sheriff entered into four new lease agreements for vehicles with five-year lease terms. These lease agreements were entered into throughout the year with 5.25% interest rates. Interest expense is \$4,209 for the year ended June 30, 2023, and was charged to the Public Safety function.

Right-of-use assets and amortization activity as of and for the year ended June 30, 2023, is as follows:

Government Activities	Balance 7/1/2022	Additions	Deletions	Balance 6/30/2023
Right-of-Use Assets:				
Vehicles	\$ 233,434	\$ -	\$ (40,488)	\$ 192,946
Less, Accumulated Amortization				
Vehicles	(70,813)	(45,534)	37,115	(79,232)
Net Right-of-Use Assets	<u>\$ 162,621</u>	<u>\$ (45,534)</u>	<u>\$ (3,373)</u>	<u>\$ 113,714</u>

Amortization expense of \$45,534 was charged to the Public Safety function.

**6. RIGHT-OF-USE ASSETS (CONTINUED)**

The changes in right-of-use lease liabilities for June 30, 2023 are as follows:

Beginning Right-of-Use Liabilities	\$ 164,367
Additions	-0-
Deletions	<u>(50,392)</u>
Ending Right-of-Use Liabilities	<u>\$ 113,975</u>

The annual debt service requirements to maturity for these leases are as follows:

Year Ending	Principal	Interest	Total
<u>June 30</u>			
2024	\$ 37,211.00	\$ 4,271.00	\$ 41,482.00
2025	26,938.00	3,829.00	30,767.00
2026	25,565.00	5,202.00	30,767.00
2027	24,261.00	6,506.00	30,767.00
Total	<u>\$ 113,975.00</u>	<u>\$ 19,808.00</u>	<u>\$ 133,783.00</u>

**7. OPERATING LEASE**

On November 9, 2017, the Sheriff currently leased one vehicle used for officer transportation under a non-cancellable lease with a term of four years. The monthly fees for the lease is \$422.28 and is currently renewed on a monthly basis. The total lease expense for the year ended June 30, 2023 is \$5,067.36.

**8. LONG-TERM OBLIGATIONS**

The Sheriff's long-term obligations include debt issues for the purpose of constructing a new jail and later expanding the jail are attributable to governmental activities. The following is a summary of changes in long-term obligations for the year ended June 30, 2023.

	Revenue Bonds
Long-term obligations at beginning of year	\$ 9,075,000
Additions	-
Reductions	<u>(225,000)</u>
Long-term obligations at end of year	<u>\$ 8,850,000</u>

**8. LONG-TERM OBLIGATIONS (CONTINUED)**

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of the revenue bonds payable as of June 30, 2023:

		Revenue Bonds
Current portion	\$	235,000
Long-term portion		8,615,000
Total	\$	8,850,000

The Sheriff issued \$5,500,000 in Revenue Bonds, Series 2013, during the fiscal year ending June 30, 2015. These bonds were issued for the purpose of constructing a new jail in Allen Parish. The revenue bonds are to be retired from the payments from the Allen Parish Police Jury agreed to in the cooperative endeavor agreement with the Sheriff and the Allen Parish Law Enforcement District and from funds derived from the Coushatta Tribe of Louisiana Community Grant. The revenue bonds are secured by and payable from a pledge and dedication of the ad valorem taxes received by the Sheriff, the Coushatta Tribe of Louisiana Community Grant, and the cooperative endeavor agreement with the Allen Parish Police Jury. In the event of a default, the Sheriff agrees to pay to the Purchaser, on demand, interest on any and all amounts due and owing by the Sheriff under this Agreement.

The Sheriff issued \$5,000,000 in Revenue Bonds, Series 2017, during the fiscal year ending June 30, 2018. These bonds were issued for the purpose of expanding the jail in Allen Parish. The revenue bonds are to be retired from receipts derived from facilities owned and operated by the Allen Parish Sheriff’s Office and the Coushatta Tribe of Louisiana Community Grant. The revenue bonds are secured by and payable from a pledge of revenues derived from the facility, sinking bank account balances, dedication of the ad valorem taxes received by the Sheriff, the Coushatta Tribe of Louisiana Community Grant and mortgage on the facility and land. In the event of a default, the Sheriff agrees to pay to the Purchaser, on demand, interest on any and all amounts due and owing by the Sheriff under this Agreement.

The Sheriff had bonds outstanding at June 30, 2023 totaling \$8,850,000 which solely consisted of revenue bonds with maturities from 2024 to 2047 and interest rates from 0.10% to 6.00%. The individual issues are as follows:

Bond	Original Issue	Interest Rate	Final Payment Due	Interest to Maturity	Principal Outstanding
Revenue Bond Series 2013	\$ 5,500,000	.10 % - 5.40%	6/1/2043	\$ 2,484,823	\$ 4,275,000
Revenue Bond Series 2017	\$ 5,000,000	5.00% - 6.00%	6/1/2047	\$ 4,123,025	\$ 4,575,000

**8. LONG-TERM OBLIGATIONS (Continued)**

At June 30, 2023, the Sheriff has accumulated \$1,676 in the debt service funds for future debt requirements. The long-term debt represented by the revenue bonds are due as follows:

Year Ending June 30,	Principal	Interest	Total
2024	\$ 235,000	\$ 464,635	\$ 699,635
2025	245,000	454,840	699,840
2026	255,000	444,415	699,415
2027	265,000	433,345	698,345
2028	280,000	421,538	701,538
2029 - 2033	1,600,000	1,899,830	3,499,830
2034 - 2038	2,055,000	1,455,695	3,510,695
2039 - 2043	2,660,000	839,750	3,499,750
2044 - 2047	1,255,000	193,800	1,448,800
Total	<u>\$ 8,850,000</u>	<u>\$ 6,607,848</u>	<u>\$ 15,457,848</u>

The revenue bond agreement contains various requirements relating to reserves, sinking funds, etc. The Sheriff met all requirements for the year ended June 30, 2023.

**9. PENSION PLAN**

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund (Fund) and additions to / deductions from the Fund's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Plan description: Employees of the Sheriff are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of Sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. The Fund issues a publicly available financial report that may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 219-0500.

Benefits provided: the following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement: For members who become eligible for membership on or before December 31, 2011: Members with twelve years of creditable service may retire at age fifty-five; members with thirty years of service may retire regardless of age. The retirement allowances are equal to three and one-third percent of the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Active, contributing members with at least ten years of creditable service may retire at age sixty. The accrued normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service.



**9. PENSION PLAN (CONTINUED)**

For members whose first employment making them eligible for membership in the system began on or after January 1, 2012: Members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service, the accrual rate is three and one-third percent. The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

For a member whose first employment making him eligible for membership in the system began on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest thirty-six consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the thirty six-month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began after June 30, 2006, and before July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began on or after July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 115% of the preceding twelve-month period.

Deferred retirement benefits: The Fund does provide for deferred benefits for vested members who terminate before being eligible for retirement. Benefits become payable once the member reaches the appropriate age for retirement.

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back- DROP period. In addition, the members' Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

## 9. PENSION PLAN (CONTINUED)

Disability benefits: A member is eligible to receive disability benefits if he has at least ten years of creditable service when a non-service related disability is incurred; there are no service requirements for a service related disability. Disability benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability, or 2) the retirement benefit which would be payable assuming continued service to the earliest normal retirement age. Members who become partially disabled receive 75% of the amount payable for total disability.

Survivor's benefits: Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-two, if the child is a full-time student in good standing enrolled at a board approved or accredited school, college, or university.

Permanent benefit increases / Cost-of-living adjustments: Cost of living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost-of-living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost of living adjustments is dependent on the funded ratio.

Contributions: According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2023, the actual employer contribution rate was 11.50% with an additional 0.0% allocated from the Funding Deposit Account.

In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$307,217 and excluded from pension expense for the year ended June 30, 2023.

Employer allocations: The schedule of employer allocations reports the required projected employer contributions in addition to the employer allocation percentage. The required projected employer contributions are used to determine the proportionate relationship of each employer to all employers of Sheriffs' Pension and Relief Fund. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

**9. PENSION PLAN (CONTINUED)**

The allocation method used in determining each employer's proportion was based on the employer's projected contribution effort to the plan for the next fiscal year as compared to the total of all employers' projected contribution effort to the plan for the next fiscal year. The employers' projected contribution effort was actuarially determined by the Fund's actuary, G.S. Curran & Company.

The employers' projected contribution effort was calculated by multiplying the projected future compensation of active members in the Fund on June 30, 2022, by the next fiscal year's employers' actuarially required contribution rate. Compensation was determined as follows: 1) Actual earned compensation for active members enrolled in the Fund the entire fiscal year, plus 2) Annualized compensation for active members on June 30, 2022, enrolled in the Fund for a portion of the fiscal year. Annualized compensation was calculated using actual compensation and the employee's date of hire.

The payroll factor was actuarially determined using salary assumptions for expected net changes in active members plus expected new hires and their payroll over the next fiscal year.

Pension liabilities, Pension expense, Deferred outflows of resources, and Deferred inflows of resources related to pensions: At June 30, 2023, the Sheriff reported a liability of \$5,400,445 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2022, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the Net Pension Liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of June 30, 2023, the Sheriff's proportion was 0.664436%, which was an increase of .097688% from its proportion measured as of June 30, 2022.

As of June 30, 2023, the contractually required contributions to the pension plan payable at year end totaled \$605,294. These amounts are remitted monthly for the previous month and are equal to 11.50% of the employees' salary.

For the year ended June 30, 2023, the Sheriff recognized pension expense of \$1,295,415 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions.

As of June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	\$ 2,586,478	\$ 268,327
Net difference between projected and actual earnings on pension plan investment	-	-
Change in assumption	806,660	-
Change in proportion	442,855	-
Employer contributions made subsequent to measurement date	671,868	-
Total	<u>\$ 4,507,861</u>	<u>\$ 268,327</u>

**9. PENSION PLAN (CONTINUED)**

Deferred outflows of resources of \$671,868 related to pensions resulting from the Sheriff’s contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2024	\$ 801,651
2025	449,736
2026	1,324,832
2027	991,447
2028	-
	\$ 3,567,666

Contributions—proportionate share: Differences between contributions remitted to the Fund and the employer’s proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

Actuarial assumptions: The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees’ past periods of service, less the amount of pension plan’s fiduciary net position.

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014, through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund’s liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023:

Valuation Date	June 30, 2022
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Expected Remaining Service Lives	7 years (2016-2017), 6 years (2018-2020), 5 years (2021-2022)
Investment Rate of Return	6.85%, net of plan investment expense, including inflation
Discount Rate	6.85%
Projected Salary Increases	5.00% (2.50% inflation, 2.50% merit)
Mortality	Pub-2010 Public Retirement Plans Mortality Table for employees and retirees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2019 scale.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

**9. PENSION PLAN (CONTINUED)**

Discount rate: The discount rate used to measure the total pension liability was 6.85%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund’s actuary. Based on those assumptions, the Fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

Estimates of arithmetic real rates or return for each major asset class based on the Fund’s target asset allocation as of June 30, 2022 were as follows:

<u>Asset Class</u>	<u>Long-Term Expected Rate of Return</u>		
	<u>Target Asset Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-term Expected Portfolio Real Rate of Return</u>
Equity Securities	62%	6.61%	4.10%
Fixed Income	25	4.92	1.23
Alternative Investments	13	6.54	0.85
Totals	<u>100%</u>		<u>6.18%</u>
Inflation			<u>2.55</u>
Expected Arithmetic Nominal Return			<u>8.43%</u>

Sensitivity of the employer’s proportionate share of the net pension liability (asset) to changes in the discount rate: The following presents the Employer’s proportionate share of the Net Pension Liability using the discount rate of 6.85%, as well as what the Employer’s proportionate share of the Net Pension Liability (Asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.90%) or one percentage-point higher (7.90%) than the current rate:

	<u>Change in Discount Rate</u>		
	<u>1% Decrease</u>	<u>Current</u>	<u>1% Increase</u>
	5.85%	6.85%	7.85%
Net Pension Liability	<u>\$ 9,562,993</u>	<u>\$ 5,400,445</u>	<u>\$ 1,929,607</u>

## 9. PENSION PLAN (CONTINUED)

Change in net pension liability: The changes in the net pension liability for the year ended June 30, 2023 were recognized in the current reporting period except as follows:

- a. Differences between expected and actual experience: Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual resulted in a deferred inflow of resources in the amount of \$268,327 and deferred outflow of resources of \$2,586,478 for the year ended June 30, 2023.
- b. Differences between projected and actual investment earnings: Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The differences between projected and actual investment earnings resulted in a deferred inflow and deferred outflow of resources in the amount of \$-0- for the year ended June 30, 2023.
- c. Changes of assumptions or other inputs: Changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$806,660 or the year ended June 30, 2023.
- d. Change in proportion: Changes in employer's proportionate shares of the collective net pension liability (asset) and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in the employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The change in proportion resulted in a deferred outflow of resources in the amount of \$442,855 for the year ended June 30, 2023.

## 10. DEFERRED COMPENSATION PLAN

The Sheriff offers membership in the State of Louisiana, Public Employees Deferred Compensation Plan, a qualified retirement plan under section 457 of the Internal Revenue Code administered by Great West Life and Annuity Insurance Company.

The Louisiana Deferred Compensation Plan provides state, parish and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Participants defer federal and state income tax on their contributions. In addition, interest or earnings on the account accumulates tax-deferred. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Allen Parish Sheriffs' Office does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the current fiscal year, the Sheriff elected to match 0% to 100% of contributions for employees depending on years of service. The contribution match increases by 100% after two years of service. During the current year, the Sheriff's contribution was \$81,960.

The Plan is administered by Great-West Life and Annuity Insurance Company; 2237 South Acadian Thruway Suite 702; Baton Rouge, LA 70808; (800)937-7604 or (225)926-8086.

## **11. LITIGATION & CLAIMS**

As of June 30, 2023, there were outstanding suits seeking damages against the Sheriff. Although the outcome of these suits is not presently determinable, the opinion of the Sheriff and legal counsel is that resolution of this matter would not create a liability in excess of insurance coverage that would have a material adverse effect on the financial condition of the Sheriff.

## **12. LOUISIANA LEGISLATIVE AUDITOR PROJECT**

The Louisiana Legislative Auditor is currently performing a project related to the Allen Parish Sheriff. The project is not completed and the effect of the project on the financial statements is not known at the date of the audit report.

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

Part of the Sheriff's office is located in the parish courthouse and parish jail. The Allen Parish Police Jury, as required by statute, pays the cost of maintaining and operating the parish courthouse and the parish jail. These expenditures are not included in the accompanying basic financial statements.

## **14. RISK MANAGEMENT**

The Sheriff is exposed to risks of loss in the areas of auto liability, professional law enforcement liability, and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

## **15. POST RETIREMENT BENEFITS OTHER THAN PENSION**

The adoption date for the new GASB 75 OPEB accounting standard was for Fiscal Year beginning July 1, 2017. The standard sets the method for determining the Sheriff's Total and Net OPEB Liability. Changes in benefit terms are recognized immediately. Changes in assumptions and experience gains/losses are amortized over the average remaining service of active employees and inactive participants. Investment gains/losses are amortized over five years.

Plan Description- The Sheriff contributes to a single-employer defined benefit health care plan ("the Retiree Health Plan"). The plan provides certain healthcare and life insurance benefits for eligible retirees and their spouses through the Sheriff's group health insurance plan, which covers both active and retired members. Pursuant to LA Revised Statute 33:1448(G), the Sheriff is required to pay 100% of the premiums on group health insurance for individual coverage for retirees hired prior to July 1, 2015. For retirees hired on or after that date the Sheriff pays 50% to 100% of the individual coverage depending on the years of service at retirement. Retirees may choose to continue coverage for their dependents at the retiree's expense. Dental and vision benefits are provided with no contribution for individual coverage. A life insurance benefit of 2 ½ times final salary is provided at retirement prior to the age of 65. Amounts are reduced to 75% of the original amount at age 65 and 50% of the original amount at age 70. A \$10,000 benefit is provided to the spouse. No retiree contribution is required. The Sheriff has the authority to establish and amend the benefit provisions of the plan. The plan does not issue a publicly available financial report.

Funding Policy- The monthly premiums for the retiree are paid by the Sheriff. The Sheriff recognizes the cost of providing these benefits as expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you-go basis and assets are not accumulated in a trust to pay related benefits. The Sheriff retains an obligation for benefits in the event of the insurance company's insolvency.

**15. POST RETIREMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

Actuarial Methods and Assumptions

The Total OPEB Liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified.

<b>Actuarial Method</b>	Individual Entry Age Normal Cost Method – Level Percentage of Projected Salary.
<b>Service Cost</b>	Determined for each employee as the Actuarial Present Value of Benefits allocated to the valuation year. The benefit attributed to the valuation year is that incremental portion of the total projected benefit earned during the year in accordance with the plan’s benefit formula. This allocation is based on each participant’s service between date of hire and date of expected termination.
<b>Total OPEB Liability</b>	The Actuarial Present Value of Benefits allocated to all periods prior to the valuation year.
<b>Discount Rate</b>	3.54% (1.04% real rate of return plus 2.50% inflation). This is a change from 2.21% previous discount rate utilized. The discount rate is based on a long-term expected rate of return on a tax-exempt, high quality municipal bond.

**Average Per Capita Claim Cost:**

Age	Medical
55	9,727
56	10,019
57	10,319
58	10,629
59	10,948
60	11,276
61	11,614
62	11,963
63	12,322
64	12,691

The annual per capita medical cost for age 65 and older is the annualized Medical supplement premium of \$4,937.04. The annual per capital dental/vision cost is a level \$345.12.

<b>Health Care Cost Trend</b>	Level 4.50% for medical and level 2.00% for dental/vision.
<b>Mortality</b>	RPH-2014 Total Table with Projection MP-2021



**15. POST RETIREMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

<b>Turnover</b>	Rates varying by year of service. Sample rates: YOS=0                      YOS=10                      YOS=>18 21.00%                      3.00%                      1.00%
<b>Disability</b>	None assumed
<b>Retirement Rates</b>	Rates vary by age from 55 to 70 with 100% retirement rate assumed at age 70 and above.
<b>Retiree Contributions</b>	Retirees hired prior to July 1, 2015 do not contribute for individual coverages. Retirees hired after that date contribute based on the years of continuous service at retirement. The retiree pays the full contribution for any elected dependent coverage.
<b>Salary Scale</b>	3.50%
<b>Data Assumptions (Coverage)</b>	100% of all retirees who currently have healthcare coverage will continue with the same coverage.  100% of all actives who currently have individual coverage will continue with individual coverage upon retirement. 30% of all actives who currently have dependent coverage will continue retiree and spouse coverage upon retirement.

OPEB Plan – Number of Employees Covered

Inactive employees currently receiving benefit payments	20
Inactive employees entitled to but not yet receiving benefit payments	-0-
Surviving Spouse	3
Active employees	<u>115</u>
Total	<u>138</u>

The employer payments for health insurance totaled \$1,054,548 during the fiscal year ending June 30, 2023. The health insurance payable totaled \$104,571 as of June 30, 2023.

**15. POST RETIREMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

Changes in Total OPEB Liability

Balance at June 30, 2022	\$ 7,397,907
Changes for the year:	
Service Cost	605,731
Interest	279,754
Change in Benefit Terms	-
Differences between expected and actual experience	-
Changes in assumptions	-
Other changes	-
Contributions-employer	-
Net investment income	-
Benefit payments	(201,969)
Administrative Expense	-
Net change in total OPEB liability	<u>683,516</u>
Balance at June 30, 2023	<u>\$ 8,081,423</u>

Sensitivity of the Total OPEB Liability

The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current discount rate.

	1% Decrease	No Change	1% Increase
	<u>2.54%</u>	<u>3.54%</u>	<u>4.54%</u>
Discount rate	\$ 9,704,074	\$ 8,081,423	\$ 6,816,422
	<u>3.50%</u>	<u>4.50%</u>	<u>5.50%</u>
Healthcare cost trend rates	\$ 6,935,272	\$ 8,081,423	\$ 9,628,382

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

OPEB Expense	
Service Cost as of July 1, 2022	\$ 605,731
Interest Cost (including interest on Service Cost)	279,754
Change in Benefit terms	-
Current Recognized Deferred Outflows/(Inflows)	-
Differences between expected and actual experience	25,747
Changes in assumptions or other inputs	(83,879)
Difference of Projected Investment Earnings	-
Total OPEB Expense	<u>\$ 827,353</u>

**15. POST RETIREMENT BENEFITS OTHER THAN PENSION (CONTINUED)**

At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 212,073	\$ -
Changes of assumptions/inputs	676,705	(1,765,222)
Net difference between projected and actual investments	-	-
Total	<u>\$ 888,778</u>	<u>\$ (1,765,222)</u>

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

Year Ended June 30:	
2024	\$ (58,132)
2025	(58,132)
2026	(58,132)
2027	(58,132)
2028	(58,132)
Thereafter	\$ (585,784)

**16. SUBSEQUENT EVENT REVIEW**

The Sheriff has evaluated subsequent events through the date of the audit report, the date which the financial statements were available to be issued.

**17. REPORTING REQUIREMENTS FOR WIRELESS E911 SERVICE**

In accordance with LRS (R.S.) 33:9101 through 9131 the Sheriff reports the following required information:

- Total emergency telephone service charges collected for the year were \$311,681.
- E911 sign purchases totaled \$7,747.

**18. COMMITMENT**

On April 19, 2013 the Sheriff entered into a cooperative endeavor agreement with the Allen Parish Police Jury and the Allen Parish Law Enforcement District for the housing of parish inmates and the construction and operation of a new facility to replace the current jail owned by the police jury. The police jury shall pay a maximum annual fee of \$240,000 or a minimum annual fee representing the actual payment amount which the District owes in regard to the new facility. The fee shall be paid by the police jury beginning in the fiscal year in which construction begins. Once the District’s loan obligations are paid off, the police jury no longer will be required to make any payments to the District. The police jury will then have the right to lease said facility for a term of 99 years for \$1 and other valuable considerations. Construction began during 2014 and was completed in 2016. Also, included in the cooperate endeavor agreement with the Allen Parish Police Jury is the provision to split all profits made from the housing of state, local, or federal prisoners on a 50/50 basis. During fiscal year ending June 30, 2023, the Sheriff did not make payments to the Allen Parish Police Jury from the housing of U.S. Immigration and Customs Enforcement (ICE) inmates.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Notes to the Financial Statements (Continued)

**19. EX-OFFICIO TAX COLLECTOR**

The amount of cash on hand at the end of the year was \$11,541.

1. The amount of taxes collected for the current year is as follows:

<u>Taxing Authority</u>	<u>Taxes Collected</u>
Allen Parish Ambulance Service District No. 1	\$ 574,848
Fire Protection District No. 2	132,779
Fire Protection District No. 3	66,828
Fire Protection District No. 4	210,464
Fire Protection District No. 5	231,450
Fire Protection District No. 6	500,798
Bayou Blue Gravity Drainage District No. 1	159,766
Kinder Gravity Drainage District No. 2	90,542
Allen Parish Hospital Service District	920,583
Allen Parish Library	1,394,170
Allen Parish Mosquito Abatement District	1,031,764
Allen Parish Police Jury	4,345,706
Recreation District No. 1 (Oakdale)	186,804
Recreation District No. 2 (Kinder)	160,275
Recreation District No. 3 (Elizabeth)	29,010
Recreation District No. 5 (Oberlin)	65,395
Recreation District No. 6 (Reeves)	272,938
Allen Parish School Board	6,193,869
Allen Parish Sheriff	2,236,347
Allen Parish Tax Assessor	677,095
Jefferson Davis Parish School Board	135,699
Louisiana Department of Agriculture & Forestry	21,249
Louisiana Tax Commission	14,103
Town of Kinder	210,291
Totals	<u>\$ 19,862,773</u>

2. The amount of taxes assessed and uncollected is as follows:

<u>Taxing Authority</u>	<u>Taxes Uncollected</u>
Allen Parish Ambulance Service District No. 1	\$ 2,638
Fire Protection District No. 2	1,566
Fire Protection District No. 4	290
Fire Protection District No. 5	1,164
Fire Protection District No. 6	2
Bayou Blue Gravity Drainage District No. 1	361
Kinder Gravity Drainage District No. 2	153
Allen Parish Hospital Service District	4,224
Allen Parish Library	3,231
Allen Parish Mosquito Abatement District	2,391
Allen Parish Police Jury	16,016
Recreation District No. 1 (Oakdale)	89
Recreation District No. 2 (Kinder)	196
Recreation District No. 5 (Oberlin)	329
Recreation District No. 6 (Reeves)	3,220
Allen Parish School Board	14,571
Allen Parish Sheriff	5,183
Allen Parish Tax Assessor	1,569
Jefferson Davis Parish School Board	9
Louisiana Department of Agriculture & Forestry	1
Town of Kinder	581
Totals	<u>\$ 57,784</u>

**19. EX-OFFICIO TAX COLLECTOR (CONTINUED)**

Approximately 0.3% of the total tax levied has yet to be collected. Reasons for not collecting include:

- Adjudications
- Bankruptcies
- NSF payments
- Dual assessments
- Assessments under review
- Insufficient notice on tax sale
- Businesses closed
- Pending court cases

**20. OCCUPATIONAL LICENSES COLLECTED**

Collections settled during the year for occupational licenses and beer/liquor licenses are as follows:

	Collected	Collection Cost	Settled	Unsettled
Allen Parish Police Jury-				
Occupational	\$ 145,072	\$ (21,761)	\$ (123,211)	\$ 100
Beer/liquor	375	(56)	(319)	-
Allen Parish Sheriff-				
Commission	-	21,817	(21,802)	15
<b>Total</b>	<b>\$ 145,447</b>	<b>\$ -</b>	<b>\$ (145,332)</b>	<b>\$ 115</b>

**21. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES**

As of June 30, 2023 the Sheriff had deferred outflows of resources in the government-wide financial statements totaling \$5,396,639 and deferred inflows of resources in the government-wide financial statements totaling \$2,033,549. See Note 9 and Note 15 for additional disclosures.

Unavailable revenues are reported in governmental funds and represent revenue received more than 60 days following year end (and, therefore, unavailable to pay liabilities of the current period). Unavailable revenue received after 60 days is fully recognized as revenue in the government-wide financial statements. As of June 30, 2023, governmental funds' revenues that have been earned but are unavailable are \$1,437.

**22. DISTRIBUTION OF STATE REVENUE SHARING FUNDS**

Collections settled during the year for state revenue sharing funds are as follows:

	Collected	Settled	Unsettled
Allen Parish School Board	\$ 76,592	\$ 76,592	\$ -
Allen Parish Police Jury	159,190	159,190	-
Allen Parish Sheriff	129,964	129,964	-
Allen Parish Library	48,803	48,803	-
Recreation District No. 3 (Elizabeth)	1,987	1,987	-
Recreation District No. 1 (Oakdale)	2,682	2,682	-
Allen Parish Tax Assessor	36,500	36,500	-
Jefferson Davis Parish School Board	1,845	1,845	-
Pension Funds	9,485	9,485	-
<b>Total</b>	<b>\$ 467,048</b>	<b>\$ 467,048</b>	<b>\$ -</b>

**23. CHANGES IN GENERAL LONG-TERM LIABILITIES**

The following is a summary of the long-term liability transactions during the year:

	Beginning of Year	Additions	Reductions	End of Year	Amounts Due Within One Year
Net Pension Liability/(Asset)	\$ (280,852)	\$ 5,681,297	\$ -0-	\$ 5,400,445	\$ -
OPEB Liability	7,397,907	683,516	-0-	8,081,423	-

**24. CONSTRUCTION COMMITMENT**

As of June 30, 2023, the Sheriff had one uncompleted construction contract relating to a paved area improvement project in the capital projects fund. As of June 30, 2023, the total paved area improvement project costs equal \$214,981. The Sheriff expects the total cost of this paved area improvement project to reach \$423,551 and to be completed in October 2023.

REQUIRED SUPPLEMENTARY INFORMATION

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Budgetary Comparison Schedule-General Fund  
For the Year Ended June 30, 2023

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE FAVORABLE (UNFAVORABLE)
	ORIGINAL	FINAL		
<b>REVENUES</b>				
Ad valorem taxes	\$ 2,150,000	\$ 2,246,893	\$ 2,217,290	\$ (29,603)
Sales taxes	3,000,000	3,566,189	3,638,866	72,677
Intergovernmental revenues -				
Federal grants	100,000	160,994	75,321	(85,673)
State grants	100,000	160,995	145,395	(15,600)
State revenue sharing	130,000	129,964	129,964	-
State supplemental pay	240,000	313,606	317,738	4,132
Local sources	210,000	338,317	218,961	(119,356)
Fees, charges, and commissions for services:				
Civil and criminal fees	357,000	380,226	146,639	(233,587)
Court attendance	11,500	11,342	11,288	(54)
Feeding and keeping prisoners	4,600,000	4,900,434	4,876,845	(23,589)
Transporting prisoners	20,000	16,117	102,196	86,079
Fines and forfeitures	7,500	12,563	88,038	75,475
Other	22,500	37,130	473,921	436,791
Interest earnings	20,000	29,360	87,336	57,976
TOTAL REVENUES	<u>10,968,500</u>	<u>12,304,130</u>	<u>12,529,798</u>	<u>225,668</u>
<b>EXPENDITURES</b>				
Current -				
Public safety:				
Personal services and related benefits	6,876,074	7,986,377	8,001,631	(15,254)
Operating services	365,000	394,463	417,676	(23,213)
Operations and maintenance	1,526,900	2,116,680	2,100,121	16,559
Travel and other charges	9,000	8,991	8,490	501
Intergovernmental transfer - APPJ	-	-	-	-
Capital outlays	330,000	699,240	886,954	(187,714)
Debt service:				
Principal	-	-	-	-
Interest	-	160	146	14
TOTAL EXPENDITURES	<u>9,106,974</u>	<u>11,205,911</u>	<u>11,415,018</u>	<u>(209,107)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	<u>1,861,526</u>	<u>1,098,219</u>	<u>1,114,780</u>	<u>16,561</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Sales of capital assets	20,000	-	22,863	22,863
Operating transfers in	225,000	870,430	858,583	(11,847)
Operating transfers out	(363,333)	(746,211)	(743,211)	3,000
Total other financing sources (uses)	<u>(118,333)</u>	<u>124,219</u>	<u>138,235</u>	<u>14,016</u>
NET CHANGE IN FUND BALANCE	<u>1,743,193</u>	<u>1,222,438</u>	<u>1,253,015</u>	<u>30,577</u>
FUND BALANCE, BEGINNING	<u>7,355,094</u>	<u>7,355,094</u>	<u>7,355,094</u>	<u>-</u>
FUND BALANCE, ENDING	<u>\$ 9,098,287</u>	<u>\$ 8,577,532</u>	<u>\$ 8,608,109</u>	<u>\$ 30,577</u>

See Independent Auditor's Report.



ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
GENERAL FUND EXPENDITURES  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2023

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE
	ORIGINAL	FINAL		FAVORABLE (UNFAVORABLE)
Current				
Public safety:				
Personal services and related benefits:				
Sheriff salary	\$ 182,574	\$ 170,579	\$ 189,523	\$ (18,944)
Deputies' salary	4,214,000	5,249,378	5,268,240	(18,862)
Hospitalization and life insurance	1,200,000	1,190,730	1,096,265	94,465
Pension, deferred compensation, and payroll taxes	1,279,500	1,375,690	1,447,603	(71,913)
<b>TOTAL PERSONAL SERVICES AND RELATED BENEFITS</b>	<b>6,876,074</b>	<b>7,986,377</b>	<b>8,001,631</b>	<b>(15,254)</b>
Operating services:				
Auto insurance	80,000	83,172	83,172	-
Collection expense - sales tax	60,000	71,324	72,777	(1,453)
Other liability insurance	135,000	133,682	147,379	(13,697)
Dues and subscriptions	-	-	8,038	(8,038)
Building insurance	50,000	58,735	58,735	-
Professional fees	40,000	47,550	47,575	(25)
<b>TOTAL OPERATING SERVICES</b>	<b>365,000</b>	<b>394,463</b>	<b>417,676</b>	<b>(23,213)</b>
Operations and maintenance:				
Auto fuel and oil	200,000	256,635	258,386	(1,751)
Auto maintenance	70,000	163,436	46,702	116,734
Contract labor	120,000	106,584	109,275	(2,691)
Criminal investigation expenditures	500	600	1,013	(413)
Deputy supplies	20,000	29,786	27,135	2,651
Dues and subscriptions	25,000	30,315	29,910	405
Juvenile	5,000	5,820	5,753	67
Office supplies	107,000	174,692	189,803	(15,111)
Prisoner feeding and maintenance	510,000	705,266	812,052	(106,786)
Radio operation and maintenance	20,000	11,850	22,047	(10,197)
Tax notices	20,000	21,395	32,825	(11,430)
Telephone	95,500	162,851	168,000	(5,149)
Training	12,000	11,992	11,738	254
Repairs and maintenance	85,000	158,291	107,281	51,010
Utilities	175,000	219,132	215,787	3,345
Other	61,900	58,035	62,414	(4,379)
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>1,526,900</b>	<b>2,116,680</b>	<b>2,100,121</b>	<b>16,559</b>
Travel	9,000	8,991	8,490	501
Intergovernmental transfer - APPJ	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL TRANSFER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Capital Outlays:				
Equipment and automobiles	330,000	699,240	886,954	(187,714)
<b>TOTAL CAPITAL OUTLAYS</b>	<b>330,000</b>	<b>699,240</b>	<b>886,954</b>	<b>(187,714)</b>
Debt Service:				
Principal	-	-	-	-
Interest	-	160	146	14
<b>TOTAL DEBT SERVICES</b>	<b>-</b>	<b>160</b>	<b>146</b>	<b>14</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,106,974</b>	<b>\$ 11,205,911</b>	<b>\$ 11,415,018</b>	<b>\$ (209,107)</b>

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
E-911 SPECIAL REVENUE FUND  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2023

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE
	ORIGINAL	FINAL		FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Commissions - telephone	\$ 301,000	\$ 311,500	\$ 311,681	\$ 181
Interest income	-	-	810	810
<b>TOTAL REVENUES</b>	<u>301,000</u>	<u>311,500</u>	<u>312,491</u>	<u>991</u>
<b>EXPENDITURES</b>				
Current -				
Public safety:				
Operating services	325,000	358,230	351,007	7,223
Operations and maintenance	-	-	-	-
Capital outlay	-	-	-	-
Debt service:				
Principal	-	-	-	-
Interest	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>325,000</u>	<u>358,230</u>	<u>351,007</u>	<u>7,223</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(24,000)</u>	<u>(46,730)</u>	<u>(38,516)</u>	<u>8,214</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<u>(24,000)</u>	<u>(46,730)</u>	<u>(38,516)</u>	<u>8,214</u>
<b>FUND BALANCE, BEGINNING</b>	<u>148,190</u>	<u>148,190</u>	<u>148,190</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 124,190</u>	<u>\$ 101,460</u>	<u>\$ 109,674</u>	<u>\$ 8,214</u>

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
COUSHATTA TRIBE OF LOUISIANA COMMUNITY GRANT FUND  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2023

	BUDGETED AMOUNTS		ACTUAL AMOUNTS	VARIANCE
	ORIGINAL	FINAL		FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Grant revenue	\$ 1,000,000	\$ 909,634	\$ 909,634	\$ -
Interest income	-	-	37	37
<b>TOTAL REVENUES</b>	<u>1,000,000</u>	<u>909,634</u>	<u>909,671</u>	<u>37</u>
<b>EXPENDITURES</b>				
Current -				
Capital outlay	200,000	164,113	-	164,113
<b>TOTAL EXPENDITURES</b>	<u>200,000</u>	<u>164,113</u>	<u>-</u>	<u>164,113</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>800,000</u>	<u>745,521</u>	<u>909,671</u>	<u>164,150</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers out	(898,683)	(963,236)	(951,389)	11,847
Total other financing sources (uses)	<u>(898,683)</u>	<u>(963,236)</u>	<u>(951,389)</u>	<u>11,847</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<u>(98,683)</u>	<u>(217,715)</u>	<u>(41,718)</u>	<u>175,997</u>
<b>FUND BALANCE, BEGINNING</b>	<u>401,585</u>	<u>401,585</u>	<u>401,585</u>	<u>-</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 302,902</u>	<u>\$ 183,870</u>	<u>\$ 359,867</u>	<u>\$ 175,997</u>

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Schedule of Changes to Total OPEB Liability and Related Ratios  
For the Year Ended June 30, 2023

Total OPEB Liability	2018	2019	2020	2021	2022	2023
Service cost	\$ 388,139	\$ 403,199	\$ 403,199	\$ 665,596	\$ 665,596	\$ 605,731
Interest	220,805	223,137	256,634	189,161	203,922	279,754
Plan amendments	-	-	-	-	-	-
Differences between expected and actual	-	-	13,766	-	252,739	-
Changes in assumptions or other inputs	-	-	1,180,769	-	(2,185,012)	-
Benefit payments	(160,702)	(160,702)	(171,710)	(171,710)	(201,969)	(201,969)
Net Change in Total OPEB Liability	448,242	465,634	1,682,658	683,047	(1,264,724)	683,516
Total OPEB Liability - beginning	5,383,050	5,831,292	6,296,926	7,979,584	8,662,631	7,397,907
Total OPEB Liability - ending	5,831,292	6,296,926	7,979,584	8,662,631	7,397,907	8,081,423
Covered Employee Payroll	\$ 2,733,557	\$ 2,817,725	\$ 3,191,716	\$ 4,022,779	\$ 4,167,863	\$ 5,145,128
Total OPEB Liability as a percentage of covered employee payroll	213.32%	223.48%	250.01%	215.34%	177.50%	157.07%
Discount Rate	3.88%	3.88%	2.21%	2.21%	3.54%	3.54%

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

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Schedule of Employer's Share of Net Pension Liability  
For the Year Ended June 30, 2023

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
2015	0.356529%	\$ 1,411,857	\$ 2,487,829	56.75%	87.34%
2016	0.375229%	\$ 1,672,590	\$ 2,738,487	61.08%	86.61%
2017	0.402352%	\$ 2,553,686	\$ 3,331,611	76.65%	82.09%
2018	0.479018%	\$ 2,074,279	\$ 2,749,100	75.45%	88.48%
2019	0.498750%	\$ 1,912,531	\$ 3,576,172	53.48%	90.41%
2020	0.571444%	\$ 2,437,042	\$ 4,142,933	58.82%	88.91%
2021	0.561164%	\$ 3,883,902	\$ 4,115,653	94.37%	84.73%
2022	0.566748%	\$ (280,852)	\$ 4,767,931	-5.89%	-1.01%
2023	0.664436%	\$ 5,400,445	\$ 5,842,330	92.44%	83.90%

\* The amounts presented have a measurement date of the previous fiscal year end.

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

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Schedule of Employer Contributions  
For the Year Ended June 30, 2023

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2015	\$ 354,253	\$ 354,253	\$ -	\$ 2,487,829	14.25%
2016	\$ 354,516	\$ 393,674	\$ (39,158)	\$ 2,738,487	14.38%
2017	\$ 377,832	\$ 445,318	\$ (67,486)	\$ 3,331,611	13.37%
2018	\$ 350,510	\$ 437,677	\$ (87,167)	\$ 2,749,100	15.92%
2019	\$ 438,081	\$ 441,022	\$ (2,941)	\$ 3,576,172	12.33%
2020	\$ 508,623	\$ 508,623	\$ -	\$ 4,142,933	12.28%
2021	\$ 535,806	\$ 535,806	\$ -	\$ 4,115,655	13.02%
2022	\$ 603,782	\$ 603,782	\$ -	\$ 4,767,931	12.66%
2023	\$ 671,868	\$ 671,868	\$ -	\$ 5,842,330	11.50%

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

See Independent Auditor's Report.

Allen Parish Sheriff  
Oberlin, Louisiana  
Notes to the Required Supplementary Information  
For the Year Ended June 30, 2023

(1) Budgets and Budgetary Accounting

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

1. The chief financial officer prepares a proposed budget for the general and special revenue funds and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Sheriff.

(2) Pension Plan

Changes of Assumptions- Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plan.

(3) Other Postemployment Benefits

Benefit Changes- There were no changes of benefit terms for the year ended June 30, 2023.

Changes of Assumptions- There were no changes of assumptions for the year ended June 30, 2023. A discount rate of 3.54% was used in 2023.

(4) There were No Excess of Expenditures over Appropriations

OTHER SUPPLEMENTARY INFORMATION



ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Justice System Funding Schedule - Collecting/Disbursing Entity  
As required by Act 87 of 2020 Regular Legislative Session  
For the Year Ended June 30, 2023

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Cash basis presentation		
Beginning balance of amounts collected (i.e. cash on hand)	\$ 265,438	\$ 407,602
Add: Collections		
Civil fees	293,898	322,291
Bond fees	16,500	11,800
Asset forfeiture/sale	-	-
Criminal Court costs/fees	111,247	136,557
Criminal fines - other	96,019	116,073
Restitution	4,814	9,825
Interest earnings on collected balances	343	2,573
Other	64,056	50,082
Total Collections	<u>586,877</u>	<u>649,201</u>
Less: Disbursements to governments and non-profits		
Allen Parish Clerk of Court - Criminal Court costs/fees	12,351	15,030
Allen Parish Clerk of Court - Bond fees	444	324
Allen Outreach - Criminal Court costs/fees	100	-
Allen Parish Coroner - Criminal Court costs/fees	790	936
Southwest Crime Lab - Criminal Court costs/fees	25,367	29,496
Southwest Crime Lab - bond filing fee-other	414	324
Allen Parish Crimestoppers - costs	1,064	1,398
Allen Parish Police Jury - Criminal Court fund-costs	4,174	4,833
Allen Parish Police Jury - Criminal Court fund-fines	71,081	86,597
Allen Parish Police Jury - Criminal Court fund-other	880	1,280
Allen Parish District Attorney - Criminal Court costs/fees	13,836	17,275
Allen Parish District Attorney - Criminal Court fines	12,609	14,666
Allen Parish District Attorney - bond fees	15,461	11,738
Louisiana Commission of Law Enforcement - Criminal Court cost/fees	150	266
DHH-TH/SCI, Head and Spinal - Criminal Court costs/fees	1,931	2,410
Allen Parish Indigent Defender Board - costs	28,344	36,266
Allen Parish Indigent Defender Board - bond fees	14,076	10,728
Town of Oberlin - Criminal Court costs/fees	75	-
Town of Kinder - Criminal Court costs/fees	-	75
Judicial Expense Fund - Criminal Court costs/fees	6,455	8,174
Judicial Expense Fund - bond fees	13,662	10,404
Judicial Admin, Supreme Court of LA - Criminal Court costs/fees	267	351
Treasurer, State of Louisiana - Criminal Court costs/fees	1,655	2,135
Louisiana Commission of Law Enforcement - training - Criminal Court costs	1,086	1,398
Louisiana Commission of Law Enforcement - victims fund- Criminal Court costs	1,552	1,290

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Justice System Funding Schedule - Collecting/Disbursing Entity (Continued)  
As required by Act 87 of 2020 Regular Legislative Session  
For the Year Ended June 30, 2023

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Allen Parish Clerk's Office - civil fees	9,976	19,050
Rapides Parish Sheriff's Office - civil fees	234	-
Jefferson Parish Sheriff's Office - civil fees	66	60
St. Landry Parish Sheriff's Office - civil fees	77	-
Vernon Parish Clerk of Court - civil fees	309	-
Lafayette Parish Clerk of Court - civil fees	-	63
Evangeline Parish Clerk of Court - civil fees	-	69
Less: Amounts retained by collecting agency		
Amounts "self-disbursed" to collecting agency -		
Criminal Court costs	12,876	15,572
Criminal fines	12,050	14,811
Bond fees	18,471	14,255
Civil fees	55,860	71,427
Less: Disbursements to individuals/3rd party collection or processing agencies		
Restitution payments	4,814	10,197
Cash bond refunds	10,000	3,960
Civil fee refunds	694	678
Payments to 3rd party collection/processing agencies	91,466	368,043
Total Disbursements/Retainage	<u>444,717</u>	<u>775,579</u>
Ending balance of amounts collected (i.e. cash on hand)	<u>\$ 407,598</u>	<u>\$ 281,224</u>
Ending balance of "partial payments" collected, but not disbursed	-	-
Other information:		
Ending balance of total amounts assessed but not yet collected (i.e. receivable balance)	-	-
Total waivers during the fiscal period	\$ -	\$ -

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
Supplemental Information Schedule  
Community Grant Agreement-Coushatta Tribe of Louisiana  
For the Year Ended June 30, 2023

<u>Revenues:</u>	
Gaming revenue	\$ 909,634
Investment earnings	37
Total revenues	<u>909,671</u>
<u>Expenditures:</u>	
Transfer to General Fund- correctional employee salaries and jail maintenance	618,583
Transfer to Debt Service Fund- revenue bond interest payment	332,806
Total expenditures	<u>\$ 951,389</u>

See Independent Auditor's Report.

ALLEN PARISH SHERIFF  
 Schedule of Compensation, Benefits and Other Payments to Agency Head  
 or Chief Executive Officer  
 For the Year Ended June 30, 2023

Agency Head Name: \_\_\_\_\_

Douglas L. Hebert, III

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 170,579
Benefits-insurance	10,089
Benefits-retirement	47,824
Expense account	18,953
Deferred compensation	9,100
Vehicle provided by government	-
Per diem	337
Reimbursements	-
Travel	524
Registration fees	385
Conference travel	1,751
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-

See Independent Auditor's Report.

**STATE OF LOUISIANA**

**PARISH OF ALLEN**

**AFFIDAVIT  
DOUGLAS L. HEBERT, III  
SHERIFF OF ALLEN PARISH**

BEFORE ME, the undersigned authority, personally came and appeared DOUGLAS L. HEBERT, III, Sheriff of Allen Parish, Louisiana, who after being duly sworn, deposed and said:

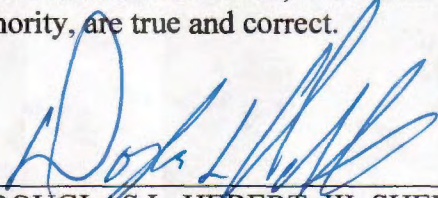
The following information is true and correct:

\$11,540.81 is the amount of cash on hand in the tax collector bank accounts on June 30, 2023.

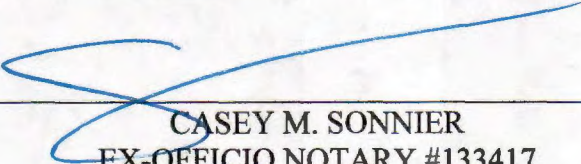
HE FURTHER deposed and said:

All itemized statements of the amount of taxes collected for tax year 2022, by taxing authority, are true and correct.

All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct.

  
\_\_\_\_\_  
DOUGLAS L. HEBERT, III, SHERIFF  
ALLEN PARISH, LOUISIANA

SWORN TO AND SUBSCRIBED, before me, Notary Public, this 17<sup>th</sup> day of November, 2023, in my office in Oberlin, Allen Parish, Louisiana.

  
\_\_\_\_\_  
CASEY M. SONNIER  
EX-OFFICIO NOTARY #133417  
My Commission Expires: With Term

INTERNAL CONTROL, COMPLIANCE, AND OTHER INFORMATION

# STEVEN M. DEROUEN & ASSOCIATES, LLC

*Certified Public Accountants*

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## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Douglas L. Hebert, III  
Allen Parish Sheriff  
Oberlin, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Allen Parish Sheriff as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Allen Parish Sheriff's basic financial statements and have issued our report thereon dated December 22, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Allen Parish Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Allen Parish Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Allen Parish Sheriff's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be significant deficiencies. See items 2023-001 and 2023-002.

### **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

*Steven M. DeRouen & Associates, LLC*

Lake Charles, Louisiana  
December 22, 2023



**Section I - Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued			Unmodified
Internal control over financial reporting:			
Material weaknesses identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Significant deficiency identified not considered to be material weaknesses?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> None reported	
Noncompliance material to financial statements noted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Federal Awards

N/A

**No Separate Management Letter Issued**

## Section II - Financial Statement Findings

### 2023-001 Segregation of Duties

Condition:	Because of the entity's size and the limited number of accounting personnel, it is not feasible to maintain a complete segregation of duties to achieve effective internal control.
Cause:	Lack of accounting personnel.
Criteria:	Effective internal control requires adequate segregation of duties among client personnel.
Effect:	Without proper segregation of duties, errors within the financial records or fraud could go undetected.
Recommendation:	To the extent cost effective, duties should be segregated and management should attempt to mitigate this significant deficiency in internal control by supervision and review procedures.
Response:	We concur with this recommendation. Management has implemented supervision and review procedures to the extent possible.

### 2023-002 Controls Over Financial Reporting

Condition:	In our judgment, the personnel of the Allen Parish Sheriff do not have the specialized accounting training necessary to generate the financial statements, together with related notes in accordance with generally accepted accounting principles (GAAP).
Cause:	Lack of accounting personnel.
Criteria:	The Auditing Standards Board issued guidance to auditors related to entity's internal controls over financial reporting. Many small organizations rely on their auditor to generate the annual financial statements including footnotes. Auditing standards emphasize that the auditor cannot be part of your system of internal control over financial reporting.
Effect:	Misstatements in financial statements could go undetected.
Recommendation:	In my judgment, due to the lack of resources available to management to correct this significant deficiency in financial reporting, we recommend management mitigate this significant deficiency in internal control by having a heightened awareness of all transactions being reported.
Response:	We concur with this recommendation. Management has implemented supervision and review procedures to the extent possible. Management will carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Schedule of Prior Year Audit Findings  
For the Year Ended June 30, 2023

**2022-001 Segregation of duties:**

Corrective Action Taken: This is an ongoing finding that cannot be corrected due lack of financial resources and the size of the entity.

**2022-002 Controls over financial reporting:**

Corrective Action Taken: This is an ongoing finding that cannot be corrected due lack of financial resources and the size of the entity.

# STEVEN M DEROUEN & ASSOCIATES LLC

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of Allen Parish Sheriff and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. Allen Parish Sheriff's management is responsible for those C/C areas identified in the SAUPs.

Allen Parish Sheriff has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### 1) *Written Policies and Procedures*

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - iii. ***Disbursements***, including processing, reviewing, and approving.

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- viii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Were any exceptions found? - Yes*

*We performed the Information Technology Disaster Recovery/Business Continuity procedure (1Axi) and discussed the results with management.*

*Exception (1Axi): The Sheriff does not have language in written policy that stipulates the required items - (3) annual reporting.*

## ***2) Board or Finance Committee***

---

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Were any exceptions found? - Yes*

*Exception (2Aiv): The Sheriff is unable to resolve the audit findings due to a lack of sufficient financial resources.*

## ***3) Bank Reconciliations***

---

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

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

*Were any exceptions found? - No*

#### ***4) Collections (excluding electronic funds transfers)***

---

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - i. Employees responsible for cash collections do not share cash drawers/registers.
  - ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
  - iii. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.

- iv. Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

*Were any exceptions found? – No*

***5) Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - ii. At least two employees are involved in processing and approving payments to vendors.
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
- C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a)



approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*Were any exceptions found? - Yes*

*Exception (5Bi): Noted some purchases do not require a second pre-purchase approval.*

#### ***6) Credit Cards/Debit Cards/Fuel Cards/P-Cards***

---

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*Were any exceptions found? - No*

#### ***7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

---

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is

complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- ii. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- iii. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Were any exceptions found? - No*

## **8) Contracts**

---

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - iii. If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

*Were any exceptions found? - No*

## **9) Payroll and Personnel**

---

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or

officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:
- i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - iii. Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - iv. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's or officials' personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*Were any exceptions found? - No*

## **10) Ethics**

---

- A. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- i. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*Were any exceptions found? - No*

### ***11) Debt Service***

---

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Were any exceptions found? - No*

### ***12) Fraud Notice***

---

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*Were any exceptions found? - No*

### ***13) Information Technology Disaster Recovery/Business Continuity***

---

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers

and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*We performed the Information Technology Disaster Recovery/Business Continuity procedures and discussed the results with management.*

#### ***14) Prevention Sexual Harassment***

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

*Were any exceptions found? - No*

#### **Management's Responses**

**1Axii - The Sheriff will include the (3) annual reporting requirement to the written Prevention of Sexual Harassment policy.**

**2Aiv – The Sheriff is unable to resolve the audit findings due to a lack of sufficient financial resources.**

**5Bi – Due to limited office personnel, the Sheriff believes it is not cost beneficial to require a second pre-purchase approval for applicable items.**

We were engaged by Allen Parish Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Allen Parish Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Steven M DeRouen & Associates LLC*

Lake Charles, Louisiana  
December 22, 2023