

ANNUAL FINANCIAL REPORT
ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2021



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the St. Tammany Parish Coroner
Lacombe, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the St. Tammany Parish Coroner (the Coroner), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Coroner'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 and each major fund of the St. Tammany Parish Coroner, as of December 31, 2021, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, 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 Coroner, 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 Statement

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 Coroner'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.



To the St. Tammany Parish Coroner
Lacombe, Louisiana

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 Coroner'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 Coroner'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.



To the St. Tammany Parish Coroner
Lacombe, Louisiana

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of revenues, expenditures, and changes in fund balance - budget to actual – general fund, schedule of proportionate share of the net pension liability, and schedule of contributions - retirement plan and the related notes to required supplemental information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise of the Coroner's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head is presented to comply with the Act 706 of the 2014 Louisiana Legislative Session, and is not a required part of the basic financial statements. The accompanying Schedule of Justice System Funding – Cash Basis is presented to comply with the Act 87 of the 2020 Louisiana Legislative Session, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head and Schedule of Justice System Funding – Cash Basis are fairly stated, in all material respects, in relation to the basic financial statements as a whole.



ERICKSEN KRENTEL^{LLP}

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the St. Tammany Parish Coroner
Lacombe, Louisiana

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated June 23, 2022 on our consideration of the Coroner'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 Coroner'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 the St. Tammany Parish Coroner's internal control over financial reporting and compliance.

June 23, 2022
Mandeville, Louisiana

Certified Public Accountants

REQUIRED SUPPLEMENTARY INFORMATION (PART I)

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

Within this section of the St. Tammany Parish Coroner's (the Coroner) annual financial report, the Coroner's management is pleased to provide this narrative discussion and analysis of the financial activities of the Coroner for the years ended December 31, 2021 and 2020. The Coroner's financial activities and condition are discussed and analyzed within the context of the accompanying basic financial statements and footnote disclosures following this section.

Financial Highlights

- The Coroner's governmental activities reported a total net position of \$10,855,445 and \$673,335 as of December 31, 2021 and 2020, respectively. The net position is comprised of the following as of December 31, 2021 and 2020, respectively:
 - Net investment in capital assets of \$592,249 and \$573,736 consisting of property and equipment, net of accumulated depreciation.
 - Restricted for pension of \$555,317 and \$-
 - Unrestricted net position of \$9,707,879 and \$63,599.
- The Coroner's governmental fund reported a total fund balance of \$10,300,697 and \$341,742, as of December 31, 2021 and 2020, respectively. The fund balance is comprised of the following as of December 31, 2021 and 2020, respectively:
 - Nonspendable fund balance of \$76,998 and \$89,194 consisting of prepaid items. These are items that cannot be spent because they are not in spendable form.
 - Unassigned fund balance of \$10,223,699 and \$252,548. These amounts represent amounts that have not been restricted, committed, or assigned to specific purposes within the General Fund.

Overview of the Financial Statements

The Management's Discussion and Analysis section introduces the Coroner's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Coroner also includes in this report additional information to supplement the basic financial statements.

Government-Wide Financial Statements

The Coroner's financial report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Coroner's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting.

The first of these government-wide financial statements is the Statement of Net Position. This is the government-wide statement of financial position presenting information that includes all of the Coroner's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Coroner as a whole is improving or deteriorating.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

The other government-wide financial statement is the Statement of Activities, which reports how the Coroner's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when the cash is received or paid.

The government-wide financial statements present governmental activities of the Coroner that are principally supported by the St. Tammany Parish Council.

The government-wide financial statements are presented on pages 11 and 12 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Coroner uses funds to ensure and demonstrate compliance with finance and budget related laws and regulations.

The Coroner uses governmental funds as follows:

Governmental funds are reported in the fund financial statements and encompass the same function as governmental activities in the government-wide financial statements. However, the focus is very different with fund financial statements providing a distinctive view of the Coroner's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between the two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to assist in understanding the differences between these two perspectives.

The Coroner has only one governmental fund, which is the General Fund, and the basic governmental fund financial statements are presented on pages 13 and 15 of this report.

Notes to the Basic Financial Statements

The accompanying notes to the basic financial statements provide information essential to the full understanding of the government-wide and fund financial statements. The notes begin on page 17 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning budgetary basis reporting for the General Fund, proportionate share of the net pension liability and retirement plan contributions. Required supplementary information can be found on pages 33 through 36 of this report.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

Financial Analysis of the Coroner as a Whole

The Coroner's net position at December 31, 2021 and 2020 was \$10,855,445 and \$637,335, respectively. The following table provides a summary of the Coroner's net position:

SUMMARY OF NET POSITION
AS OF DECEMBER 31, 2021 AND 2020

	<u>December 31,</u> <u>2021</u>	<u>December 31,</u> <u>2020</u>
Current assets	\$ 10,689,182	\$ 1,099,457
Net pension asset	555,317	-
Capital assets, net of accumulated depreciation	<u>592,249</u>	<u>573,736</u>
 Total assets	 <u>\$ 11,836,748</u>	 <u>\$ 1,673,193</u>
 Deferred outflows of resources	 <u>\$ 592,172</u>	 <u>\$ 512,317</u>
Current liabilities	\$ 370,485	\$ 739,715
Net pension liability	<u>-</u>	<u>16,992</u>
 Total liabilities	 <u>\$ 370,485</u>	 <u>\$ 756,707</u>
 Deferred inflows of resources	 <u>\$ 1,202,990</u>	 <u>\$ 791,468</u>
Net investment in capital assets	\$ 592,249	\$ 573,736
Restricted for pensions	555,317	-
Unrestricted	<u>9,707,879</u>	<u>63,599</u>
 Total net position	 <u>\$ 10,855,445</u>	 <u>\$ 637,335</u>

The Coroner's net position increased by \$10.2 million. The increase is due to transfers of funds from St. Tammany Parish in accordance with Act 151, which put the Coroner's office in control of its fund balance through its repeal of RS 13:5725. Act 151 also requires the Parish to execute a cooperative endeavor agreement with the Coroner to transfer the immovable property used by the Coroner's office. That has not occurred as of December 31, 2021. The increase in deferred outflows of resources and deferred inflows of resources is due to changes in the net pension liability (asset).

Governmental activities – Governmental activities and transfers increased the Coroner's net position by \$10.2 million and decreased it by \$36,082 (5%) for the years ended and 2020, respectively. Key elements of these changes are as follows:

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

CHANGES IN NET POSITION
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

	<u>December 31,</u> <u>2021</u>	<u>December 31,</u> <u>2020</u>
Revenues:		
Program:		
Charges for services	\$ 684,615	\$ 668,278
Operating grants and contributions	102,017	42,043
Capital grants and contributions	63,127	50,784
General:		
Other	900	3,558
Interest	27,480	26,308
Loss on disposal of assets	(15,290)	-
Intergovernmental revenues	<u>5,609,611</u>	<u>5,069,627</u>
Total revenue	6,472,460	5,860,598
Health and welfare:		
Professional and technical services	1,066,338	657,552
Personnel services	3,469,436	3,445,357
Repairs and maintenance	109,096	88,416
Supplies	737,694	713,409
Utilities	247,184	215,681
Insurance	85,760	78,534
Depreciation	206,721	172,167
Other health and welfare	<u>44,782</u>	<u>51,458</u>
Total expenses	<u>5,967,011</u>	<u>5,422,574</u>
Excess (deficiency) before transfers	505,449	438,024
Transfers in (out)	<u>9,712,661</u>	<u>(474,106)</u>
Change in net position	<u>\$ 10,218,110</u>	<u>\$ (36,082)</u>
Ending net position	<u>\$ 10,885,445</u>	<u>\$ 637,335</u>

As discussed, governmental funds are reported in the fund statements with a short-term inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. The Coroner's governmental funds reported a total ending unassigned fund balance of \$10,223,699 and \$252,548 at December 31, 2021 and 2020, respectively.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT’S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

Governmental Revenues

The Coroner funded its operations primarily using intergovernmental revenues, charges for services, and capital grants.

Governmental Functional Expenses

The function of the Coroner’s office is health and welfare activities.

Health and welfare expenses in total were \$5,967,011 in 2021 as compared to \$5,422,574 in 2020. The primary reasons for the \$544,437 increase in expenses from December 31, 2021 to December 31, 2020 were due to increased costs to perform services using third-party contractors rather than employees.

General Fund Budgetary Highlights

The Coroner’s budget is prepared according to Louisiana Law. As needed during the year, the Coroner revises its budget to take into consideration significant changes in revenue or expenditures. Louisiana Revised Statute 39:1311 requires the budget to be revised if either expected revenues are less or anticipated expenditures are in excess of budgetary goals by five percent (5%) or more. The budget for the Coroner was adopted on December 17, 2020.

Summarized variances between the budget and actual results are as follows:

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues	\$ 6,484,324	\$ 6,461,124	\$ (23,200)
Expenditures	(6,525,682)	(6,214,830)	310,852
Transfers in (out)	41,358	9,712,661	9,671,303
Net change in fund balance	\$ -	\$ 9,985,955	\$ 9,958,955

The budget included \$41,358 of transfers from St. Tammany Parish. The actual amounts include a \$9,985,955 transfer from St. Tammany Parish. This change in transfer amounts is due to the passing of Act 151 by the Louisiana Legislature which required the Parish to transfer funds collected and held for the Coroner to the Coroner’s office.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

Capital Assets

As of December 31, 2021, the Coroner had invested \$592,249 in vehicles and equipment comparative to \$573,736 in vehicles and equipment as of December 31, 2020. This increase of \$18,513 (3%) in the capital assets relates to capital purchases of \$240,524 and depreciation expense of \$206,721 recognized on existing assets. Additionally, there were casualty losses of \$15,290 during the year which are treated as disposals. See Note 3 for additional information about changes in capital assets during the fiscal year and the balance at the end of the year.

The following table provides a summary of capital assets:

	<u>December 31,</u> <u>2021</u>	<u>December 31,</u> <u>2020</u>
Capital assets being depreciated, net		
Leasehold improvements	\$ 21,745	\$ 24,193
Auto equipment	174,494	167,851
Autopsy equipment	166,328	149,013
Computer equipment	60,211	11,850
Office equipment	121,159	128,587
Lab equipment	<u>48,312</u>	<u>92,242</u>
Total capital assets	<u>\$ 592,249</u>	<u>\$ 573,736</u>

Long Term Liabilities

The Coroner is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective outflows of resources and deferred inflows of resources related to pensions. At December 31, 2021, the Coroner reported \$555,317 for its proportionate share of the Parochial Employees' Retirement System total pension asset, \$592,172 for deferred outflow of resources and \$1,202,990 for deferred inflows of resources. See Note 6 to the financial statements for further discussion of the pension asset, pension expense, deferred outflows of resources and deferred inflows of resources related to pensions.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2021

ECONOMIC FACTORS AND A LOOK AT NEXT YEAR

The St. Tammany Parish Coroner remains committed to providing exceptional services to the constituents of St. Tammany Parish to include Death Investigations, Autopsies, Orders of Protective Custody, Mental Health Services by a team of Psychiatrists, Sexual Assault Exams, and DNA testing for law enforcement agencies in the Parish. The Coroner will continue to partner with mental health initiatives across the Parish for its people.

In 2022, the Coroner expects receive further transfers from St. Tammany Parish and will have more control over the office's budget which will allow the office to plan for the future and ensure the office remains viable and responsive to the needs of the Parish.

Contacting the Coroner's Financial Management

This financial report is designed to provide a general overview of the Coroner's finances, comply with finance and budget related laws and regulations, and demonstrate the Coroner's commitment to public accountability. If you have questions about this report or would like to request additional financial information, contact the Coroner's office, Dr. Charles Preston, 65278 Hwy 434, Lacombe, Louisiana 70445 or 985-781-1150.

BASIC FINANCIAL STATEMENTS

ST. TAMMANY PARISH CORONER
STATEMENT OF NET POSITION
DECEMBER 31, 2021

ASSETS:

Cash and cash equivalents	\$ 10,537,682
Receivables, net:	
Due from other governmental entities	63,081
Other receivables	11,421
Prepaid expenses	76,998
Net pension asset	555,317
Capital assets being depreciated, net of accumulated depreciation	<u>592,249</u>
 Total assets	 <u>11,836,748</u>

DEFERRED OUTFLOWS OF RESOURCES:

Pensions (note 6)	<u>592,172</u>
 Total deferred outflows of resources	 <u>592,172</u>

LIABILITIES:

Accrued payroll liabilities	230,323
Accrued other liabilities	23,553
Accounts payable	97,944
Due to other governmental entities	<u>18,665</u>
 Total liabilities	 <u>370,485</u>

DEFERRED INFLOWS OF RESOURCES:

Pensions (note 6)	<u>1,202,990</u>
 Total deferred inflows of resources	 <u>1,202,990</u>

NET POSITION:

Net investment in capital assets	592,249
Restricted for pensions	555,317
Unrestricted	<u>9,707,879</u>
 Total net position	 <u>\$ 10,855,445</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Function/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<u>Governmental activities:</u>					
Health and welfare	\$ 5,967,011	\$ 684,615	\$ 102,017	\$ 63,127	\$ (5,117,252)
Total governmental activities	<u>\$ 5,967,011</u>	<u>\$ 684,615</u>	<u>\$ 102,017</u>	<u>\$ 63,127</u>	<u>(5,117,252)</u>
General revenues:					
					5,609,611
					27,480
					(15,290)
					<u>900</u>
					<u>5,622,701</u>
Other financing sources (uses):					
					<u>9,712,661</u>
					<u>9,712,661</u>
					10,218,110
					<u>637,335</u>
					<u>\$ 10,855,445</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2021

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total Governmental Funds</u>
<u>ASSETS:</u>			
Cash and cash equivalents	\$ 8,640,206	\$ 1,897,476	\$ 10,537,682
Receivables, net:			
Due from other governmental entities	63,081	-	63,081
Accounts receivable - other	11,421	-	11,421
Prepaid expenditures	<u>76,998</u>	<u>-</u>	<u>76,998</u>
 Total assets	 <u>\$ 8,791,706</u>	 <u>\$ 1,897,476</u>	 <u>\$ 10,689,182</u>
<u>LIABILITIES:</u>			
Accrued payroll expense	\$ 230,323	\$ -	\$ 230,323
Accounts payable	97,944	-	97,944
Accrued liabilities	23,553	-	23,553
Due to other governmental entities	<u>18,665</u>	<u>-</u>	<u>18,665</u>
 Total liabilities	 <u>370,485</u>	 <u>-</u>	 <u>370,485</u>
<u>DEFERRED INFLOWS OF RESOURCES:</u>			
Unavailable revenue - charges for services	<u>18,000</u>	<u>-</u>	<u>18,000</u>
 Total deferred inflows of resources	 <u>18,000</u>	 <u>-</u>	 <u>18,000</u>
<u>FUND BALANCE:</u>			
Nonspendable: prepaid expenditures	76,998	-	76,998
Unassigned	<u>8,326,223</u>	<u>1,897,476</u>	<u>10,223,699</u>
 Total fund balance	 <u>8,403,221</u>	 <u>1,897,476</u>	 <u>10,300,697</u>
 Total liabilities, deferred inflows of resources and fund balance	 <u>\$ 8,791,706</u>	 <u>\$ 1,897,476</u>	 <u>\$ 10,689,182</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2021

Fund balance - governmental funds	\$ 10,300,697
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	
Capital assets being depreciated	4,007,707
Less: accumulated depreciation	<u>(3,415,458)</u> 592,249
Net pension liabilities or assets are not financial resources and, therefore, are not reported in the governmental funds	555,317
Deferred outflows of resources related to pensions are not reported in governmental funds	592,172
Deferred inflows of resources related to pensions are not reported in governmental funds	(1,202,990)
Unavailable revenues are reported in the governmental fund but not in governmental activities	<u>18,000</u>
Net position of governmental activities	<u>\$ 10,855,445</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Total Governmental Funds</u>
<u>REVENUES:</u>			
Revenues from contract with St. Tammany Parish	\$ 5,609,611	\$ -	\$ 5,609,611
Traffic fines and court fees	26,374	-	26,374
Charges for services	658,241	-	658,241
Federal and state grants	138,518	-	138,518
Interest income	27,480	-	27,480
Other income	900	-	900
	<u>6,461,124</u>	<u>-</u>	<u>6,461,124</u>
<u>EXPENDITURES:</u>			
Health and welfare:			
Professional and technical services	1,066,338	-	1,066,338
Personnel services	3,683,452	-	3,683,452
Repairs and maintenance	109,096	-	109,096
Supplies	737,694	-	737,694
Utilities	247,184	-	247,184
Insurance	85,760	-	85,760
Other health and welfare	44,782	-	44,782
	<u>5,974,306</u>	<u>-</u>	<u>5,974,306</u>
Total health and welfare	<u>5,974,306</u>	<u>-</u>	<u>5,974,306</u>
Capital outlays	<u>-</u>	<u>240,524</u>	<u>240,524</u>
Total expenditures	<u>5,974,306</u>	<u>240,524</u>	<u>6,214,830</u>
Excess of revenues over expenditures	486,818	(240,524)	246,294
<u>OTHER FINANCING SOURCES (USES):</u>			
Transfers in (out)	<u>7,574,661</u>	<u>2,138,000</u>	<u>9,712,661</u>
Total other financing sources (uses)	<u>7,574,661</u>	<u>2,138,000</u>	<u>9,712,661</u>
Net change in fund balance	8,061,479	1,897,476	9,958,955
<u>FUND BALANCE:</u>			
Beginning of year	<u>341,742</u>	<u>-</u>	<u>341,742</u>
End of year	<u>\$ 8,403,221</u>	<u>\$ 1,897,476</u>	<u>\$ 10,300,697</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

Net change in fund balance - governmental fund	\$ 9,958,955
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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 lives and reported as depreciation expense.

Capital outlays capitalized	240,524
Depreciation expense	(206,721)
Loss on disposals of capital assets	(15,290)

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available:

Pensions	214,016
Non-employer contributions for pension	<u>26,626</u>

Change in net position of governmental activities	<u>\$ 10,218,110</u>
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ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the St. Tammany Parish Coroner (the Coroner) have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Coroner's accounting policies are described below.

Reporting Entity

As provided by Chapter 3 of Title 33 of the Louisiana Revised Statutes of 1950, the voters of St. Tammany Parish (the Parish) elect the Coroner for a four-year term. The Coroner investigates all deaths, performs autopsies, issues orders of protective custody, operates a DNA lab, performs sexual assault nurse exams and operates a mental health department.

Louisiana Revised Statute 13:5724 effective on June 18, 2007 gave the elected Coroner of the Parish sole responsibility for the fiscal operations of the Coroner, including all salaries or fees associated with the operation of the Coroner, all expenses for the construction, maintenance, operation, and equipment of the property and facilities of the Coroner and all other expenses, fees and operational costs of the Coroner.

During 2013, State legislators enacted LA R.S. 13:5725 and repealed LA R.S. 13:5724. The Statute states the governing authority of the Parish shall receive all tax revenues collected from the ad valorem tax levied by the Parish for the Coroner purposes. The Coroner shall transfer any and all funds received from the ad valorem tax to the governing authority of the Parish except amounts needed for operations for the remainder of the 2013 fiscal year, with the amount being determined by the Parish finance department. Any contracts or purchase agreements entered into by the Coroner will require approval or ratification by the governing authority of the Parish. The governing authority shall also establish an annual salary for the Coroner, deputy or assistant coroners, secretaries, stenographers, Coroners, technicians, investigators, official photographers, or other employees. The Coroner shall not own or acquire immovable property. Any and all immovable property, including building, component parts and other appurtenances, previously owned by the Parish and transferred to the Coroner shall be transferred to the governing authority of the Parish free and clear of all mortgages, liens, or other encumbrances within six months of June 7, 2013. Within six months of June 7, 2013, the Coroner and the governing authority of Parish will enter into a restated cooperative endeavor agreement. The transfer of the immovable property was performed on January 16, 2015. The Coroner and the Parish were operating under a cooperative endeavor agreement which became effective January 1, 2014 and ended on August 1, 2021.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (continued)

Effective August 1, 2021, State legislators enacted LA R.S. 13:5726 and repealed LA R.S. 13:5725. This Statute nullified the existing cooperative endeavor agreement with the Parish and required St. Tammany Parish to transfer previously transferred property back to the Coroner. The Statute requires that the Parish and the Coroner enter into a cooperative endeavor agreement setting forth the permitted use of facilities financed with Parish debt. The Statute requires the sheriff to transfer tax collections for coroner purposes to the Parish, which will deduct amounts necessary for debt obligations and remit the remaining taxes collected by January 31 of each year. The Statute requires the Coroner to submit an annual report to the Parish showing the Coroner's office operations, monies received by the office, the purposes for which the monies were expended, and an estimate of revenues and expenditures for the ensuing year.

The component-unit financial statements of the Coroner include the General Fund, Capital Fund, and activities that are within the oversight responsibility of the Coroner as an independently elected Parish official. As an independently elected Parish official, the Coroner is responsible for the operations of his office. Accordingly, the Coroner is a separate governmental reporting entity. Certain units of local government, over which the Coroner exercises no oversight responsibility such as the Parish Council, Parish School Board, other independently elected Parish officials, and municipalities within the Parish, are excluded from the accompanying component unit financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Coroner.

As the governing authority of the Parish, for reporting purposes, the St. Tammany Parish Council (the Council) is the financial reporting entity for the Parish. The financial reporting entity consists of (a) the primary government (Council), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the primary government's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14, as amended, established criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criteria include:

- a) Appointing a voting majority of an organization's governing body, and the ability of the Council to impose its will on that organization and/or the potential for the organization to provide specific financial benefits to or impose specific financial burden on the organization.
- b) Organizations for which the Council does not appoint a voting majority but are fiscally dependent on the Council, along with a financial benefit or burden relationship.
- c) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (continued)

The Coroner was determined to be a component unit of the Parish, the reporting entity, because the reporting entity's financial statements would be misleading if data of the Coroner was not included due to the significance of the relationship and scope of public services. The accompanying financial statements present information only on funds maintained by the Coroner and do not present information on the Parish, the general government services provided by the Parish, or other governmental units that comprise the financial reporting entity.

Bond funds are not maintained by the Coroner; therefore, they should not be included in the financial statements of the Coroner. The Parish has levied an ad valorem tax for the purpose of providing funding for the Coroner's Office, including constructing, acquiring, improving, operating and maintaining facilities and equipment thereof. The Parish issued Limited Tax Revenue Bonds secured and payable from the Coroner Tax for the purpose of construction, acquiring and improving facilities and equipment for the Coroner and paying the costs incurred in connection with the issuance of the Bonds.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the Coroner. The governmental activities are supported by intergovernmental revenues, service fees, and other non-exchange transactions.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges for services, which are revenues from the exchanges or exchange like transactions with external parties that purchase, use, or directly benefit from the program's goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Intergovernmental and other items not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Intergovernmental revenues are recognized as revenues in the year for which they are received from St. Tammany Parish. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Coroner considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The Coroner reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the Coroner. This fund is used to account for operating financial transactions and resources. Revenues are derived primarily from intergovernmental revenues, state and federal grants, traffic fines and court fees, charges for services, and interest income.

Capital Fund - The Capital Fund accounts for funds restricted or committed to the purchase of land, equipment and other capital assets as well as the construction of facilities for the Coroner.

Amounts reported as program revenues include charges for services, which are revenues from exchange or exchange-like transactions with external parties that purchase, use or directly benefit from the program's goods, services, or privileges. Likewise, general revenues include all intergovernmental revenues.

Budgetary Accounting

The Coroner follows these procedures in establishing the budgetary data:

1. The budgeting process should begin approximately 90 to 120 days before the beginning of the new year being budgeted.
2. Before the adoption of the budget, the budget must be made available for public inspection.
3. Conduct a public hearing on the proposed budget.
4. The budget is adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts are as originally adopted, or as amended by the St. Tammany Parish Council.
5. Budgets are amended as necessary during the year during a public meeting.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Trade Accounts Receivable

The financial statements of the Coroner contain no allowance for doubtful trade receivables. Uncollectible trade receivables, including amounts due from other government units, are charged directly against earnings when they are determined to be uncollectible. Management believes that there will be no material losses on the collection of trade accounts receivables.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, equipment, and furniture and fixtures, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost, if historical costs are not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Coroner maintains a threshold level of \$5,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital outlays are recorded as expenditures of the Capital Fund and as assets in the government-wide financial statements; to the extent that the Coroner's capitalization threshold is met. In accordance with GASB Statement No. 34, the Coroner has elected to not capitalize infrastructure retroactively. Depreciation is recorded on capital assets on a government-wide basis and depreciated over their estimated useful lives on a straight-line basis.

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

<u>Description</u>	<u>Estimated Asset Life</u>
Auto Equipment	7
Autopsy Equipment	15
Computer Equipment	3
Furniture and Fixtures	5
Lab Equipment	3 to 5
Office Equipment	3 to 5

Deferred Outflows and Inflows of Resources

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Coroner has one item that qualifies for reporting in this category, deferred amounts related to pensions.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows and Inflows of Resources (Continued)

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. Currently, the Coroner has one item that qualifies for reporting in this category, deferred amounts related to pensions.

Net Pension Liability (Asset)

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of Parochial Employees' Retirement System of Louisiana and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the system. 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. See note 6 for further information on the net pension liability (asset).

Equity Classifications

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

- a. 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.
- b. 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.
- c. 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.

Governmental fund equity is classified as fund balance. In the governmental fund financial statements, fund balances are classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity Classifications (continued)

- b. Restricted – amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation does not authorize the Coroner to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

- c. Committed – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Coroner's highest level of decision making authority which includes resolutions of the Coroner. Those committed amounts cannot be used for any other purpose unless the Coroner removes or changes the specified use by taking the same type of action (resolution); it employed previously to commit those amounts.

- d. Assigned – amounts constrained by the Coroner's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Coroner.

- e. Unassigned – amounts not included in other classifications.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. Those estimates affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources 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.

Date of Management's Review

Subsequent events have been evaluated through June 23, 2022, which is the date the financial statements were available to be issued.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(2) CASH AND CASH EQUIVALENTS

At December 31, 2021, the Coroner had cash and cash equivalents (book balances) totaling \$10,537,682. These deposits are stated at cost. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2021, the Coroner had \$10,645,831 in deposits (collected bank balances). These deposits are secured from custodial credit risk by \$250,000 of federal deposit insurance (GASB Category 1) and \$10,500,000 of pledged securities held by the custodial bank in the name of the Coroner (GASB Category 2).

(3) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2021, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Leasehold improvements	\$ 86,162	\$ -	\$ -	\$ 86,162
Auto equipment	453,686	73,444	-	527,130
Autopsy equipment	399,774	60,869	-	460,643
Computer equipment	226,589	63,127	-	289,716
Lab equipment	2,166,932	-	-	2,166,932
Furniture and fixtures	59,456	-	-	59,456
Office equipment	<u>391,050</u>	<u>43,084</u>	<u>(16,466)</u>	<u>417,668</u>
 Total capital assets being depreciated	 <u>3,783,649</u>	 <u>240,524</u>	 <u>(16,466)</u>	 <u>4,007,707</u>
 Less: accumulated depreciation for:				
Leasehold improvements	(61,969)	(2,448)	-	(64,417)
Auto equipment	(285,835)	(66,801)	-	(352,636)
Autopsy equipment	(250,761)	(43,554)	-	(294,315)
Computer equipment	(214,739)	(14,766)	-	(229,505)
Lab equipment	(2,074,690)	(43,930)	-	(2,118,620)
Furniture and fixtures	(59,456)	-	-	(59,456)
Office equipment	<u>(262,463)</u>	<u>(35,222)</u>	<u>1,176</u>	<u>(296,509)</u>
 Total accumulated depreciation	 <u>(3,209,913)</u>	 <u>(206,721)</u>	 <u>1,176</u>	 <u>(3,415,458)</u>
 Total capital assets, net	 <u>\$ 573,736</u>	 <u>\$ 33,803</u>	 <u>\$ (15,290)</u>	 <u>\$ 592,249</u>

Depreciation expense of \$206,721 for the year ended December 31, 2021, was charged to health and welfare services.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(4) DUE TO/FROM OTHER GOVERNMENTAL UNITS

The Coroner performs autopsies and protective custody services for other Parishes within the State of Louisiana. The Coroner also receives an allocation of traffic fines and court fees from the St. Tammany Parish Sheriff. The amount owed to the Coroner from other governmental entities for services rendered as of December 31, 2021 was \$63,081. Due to governmental entities totaled \$18,665 at December 31, 2021.

(5) CONTINGENT LIABILITIES

From time to time, the Coroner is subject to various claims, legal proceedings, and investigations covering a wide range of matters that arise in the ordinary course of operations. At December 31, 2021, there was no pending litigation or potential undisclosed liabilities, which, in the opinion of the Coroner, would have had a material adverse effect on the financial statements.

(6) PENSION PLAN

Plan Description

Substantially all employees of the Coroner who work at least 28 hours a week are members of the Parochial Employees Retirement System of Louisiana (the System), a multiple-employer (cost sharing), public employee retirement system (PERS), controlled and administered by a separate Board of Trustees. The System is composed of two distinct plans. Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the Coroner are members of Plan A. All permanent employees working at least 28 hours per week whom are paid wholly or in part from parish funds and all elected Parish officials are eligible to participate in the System. The retirement allowance is equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. Final average compensation shall be defined as the average of the highest consecutive 36 months' salary for members hired prior to January 1, 2007. For members hired on January 1, 2007 or later, final average compensation shall be defined as the average of the highest consecutive 60 months' salary.

Any employee who was a member of the supplemental plan prior to the revision date of January 1, 1980 has the benefit earned for service credited prior to the revision date on the basis of one percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation for each year of service credited after the revision date. The retirement allowance may not exceed the greater of one hundred percent of the member's final salary or the final average compensation. The System also provides death and disability benefits. Benefits are established by state statute.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLAN (CONTINUED)

Eligibility of Benefits Available:

<u>Members hired prior to January 1, 2007</u>		<u>Members hired after January 1, 2007</u>	
<u>Years</u>	<u>Age</u>	<u>Years</u>	<u>Age</u>
7	65	7	67
10	60	10	62
25	55	30	55
30	any age		

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

The System issues an annual financial report to all participating employers. The financial report can be obtained by writing to: The Parochial Employees’ Retirement System, P.O. Box 14619, Baton Rouge, LA 70898-4619.

The Coroner does not guarantee the benefits granted by the System.

Funding Policy

In addition to certain dedicated taxes that are remitted to the System, (which constitute major funding of the System) members of the System are required by state statute to contribute 9.50% of their annual covered salary for the year ended December 31, 2021, and the Coroner is required to contribute at an actuarially determined rate. At December 31, 2021, the employer contribution rate was 12.25%. The contribution requirements of plan members and the Coroner are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLAN (CONTINUED)

Contributions

The payroll for employees of the Coroner was \$2,725,758, and payroll covered by the System was \$2,265,812 for the year ended December 31, 2021. The contributions for the year ended December 31, 2021 was \$482,289, of which \$215,252 was contributed by employees and \$267,037 was contributed by the Coroner.

Pension Liabilities (Assets), Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2021, the Coroner reported an asset totaling \$(555,317) for its proportionate share of the net pension (asset) for the Fund. The net pension liability (asset) was measured as of December 31, 2020 and the total pension liability (asset) used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The Coroner's proportion of the net pension liability (asset) was based on a projection of the Coroner's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2020, the Coroner's proportion was 0.316707% for the System, which was an decrease of 0.044295% from its proportion measured as of December 31, 2019.

For the year ended December 31, 2021, the Coroner recognized pension expense for the System totaling \$53,020. Netted with pension expense is the employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions totaling \$12,581 for the System.

For the year ended December 31, 2021, the Coroner recognized revenue from ad valorem taxes and revenue sharing funds received by the System. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities totaling \$26,626.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLAN (CONTINUED)

Pension Liabilities (Assets), Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At December 31, 2021, the Coroner reported deferred outflows of resources and deferred inflows of resources related to pensions from the System:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 135,201	\$ 66,280
Change in assumptions	181,683	-
Net difference between projected and actual earnings on pension plan investments	-	1,083,820
Changes in proportion and differences between employer contributions and proportionate share of contributions	8,252	52,890
Employer contributions subsequent to the measurement date	<u>267,036</u>	<u>-</u>
Total	<u>\$ 592,172</u>	<u>\$ 1,202,990</u>

Employer contributions subsequent to the measurement date totaling \$267,036 and reported as deferred outflows of resources will be recognized as an increase of the net pension liability (asset) in the year ended December 31, 2022. 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 December 31:

2022	\$ (242,843)
2023	(95,766)
2024	(362,178)
2025	<u>(177,067)</u>
Total	<u>\$ (877,854)</u>

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLANS (CONTINUED)

Actuarial Assumptions

The total pension liability (asset) in the December 31, 2020 actuarial valuation for the System was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date:	December 31, 2020
Actuarial Cost Method:	Plan A - Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.40%, net of investment expense, including inflation
Projected Salary Increases	4.75% (2.35% Merit, 2.4% Inflation)
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Expected Remaining Service Lives	4 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLANS (CONTINUED)

Actuarial Assumptions (continued)

Long-term Expected Real Rate of Return

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.0% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2020.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2020 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	33.0%	0.86%
Equity	51.0%	3.36%
Alternatives	14.0%	0.67%
Real assets	<u>2.0%</u>	<u>0.11%</u>
Totals	<u>100.0%</u>	<u>5.00%</u>
Inflation		<u>2.00%</u>
Expected arithmetic nominal return		<u>7.00%</u>

Discount Rate

The discount rate used to measure the total pension liability (asset) was 6.40% for Plan A. 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 and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(6) PENSION PLANS (CONTINUED)

Sensitivity of the Coroner’s Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Coroner’s proportionate share of the net pension liability (asset) using the discount rate of 6.40%, as well as what the Coroner’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, or one percentage point higher than the current rate:

	1% Decrease 5.40%	Current Discount Rate 6.40%	1% Increase 7.40%
Coroner’s proportionate share of the Net Pension Liability (asset)	\$ 1,164,341	\$ (555,317)	\$ (1,995,497)

Retirement System Audit Report

Parochial Employees’ Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2020. Access to the audit report can be found on the System’s website: www.persla.org or on the Office of Louisiana Legislative Auditor’s official website: www.la.state.la.us.

(7) TRANSFER FROM PARISH

As further described in Note 1, effective August 1, 2021, State legislators enacted LA R.S. 13:5726 and repealed LA R.S. 13:5725. This Statute nullified the existing cooperative endeavor agreement with the Parish and required St. Tammany Parish to transfer previously transferred property back to the Coroner. During the year ended December 31, 2021, St. Tammany Parish transferred \$7,695,814 in cash to the Coroner.

(8) CONTINGENCIES

The Louisiana Legislative Auditor is currently performing a limited review of the Coroner’s financial records. As of the date of the auditors’ report, the review is not yet completed, and the effect of the review on the financial statements, if any, is not known.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

(9) NEW ACCOUNTING PRONOUNCEMENTS

The GASB has issued Statement No. 87, “Leases.” The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021, as extended by GASB Statement No. 95, “Postponement of Effective Dates of Certain Authoritative Guidance.” The Coroner plans to adopt this Statement as applicable by the effective date.

The GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements. The Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users. The Statement is effective for fiscal years beginning after June 15, 2022. The Coroner plans to adopt this Statement as applicable by the effective date.

REQUIRED SUPPLEMENTARY INFORMATION

ST. TAMMANY PARISH CORONER
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Budget</u>	<u>Actual</u>	Variance- Positive (Negative)
<u>REVENUES:</u>			
Revenues from contract with St. Tammany Parish	\$ 5,609,611	\$ 5,609,611	\$ -
Traffic fines and court fees	30,000	26,374	(3,626)
Charges for services	676,890	658,241	(18,649)
Federal and state grants	138,518	138,518	-
Interest income	27,305	27,480	175
Other income	<u>2,000</u>	<u>900</u>	<u>(1,100)</u>
 Total revenues	 <u>6,484,324</u>	 <u>6,461,124</u>	 <u>(23,200)</u>
<u>EXPENDITURES:</u>			
Health and welfare			
Professional and technical services	1,064,782	1,066,338	1,556
Personnel services	3,957,372	3,683,452	(273,920)
Repairs and maintenance	98,089	109,096	11,007
Supplies	768,440	737,694	(30,746)
Utilities	244,557	247,184	2,627
Insurance	87,072	85,760	(1,312)
Other health and welfare	<u>64,842</u>	<u>44,782</u>	<u>(20,060)</u>
 Total health and welfare	 <u>6,285,154</u>	 <u>5,974,306</u>	 <u>(310,848)</u>
 Capital outlays	 <u>240,528</u>	 <u>240,524</u>	 <u>(4)</u>
 Total expenditures	 <u>6,525,682</u>	 <u>6,214,830</u>	 <u>(310,852)</u>
 Excess of revenues over expenditures	 <u>(41,358)</u>	 <u>246,294</u>	 <u>(334,052)</u>
<u>OTHER FINANCING SOURCES (USES):</u>			
Transfers in (out)	<u>41,358</u>	<u>9,712,661</u>	<u>9,671,303</u>
 Total other financing sources (uses)	 <u>41,358</u>	 <u>9,712,661</u>	 <u>9,671,303</u>
 Net change in fund balance	 -	 9,958,955	 9,337,251
 FUND BALANCES, BEGINNING OF YEAR	 <u>341,742</u>	 <u>341,742</u>	 <u>-</u>
 FUND BALANCES, END OF YEAR	 <u>\$ 341,742</u>	 <u>\$ 10,300,697</u>	 <u>\$ 9,337,251</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
FOR THE YEAR ENDED DECEMBER 31, 2021*

	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
<u>Parochial Employees Retirement System of Louisiana</u>							
Coroner's proportion of the net pension liability (asset)	0.316707%	0.361001%	0.359239%	0.317078%	0.331479%	0.299226%	0.270985%
Coroner's proportionate share of the net pension liability (asset)	\$ (555,317)	\$ 16,994	\$ 1,594,432	\$ (235,350)	\$ 682,685	\$ 787,649	\$ 74,090
Coroner's covered-employee payroll	\$ 2,078,000	\$ 2,283,149	\$ 2,157,628	\$ 1,951,670	\$ 1,965,854	\$ 1,715,643	\$ 1,362,084
Coroner's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	-26.72%	0.74%	73.90%	-12.06%	34.73%	45.91%	5.44%
Plan fiduciary net position as a percentage of the total pension liability or asset	104.00%	99.89%	88.86%	101.98%	94.15%	92.23%	99.15%

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

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

ST. TAMMANY PARISH CORONER
SCHEDULE OF CONTRIBUTIONS - RETIREMENT PLAN
FOR THE YEAR ENDED DECEMBER 31, 2021*

	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
<u>Parochial Employees Retirement System of Louisiana</u>							
Contractually required contribution	\$ 267,036	\$ 254,555	\$ 262,562	\$ 248,127	\$ 243,959	\$ 255,561	\$ 248,768
Contributions in relation to the contractually required contribution	(267,036)	(259,124)	(262,562)	(253,973)	(243,959)	(255,561)	(240,123)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (4,569)</u>	<u>\$ -</u>	<u>\$ (5,846)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,645</u>
Coroner's covered-employee payroll	\$ 2,265,812	\$ 2,078,000	\$ 2,283,149	\$ 2,157,628	\$ 1,951,670	\$ 1,965,854	\$1,715,643
Contributions as a percentage of covered-employee payroll	11.79%	12.47%	11.50%	11.77%	12.50%	13.00%	14.00%

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

ST. TAMMANY PARISH CORONER
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION
DECEMBER 31, 2021

(1) PENSION PLAN SCHEDULES

Changes of Benefit Terms

There were no changes of benefit terms during any of the years presented.

Changes of Assumptions

For the year ended December 31, 2021 (measurement date of December 31, 2020), the Parochial Employers Retirement System of Louisiana (the system) lowered its assumption for the real investment rate of return from 6.5% in 2019 to 6.4% in 2020.

There were no changes of assumptions for the year ended December 31, 2020 (measurement date of December 31, 2019).

For the year ended December 31, 2019 (measurement date of December 31, 2018), the system lowered its assumption for the real investment rate of return from 6.75% in 2017 to 6.5% in 2018. The System lowered its salary increase assumptions from 5.25% in 2017 to 4.75% in 2018. The System also began using the Pub-2010 Public Retirement Plans Mortality Tables in 2018.

For the year ended December 31, 2018 (measurement date of December 31, 2017), the System lowered its assumption for the real investment rate of return from 7.0% in 2016 to 6.75% in 2017.

There were no changes of assumptions for the year ended December 31, 2017 (measurement date of December 31, 2016).

For the year ended December 31, 2016 (measurement date of December 31, 2015), the System lower its inflation rate assumption from 3% to 2.5% annually, and lowered the salary increase assumption from 5.75% to 5.25%. The real investment rate of return assumption was also lowered from 7.25% in 2014 to 7.0% in 2015. Additionally, the System began using the RP-2000 Employee Sex Distinct Table for selected employees and the RP-2000 Healthy Annuitant Sex Distinct Tables to develop its mortality rate assumptions.

ST. TAMMANY PARISH CORONER
SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENT TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2021

		Dr. Preston
Salary	\$	171,181
Benefits - insurance		26,706
Benefits - retirement		20,918
Benefits - cell phone		401
		401
 Total compensation, benefits, and other payments	 \$	 219,206
		219,206

(See Independent Auditors' Report)

ST. TAMMANY PARISH CORONER
SCHEDULE OF JUSTICE SYSTEM FUNDING - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>1/1/2021 - 6/30/2021</u>	<u>7/1/2021 - 12/31/2021</u>
St. Tammany Parish Sheriff/Criminal Court Costs/Fees	\$ <u>11,339</u>	\$ <u>15,035</u>
Total receipts	\$ <u><u>11,339</u></u>	\$ <u><u>15,035</u></u>

(See Independent Auditors' Report)

OTHER SUPPLEMENTARY INFORMATION



INDEPENDENT AUDITORS' 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*

To the St Tammany Parish Coroner
Lacombe, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, 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 and each major fund of St. Tammany Parish Coroner as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise St. Tammany Parish Coroner's basic financial statements, and have issued our report thereon dated June 23, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Tammany Parish Coroner'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 St. Tammany Parish Coroner's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Tammany Parish Coroner'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



ERICKSEN KRENTEL LLP

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the St. Tammany Parish Coroner
Lacombe, Louisiana

Report on Compliance and Other Matters

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

Purpose of this Report

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

June 23, 2022
Mandeville, Louisiana

Erickson Krentel, LLP

Certified Public Accountants

ST. TAMMANY PARISH CORONER
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021

SECTION I SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on the financial statements of the St. Tammany Parish Coroner.
2. No material weaknesses or significant deficiencies in internal control related to the audit of the financial statements were reported in the Independent Auditors' 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*.
3. No instances of noncompliance material to the financial statements of the St. Tammany Parish Coroner are reported in the 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*.
4. No management letter was issued for the year ended December 31, 2021.

SECTION II FINANCIAL STATEMENT FINDINGS

NOT APPLICABLE

ST. TAMMANY PARISH CORONER
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2021

**SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENTS**

Not Applicable

**SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL
AWARDS**

Not Applicable

SECTION III MANAGEMENT LETTER

Not Applicable

ST. TAMMANY PARISH CORONER

LACOMBE, LOUISIANA

AGREED-UPON PROCEDURES

FOR THE PERIOD ENDED

JULY 31, 2021



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS



INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the St. Tammany Parish Coroner
Lacombe, Louisiana

We have performed the procedures enumerated below, which were agreed to by the St. Tammany Parish Coroner and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the agreed upon procedures for the period from January 1, 2021 through July 31, 2021 in accordance with Act 774 of 2014 Regular Legislative Session. The St. Tammany Parish Coroner's management is responsible for those C/C areas identified in the agreed upon procedures.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are detailed in Schedule "1".

We were not engaged to perform and did not perform an audit, the objective of which would be the expression of an opinion or conclusion, respectively, on C/C areas identified in the agreed upon procedures. 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

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the agreed upon procedures, 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.

June 22, 2022
Mandeville, Louisiana

Certified Public Accountants

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES
JANUARY 1, 2021 TO JULY 31, 2021

Information Technology Disaster Recovery/Business Continuity

1. **Procedures:** Obtain and inspect the entity's written policies and procedures over information technology disaster recovery/business continuity (or the equivalent contractual terms if IT services are outsourced) and observe that they address (1) use of antivirus software on all systems and (2) timely application of all available system and software patches/updates.

Results: We obtained the entity's written policies and procedures over information technology disaster recovery/business continuity and observed that all of the above noted items were addressed.

Written Policies and Procedures

1. **Procedures:** Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
 - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES (CONTINUED)
JANUARY 1, 2021 TO JULY 31, 2021

Written Policies and Procedures (continued)

- g) ***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).
- h) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: We obtained the entity's written policies and procedures and observed that all of the above noted items were addressed.

Bank Reconciliations

1. **Procedures:** Obtain and inspect the entity's written policies and procedures over bank reconciliations and observe that they address (1) monthly bank statement reconciliations, (2) review of all bank reconciliations by someone independent of cash receipt and disbursement functions, and (3) process for addressing items outstanding for more than 12 months from the statement closing date, if applicable.

Results: We obtained the entity's written policies and procedures over bank reconciliations and observed that all of the above noted items were addressed.

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES (CONTINUED)
JANUARY 1, 2021 TO JULY 31, 2021

2. **Procedures:** Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - b) 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
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: We obtained a listing of bank accounts for the fiscal period and management's representation that it was complete. We selected the only account open during the period and randomly selected one month to test for the above listed attributes. No exceptions were noted.

Other — Fraud Reporting/Notice

1. **Procedures:** 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.

Results: We obtained management's representation that there were no misappropriations of public funds and assets during the fiscal period.

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

Results: We observed the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds was posted on the Coroner's premises and website.