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CADDO PARISH CORONER  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED  
DECEMBER 31, 1995

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Release Date 7-24-96

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W. Michael Elliott, CPA

INDEPENDENT AUDITOR'S REPORT

Honorable Dr. George M. McCormick, II  
Caddo Parish Coroner  
Shreveport, Louisiana:

I have audited the accompanying general-purpose financial statements of the Caddo Parish Coroner as of and for the year then ended as listed in the table of contents. These general-purpose financial statements are the responsibility of the Caddo Parish Coroner. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

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

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Caddo Parish Coroner as of and for the year ended December 31, 1995, and the results of its operations and changes in cash flow for the year then ended in conformity with generally accepted accounting principles.

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

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 7, 1996

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REPORT ON THE INTERNAL CONTROL STRUCTURE BASED ON  
AN AUDIT OF GENERAL-PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Dr. George M. McCormick, II  
Caddo Parish Coroner  
Shreveport, Louisiana:

I have audited the general-purpose financial statements of the Caddo Parish Coroner, as of and for the year ended December 31, 1995, and have issued my report thereon dated June 7, 1996.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement.

In planning and performing my audit of the general-purpose financial statements of the Caddo Parish Coroner for the year ended December 31, 1995, I considered its internal control structure in order to determine my auditing procedures for the purpose of expressing my opinion on the general-purpose financial statements and not to provide assurance on the internal control structure.

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

For the purpose of this report, I have classified the significant internal control structure policies and procedures in the following categories:

Accounting Controls

- Billings/Receivables
- Cash receipts
- Accounts payable
- Cash disbursements
- Payroll
- Property, plant and equipment

For all of the internal control structure categories listed above, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk.

I noted no matters involving the internal control structure and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgment, could adversely affect the Coroner's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general-purpose financial statements.

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

This report is intended for the information of the Caddo Parish Coroner's management and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record, and its distribution is not limited.

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 7, 1996

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REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS  
REQUIRED BY THE GAO'S GOVERNMENT AUDITING STANDARDS

Honorable Dr. George M. McCormick, II  
Caddo Parish Coroner  
Shreveport, Louisiana:

I have audited the general-purpose financial statements of the Caddo Parish Coroner, as of and for the year ended December 31, 1995, and have issued my report thereon dated June 7, 1996.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement.

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

The results of my tests indicate that, with respect to the items tested, the Caddo Parish Coroner complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that the Coroner had not complied, in all material respects, with those provisions.

This report is intended for the information of the Coroner's management and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 7, 1996

CADDO PARISH CORONER

EXHIBIT A

BALANCE SHEET

December 31, 1995

ASSETS

Current assets:

Cash and cash equivalents (Note B)	\$100,009
Receivables:	
Other governmental units (Note C)	7,900
Accrued interest	<u>491</u>

Total current assets 108,400

Property, plant and equipment, net (Note D) 91,204

Total assets \$199,604

LIABILITIES AND CAPITAL

Current liabilities:

Accounts payable	\$ 10,694
Salaries payable	13,903
Payroll taxes payable	7,342
Deferred compensation payable (Note F)	<u>2,124</u>

Total current liabilities 34,063

EQUITY

Retained earnings 165,541

Total equity 165,541

Total liabilities and equity \$199,604

The accompanying notes are an integral part of this statement.

CADDO PARISH CORONER  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN  
 RETAINED EARNINGS  
 For the year ended December 31, 1995

## Revenues:

Fees - City of Shreveport/Caddo Parish Commission	\$567,548
Coroner's emergency commitments	28,626
Report fees	1,625
Interest income	2,371
Other income	<u>9,227</u>
 Total revenues	 <u>609,397</u>

## Expenses:

Salaries	354,113
Automobile expense	9,478
Supplies	4,853
Professional books, dues and subscriptions	8,176
Conventions and seminars	1,108
Computer service and maintenance	2,202
Payroll taxes	28,123
Legal and accounting fees	15,497
Insurance	45,897
Other expenses (Note E)	8,736
Professional fees - psychiatric services	62,050
Telephone	12,523
Travel	7,626
Retirement expense (Note F)	14,953
Depreciation (Note D)	<u>19,747</u>
 Total expenses	 <u>595,082</u>

Net income	14,315
Retained earnings, beginning	<u>151,226</u>
Retained earnings, ending	<u>\$165,541</u>

The accompanying notes are an integral part of this statement.



CADDO PARISH CORONER  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN  
RETAINED EARNINGS - BUDGET (GAAP BASIS) AND ACTUAL -  
Year ended December 31, 1995

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
Fees - City of Shreveport/ Caddo Parish Commission	\$ 580,903	\$567,548	\$ (13,355)
Coroner's emergency commitments	11,850	28,626	16,776
Report fees	1,500	1,625	125
Interest income	---	2,371	2,371
Other	3,150	9,227	6,077
Total revenues	<u>597,403</u>	<u>609,397</u>	<u>11,994</u>
Expenses:			
Salaries	360,933	354,113	6,820
Automobile expense	14,400	9,478	4,922
Supplies	7,000	4,853	2,147
Professional books, dues and subscriptions	3,500	8,176	(4,676)
Conventions and seminars	1,200	1,108	92
Computer service and maintenance	1,600	2,202	(602)
Payroll taxes	29,530	28,123	1,407
Legal and accounting fees	28,000	15,497	12,503
Insurance	44,900	45,897	(997)
Other expenses	7,000	8,736	(1,736)
Professional fees - psychiatric services	54,000	62,050	(8,050)
Telephone	18,000	12,523	5,477
Travel	10,800	7,626	3,174
Retirement expense	14,000	14,953	(953)
Depreciation	---	19,747	(19,747)
Total expenses	<u>594,863</u>	<u>595,082</u>	<u>(219)</u>
Net income	2,540	14,315	11,775
Retained earnings, beginning	<u>151,226</u>	<u>151,226</u>	<u>---</u>
Retained earnings, ending	<u>\$ 153,766</u>	<u>\$165,541</u>	<u>\$ 11,775</u>

The accompanying notes are an integral part of this statement.

CADDO PARISH CORONER  
Statement of Cash Flows

For the year ended December 31, 1995

Operating activities

Net income	\$ 14,315
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	19,747
Changes in operating assets and liabilities:	
(Increase) decrease in receivables	(826)
(Increase) decrease in accrued interest receivable	(491)
(Increase) decrease in prepaid expenses	3,311
Increase (decrease) in accounts payable	(102,680)
Increase (decrease) in salaries payable	(3,014)
Increase (decrease) in payroll taxes payable	4,977
Increase (decrease) in other taxes payable	(128)
Increase (decrease) in retirement payable	<u>851</u>
Net cash provided (used) by operating activities	<u>(63,938)</u>

Investing activities

Purchase of property, plant and equipment	<u>(3,046)</u>
Net cash provided (used) by investing activities	<u>(3,046)</u>

Financing activities

Net cash used by financing activities	<u>---</u>
Increase (decrease) in cash	(66,984)
Cash and cash equivalents, beginning of year	<u>166,993</u>
Cash and cash equivalents, end of year	<u>\$100,009</u>

The accompanying notes are an integral part of this statement.

CADDO PARISH CORONER  
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 1995

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 29 of the Louisiana Constitution of 1974, Coroners are elected by the voters of each parish for terms of four years. They must be a licensed physician, except in any parish in which no licensed physician will accept the office. The Coroner's office holds inquest and investigates all cases of sudden death, deaths due to unknown causes, deaths without attending physicians or other remedial treatments, or deaths in which there is suspicion as to the cause of death. In addition, the Coroner has the right to order an autopsy in any instance where he feels it is necessary to determine the cause of death.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local government. The accompanying general purpose financial statements have been prepared in accordance with such principles.

1. REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Codification Section 2100, the Coroner includes all funds, account groups, activities, et cetera, that are controlled by the Coroner as an independently elected parish official. As an independently elected parish official, the Coroner is solely responsible for the operations of his office, which include the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. 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 general purpose financial statements. These units of government are considered separate reporting entities and issue general purpose financial statements separate from that of the Parish Coroner.

CADDO PARISH CORONER  
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 1995

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

4. BASIS OF ACCOUNTING (Continued)

Expenses

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

5. BUDGET PRACTICES

The Coroner adopts an annual budget for the Enterprise Fund on a modified accrual basis of accounting. The budget is legally adopted and amended as necessary by the Coroner. All appropriations lapse at year end.

Budget amounts included in the accompanying general purpose financial statements are the original adopted budget, and there were no subsequent amendments.

6. VACATION AND SICK LEAVE

Employees of the Coroner's office earn up to twenty-two days of vacation and sick leave each year. Sick leave must be taken in the year earned. Vacation time is not cumulative and cannot be paid after termination.

Upon termination of employment, all unused vacation and sick leave is forfeited. There is no liability for unused leave payable at December 31, 1995.

NOTE B - CASH AND INVESTMENTS

Under state law, the Coroner may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or national banks having their offices in Louisiana. At December 31, 1995, the Coroner has cash and cash equivalents (book balances) totaling \$100,009 as follows:

CADDO PARISH CORONER  
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 1995

NOTE B - CASH AND INVESTMENTS (Continued)

Demand deposits	\$ 40,114
Interest bearing time deposits	<u>59,895</u>
Total	<u>\$100,009</u>

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

State law also requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes the FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as a security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

At December 31, 1995, the Coroner's bank balances totalled \$112,326, of which \$100,000 was covered by FDIC insurance coverage and \$12,326 was collateralized by investment securities held by the safekeeping bank.

NOTE C - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units at December 31, 1995 consisted of the following:

Bienville Parish	\$ 100	Natchitoches Parish	\$ 300
Bossier Parish	1,500	Orleans Parish	100
Claiborne Parish	200	Ouachita Parish	500
DeSoto Parish	900	Rapides Parish	200
East Carroll Parish	100	Red River Parish	400
East Feliciana Parish	200	Richland Parish	200
Jackson Parish	200	Sabine Parish	900
Madison Parish	100	Union Parish	100
Morehouse Parish	100	Webster Parish	1,500
		Winn Parish	<u>300</u>
Subtotals	<u>3,400</u>		<u>4,500</u>
	TOTAL	\$	<u>7,900</u>

CADDO PARISH CORONER  
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 1995

NOTE D - PROPERTY, PLANT AND EQUIPMENT

A summary of changes in property, plant and equipment follows:

Balance, December 31, 1994	\$110,130
Additions	3,046
Deletions	<u>      </u>
Balance, December 31, 1995	<u>113,176</u>
Less: Accumulated depreciation	<u>(21,972)</u>
Net property, plant, and equipment	<u>\$ 91,204</u>

Prior to 1994, all property, plant and equipment utilized by the Coroner was the property of the Caddo Parish Commission. Depreciation expense for 1995 was \$19,747.

NOTE E- OTHER EXPENSES

"Other expenses" as detailed in the accompanying income statements consists of:

Category

Laboratory expense	\$ 1,282
Maintenance contract	1,193
Film and processing	1,361
Office equipment lease expense	683
Miscellaneous	1,244
Pauper burial	1,287
Postage	992
Repairs	<u>694</u>
Total	<u>\$ 8,736</u>

CADDO PARISH CORONER  
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 1995

NOTE F- DEFERRED COMPENSATION PLAN

The Coroner began an employee deferred compensation plan in 1992, that qualifies under IRS Code 457. Total disbursements for the Coroner's office for the retirement plan for the year ended December 31, 1995, was \$23,077 of which \$14,953 was funded by the Coroner's office and the balance was funded by employee' voluntary contributions. The net assets available for distribution at December 31, 1995 (fair market value) based upon data provided by Public Employees Benefits Service Corporation ("PEBSCO"), the plan trustee, was \$98,518.

Under the provision of the plan, eligible employees are able to defer current taxable income and contribute to the plan. The Coroner also contributes on behalf of each eligible employee. By law (IRS Code Section 457K) the total annual contribution for both the office and the employee is limited to \$7,500 per year or 25% of gross annual compensation. Also in accordance with Section 457K, there is no vesting period, each employee is immediately vested into the plan.

SUPPLEMENTARY DATA



CADDO PARISH CORONER

EXIT CONFERENCE

For the year ended December 31, 1995

An exit conference was held on June 7, 1996 to discuss the proposed audit report and findings in the internal control opinion. The following people were present:

Mike Smith, Coroner Office Administrator  
W. Micheal Elliott, CPA  
Kay Gilbert, Coroner Administrative Assistant

CADDO PARISH CORONER

CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS

Condition: The Coroner did not have all of its \$194,610 in bank balances collateralized at December 31, 1994. \$161,433 was covered by FDIC insurance at two financial institutions and \$33,177 was uncollateralized. This excess amount was spent by the Coroner in January and February 1995 and there have been no instances of noncompliance thereafter.

Corrective Action: The Coroner had all of its bank balances in excess of FDIC insurance collateralized at December 31, 1995.

Comment: The Coroner is in compliance with Louisiana R/S #39:1225.