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JEFFERSON PARISH COMMISSIONER'S OFFICE
**FINANCIAL OBSERVATION
AND RECOMMENDATION**
For The Two Years
Ended December 31, 1966

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Release Date: 1968-04-19

This report is intended for the information of management and others within the organization as well as the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Adkins, Smith, King & Hunt
A Professional Accounting Corporation

March 31, 1997

**JEFFERSON PARISH CORONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS**

NOTE D

**PERSON PLAN: PARISHIAL EMPLOYEES' RETIREMENT SYSTEM (PERES)
(Continued)**

Description of Funding Policy

Contributions to the System include one-fourth of one-percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employee and employer contributions are determined by actuarial valuations for the prior year. For 1996 and 1995, the actuarially determined employee contributions were 7.22% and 8.00%, respectively. The employees' contribution portion was 0.58% for 1996 and 1995.

The Coroner's contribution requirements for 1996 and 1995 were \$61,375 and \$68,762, respectively.

The amount reported below as "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and any step-rate benefits estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of qualified projected benefits and is intended to assist users in assessing the plan's funding status on a going-concern basis, assist progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among government pension plans and employees. The System does not conduct separate measurements of assets and pension obligations for individual employees. The pension benefit obligation at December 31, 1995 for the System as a whole, determined through an actuarial valuation performed as of that date, was \$762,893,536, of which \$195,243,730 was non-vested and \$567,649,806 was vested. The net assets available for benefits as that date (valued at market) were \$647,645,108, resulting in an unfunded pension benefit obligation of \$115,248,422.

Historical trend information showing the PERES' progress in accumulating sufficient assets to pay benefits when due is presented in the PERES' December 31, 1995 comprehensive annual financial report. The Coroner does not guarantee the benefits granted by the PERES.

The above presented information was obtained from the annual actuarial valuation of the PERES. As of the date of issuance of this audit report, actuarial valuations for the PERES had not been completed for the year ended December 31, 1996. For this reason, 1996 information was not available.

We appreciate the confidence you have placed in us by allowing us to serve the JEFFERSON PARISH CORONER'S OFFICE. If we can assist you in any way with the above, please do not hesitate to contact us.



A Professional Accounting Corporation

March 31, 1997



The Honorable Robert E. Troutman, M.D.
Jefferson Parish Coroner's Office
Harvey, Louisiana

In planning and performing our audit of the financial statements of the **JEFFERSON PARISH CORONER'S OFFICE** for the two years ended December 31, 1996, we considered its internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure. In addition, we performed tests of the **JEFFERSON PARISH CORONER'S OFFICE's** compliance with laws, regulations, contracts and grants.

During our audit, we noted certain immaterial instances of noncompliance with laws and regulations. Our findings are as follows:

COMPLIANCE WITH BUDGET LAWS

During 1995 and 1996, certain stipulations of the Local Government Budget Act were not followed as required under Louisiana Revised Statute 49:1306-1314. Specifically, the budget was not amended in 1995 and 1996 which is necessary when total revenues, expenditures or fund balance within a fund have a 5% unfavorable variance from the total budgeted amounts. Additionally, the budgets for 1995 and 1996 did not include a budget message signed by the preparer that stated a summary description of the proposed financial plan, policies, objectives, assumptions, budgetary basis and a discussion of the most important features. Similar noncompliance issues regarding the provisions of the budget act were noted in the audit report for the two years ended December 31, 1994.

We recommended that at least once annually, the **JEFFERSON PARISH CORONER'S OFFICE** review budget to actual comparisons. At that time, management can decide if unfavorable variances of 5% or greater are likely to occur and, if it appears they will occur, a revised budget can be adopted.

This report is intended solely for the information and use of the management of the **JEFFERSON PARISH CORONER'S OFFICE**.

been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the 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. We noted no matters involving internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management and others within the organization as well as the Louisiana Legislative Auditor. However, this report in a matter of public record and its distribution is not limited.



A Professional Accounting Corporation

March 31, 1997

JEFFERSON PARISH COMMISSIONER'S OFFICE

December 31, 1996

Audit of Financial Statements



**INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL STRUCTURE
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS**

Honorable Robert E. Tristing, M.D.
Jefferson Parish Comptroller's Office
Metairie, Louisiana

We have audited the general purpose financial statements of the **JEFFERSON PARISH COMPTROLLER'S OFFICE** as of December 31, 1996, and for the two years then ended, and have issued our report thereon dated March 11, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the **JEFFERSON PARISH COMPTROLLER'S OFFICE** 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 financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the financial statements of the **JEFFERSON PARISH COMPTROLLER'S OFFICE** as of and for the two years ended December 31, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have

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**JEFFERSON PARISH COMMISSIONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS**

NOTE E

LEASES

The Comrse recorded the following capital leases for equipment as an asset and an obligation in the accompanying financial statements. At December 31, 1996, capital leases consist of automobiles with a recorded value of \$257,476. The following is a schedule of future minimum lease payment value of the net minimum lease payments, as of December 31, 1996:

Year ending	Automobiles
1997	\$ 22,157
1998	13,826
1999	<u>2,818</u>
Present value of net minimum lease payments	<u>\$ 41,802</u>

NOTE F

CHANGES IN GENERAL LONG-TERM OBLIGATIONS

During 1996, the Jefferson Parish Council agreed to loan the Comrse's office \$200,000 to aid in the completion of the new Biocenic Medical Facility. This loan is to be repaid under the following schedule:

Due in	
1997	\$ 300,000
1998	300,000
1999	<u>300,000</u>
	<u>\$ 900,000</u>

No interest is being charged on this loan.

The following is a summary of the long-term obligation transactions resulting from the issuance of debt agreements for the two years ended December 31, 1996:

Long-Term Obligations at January 1, 1995	\$ 17,427
Additions - 1995	44,421
Deductions - 1995	<u>23,681</u>
Long-Term Obligations at January 1, 1996	38,167
Additions - 1996	822,416
Deductions - 1996	<u>15,821</u>
Long-Term Obligations at December 31, 1996	<u>\$ 844,762</u>



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Honorable Robert E. Tristing, M.D.
Jefferson Parish Coroner's Office
Harvey, Louisiana

We have audited the general purpose financial statements of the JEFFERSON PARISH CORONER'S OFFICE as of December 31, 1986, and for the two years then ended, and have issued our report thereon dated March 31, 1987.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the JEFFERSON PARISH CORONER'S OFFICE, is the responsibility of the JEFFERSON PARISH CORONER'S OFFICE's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the JEFFERSON PARISH CORONER'S OFFICE's compliance with certain provisions of laws and regulations. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

We noted a certain immaterial instance of noncompliance that we have reported to the management of the JEFFERSON PARISH CORONER'S OFFICE in a separate letter dated March 31, 1987.

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JEFFERSON PARISH COMMISSIONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS

NOTE B:

PENSION PLAN: PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM (PEERS)
(Continued)

Plan Description and Provisions (Continued)

The amount of the retirement benefit, payable monthly for life is equal to three percent of the member's final-average salary multiplied by each year of creditable service. However, for those employees who were members of the supplemental-plan-only prior to January 1, 1980, the benefit is equal to one-percent of final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1980 and three-percent of final salary multiplied by each year of creditable service after January 1, 1980. The retirement benefit may not exceed the greater of either one-hundred percent of an employee's final salary or the final-average salary. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Final salary is the employee's salary over the last twelve months of service.

In lieu of terminating employment and accepting a service retirement allowance, any member of the plan who has been an active contributing member for one full year after becoming eligible for normal retirement may elect to participate in the deferred retirement option plan (DROPT) for up to two years and defer the receipt of benefits. Upon commencement of participation in the plan, membership in the System terminates. During participation in the plan, employer contributions are payable but employee contributions cease.

Disability Benefits

A member is eligible to retire and receive disability benefits if he has at least 5 years of creditable service, is not eligible for normal retirement and suffers disability which has been certified by the State Medical Disability Board. The rate is three-percent of the member's final compensation multiplied by his years of creditable service under certain conditions outlined in the statute.

Survivor's Benefits

Upon the death of a member with 5 or more years of creditable service, the Plan provides benefits for surviving spouses and minor children. Under certain conditions outlined in the statute, the benefits range from 30 to 60 percent of the member's final compensation.

If a member's employment is terminated before the member is eligible under PEERS, the member shall receive a refund of his member contributions.

**JEFFERSON PARISH COMMISSIONER'S OFFICE
 COMBINED BALANCE SHEET
 ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 1996**

ACCOUNT	Fund Type	Governmental Account Groups		Total
		General	General	
		Fixed Assets	Long-Term Debt	
Cash	\$ 45,077	\$ -	\$ -	\$ 45,077
Investments	-	-	-	-
Receivables				
Ad Valorem Taxes (Net of Allowance for Uncollectible Taxes of \$79,367)	2,193,719	-	-	2,193,719
State Revenue Sharing	79,366	-	-	79,366
Other	36,216	-	-	36,216
Land, Buildings, Equipment and Automobiles	-	5,705,662	-	5,705,662
Amount to be Provided for Retirement of General Long-Term Obligations	-	-	841,482	841,482
	<u>\$ 2,324,233</u>	<u>\$ 5,705,662</u>	<u>\$ 841,482</u>	<u>\$ 8,871,297</u>
LIABILITIES AND FUND EQUITY				
Liabilities				
Accounts Payable	\$ 588,093	\$ -	\$ -	\$ 588,093
Accrued Expenditures	186,513	-	-	186,513
Long-Term Debt Payable	-	-	841,482	841,482
Total Liabilities	<u>774,606</u>	<u>-</u>	<u>841,482</u>	<u>1,616,090</u>
Fund Equity				
Investments in General Fixed Assets	-	5,705,662	-	5,705,662
Fund Balances - Unassigned - Undesignated	1,647,685	-	-	1,647,685
Total Fund Equity	<u>1,647,685</u>	<u>5,705,662</u>	<u>-</u>	<u>7,353,347</u>
	<u>\$ 2,324,233</u>	<u>\$ 5,705,662</u>	<u>\$ 841,482</u>	<u>\$ 8,871,297</u>

The accompanying notes are an integral part of these financial statements.

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JEFFERSON PARISH COMMISSIONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS

NOTE G

LITIGATION

At December 31, 1998, the Commission is involved in a number of lawsuits. However, in the opinion of the Commission's legal counsel, resolution of these lawsuits would not involve any material liability to the Commission.

NOTE H

FORENSIC MEDICAL FACILITY

The Commission purchased land and began construction on a new Forensic Medical Facility during 1999. The total expenditures on the new facility are \$2,825,455 and \$1,514,723 in 1998 and 1999, respectively. Contributions have been made by other parish entities that are specifically designated for this construction.



Honorable Robert E. Tristing, M.D.
JEFFERSON PARISH CORONER'S OFFICE

Independent Auditor's Report

We have audited the accompanying combined balance sheet of the JEFFERSON PARISH CORONER'S OFFICE as of December 31, 1996, and statements of revenues, expenditures and changes in fund balance for the years ended December 31, 1995 and 1996. These financial statements are the responsibility of the JEFFERSON PARISH CORONER'S OFFICE management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and government auditing standards. Those standards require that we 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 financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the JEFFERSON PARISH CORONER'S OFFICE as of December 31, 1996 and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

In accordance with *Governmental Auditing Standards*, we have also issued a report dated March 31, 1997 on our consideration of the JEFFERSON PARISH CORONER'S OFFICE's internal control structure and a report dated March 31, 1997 on its compliance with laws and regulations.

Robert E. Tristing, M.D.

A Professional Accounting Corporation

March 31, 1997

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**JEFFERSON PARISH CORNER'S OFFICE
NOTES TO FINANCIAL STATEMENTS**

NOTE C

CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (equipment and automobiles) follows:

Balance, January 1, 1995	\$ 1,577,614
Additions:	
1995	1,599,144
1996	3,947,871
Retirements:	
1995	-
1996	<u>129,022</u>
Balance, December 31, 1996	<u>\$ 5,795,692</u>

General fixed assets consist of the following:

Automobiles	\$ 357,476
Furniture, Fixtures and Equipment	470,277
Land and Building	<u>4,967,939</u>
Investment in General Fixed Assets	<u>\$ 5,795,692</u>

NOTE D

PENSION PLAN: PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM (PERRS)

Plan Description and Provisions:

All of the Coroner's full time employees (28 hours or more per week) participate in the PERRS, a multiple-employer, cost-sharing pension plan. The PERRS is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Coroner are members of Plan A. Total payroll, which equals covered payroll, for 1995 and 1996 was \$449,313 and \$428,608, respectively.

Employees are eligible for normal retirement providing they meet one of the following criteria:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with at least ten (10) years of creditable service.

REVENUE FUND COMMODITY OFFICE
 BUDGET OF REVENUES, EXPENSES AND
 CHANGES IN FUND BALANCE - FISCAL YEAR 1995
 AND 1994 - GENERAL FUND
 For The Year Ended December 31, 1994 and 1993

	1994			1993			Variance Revenue (Under/over)
	Budget	Actual	Percentage Achieved	Budget	Actual	Percentage Achieved	
Revenues							
All Sales Taxes	\$ 1,171,649	\$ 1,471,264	125.69	\$ 1,217,649	\$ 1,413,689	115.69	\$ 196,040
County Medical Facility	482,071	494,977	102.67	482,071	511,761	106.16	29,690
County Welfare	18,000	11,770	65.39	18,000	18,048	100.27	48
Intergovernmental Revenue Sharing	72,000	41,000	56.94	72,000	73,150	101.60	1,150
Local Public Utilities	2,000	28,781	1439.05	2,000	30,821	1541.05	28,821
Other Revenues	4,000	41,000	10250.00	-	41,000	-	41,000
Interlocal Benefit Co-Op Program	25,000	41,000	164.00	25,000	41,000	164.00	16,000
County Fees	-	41,000	100.00	-	41,000	100.00	41,000
Total Revenues	1,723,720	2,081,822	120.80	1,717,769	2,113,569	123.06	395,800
Expenditures							
Salaries	81,500	74,719	91.68	81,500	74,919	91.92	6,581
Commodities	8,000	8,400	105.00	7,750	9,761	126.46	2,011
Employee Contract	97,750	113,976	116.57	124,487	133,614	107.34	9,127
Materials	60,000	68,720	114.53	60,000	67,000	111.67	7,000
Travel, Office and Administration	70,000	41,079	58.83	64,200	47,102	73.35	17,098
Possible Employee Retirement System	-	5,011	100.22	16,129	16,285	101.00	156
Medical	24,000	29,026	120.94	-	3,444	-	3,444
Insurance	-	290,266	100.00	291,000	141,100	48.49	150,000
Declarations from All Values	70,000	44,677	63.83	4,000	42,291	1057.25	35,291
Amortization	49,000	49,127	100.26	49,000	49,371	100.76	371
Retirement System	42,000	49,010	116.69	42,000	42,000	100.00	-
Legal Fees	-	11,920	100.00	-	11,921	100.00	11,921
Utilities and Communications	8,000	8,000	100.00	8,000	8,271	103.39	271
Travel and Hospitality	24,000	21,720	90.50	24,000	21,686	90.36	2,314
Insurance Premiums	30,000	19,000	63.33	30,000	31,447	104.82	1,447
Auto Lease Payments	30,000	31,000	103.33	30,000	31,000	103.33	1,000
Medical Supplies	30,000	30,000	100.00	30,000	30,291	100.97	291
Amortization and Library Fees	10,000	10,000	100.00	10,000	10,000	100.00	-
County/State/Local	10,000	12,000	120.00	10,000	12,000	120.00	2,000
Professional Fees - Medical	-	200	100.00	-	200	100.00	200
Professional Expenditures	40,000	20,400	51.00	44,000	19,400	44.09	24,600

	196		1955		Variance	
	Budget	Actual	Budget	Actual	1955-196	(Under/Over)
Expenses (Continued)						
Accounting - City	34,000	33,000	34,000	33,750	250	250
Child Day Care	40,000	34,000	40,000	36,200	3,800	3,800
Food	2,500	400	2,500	1,700	800	800
Burg Service	5,500	4,000	5,500	4,200	1,300	1,300
Attendance	8,000	700	8,000	5,200	2,800	2,800
Accounting	8,000	6,000	8,000	6,000	2,000	2,000
Out-Of-Town	8,000	30,000	8,000	12,000	2,000	2,000
Rent Processing Fee	-	10	-	100	90	90
Center Services	2,500	21,000	2,500	24,000	21,500	21,500
Steam and Underpinnings	8,000	6,000	8,000	6,000	2,000	2,000
Expenses (Child Protective)	-	75	-	175	100	100
Miscellaneous	10,000	21,500	10,000	13,500	3,500	3,500
Office Supplies	20,000	18,000	20,000	17,500	2,500	2,500
Rent	11,000	10,100	11,000	11,400	400	400
Utilities	1,000	40	1,000	1,100	100	100
Telephone and Maintenance	-	10	-	100	90	90
Security (Police Charges)	40,000	70,000	40,000	40,000	30,000	30,000
Fuel, Tires and Repairs	1,000	1,100	1,000	1,100	100	100
Telephone	1,000	70,000	1,000	40,000	39,000	39,000
Travel	11,000	1,100	11,000	12,100	1,100	1,100
Utilities	11,000	6,000	11,000	6,500	4,500	4,500
Capital	-	24,10	-	22,400	22,400	22,400
Office Furniture and Equipment, and Automobile	225,000	2,000,000	2,000,000	1,580,000	420,000	420,000
Revenue Fund	4,000,000	3,500,000	4,000,000	3,400,000	600,000	600,000
Total Expenditures						
Other Financing Sources						
Loan for Purchase Facility	70,000	60,000	70,000	60,000	10,000	10,000
Proceeds from Capital Sale	8,000	12,400	8,000	22,000	14,000	14,000
Interest Income	-	3,000	-	3,000	3,000	3,000
Total Other Financing Sources	78,000	75,400	78,000	85,000	7,000	7,000
Excess of Expenditures over Revenues	1,140,000	9,400,000	1,140,000	10,150,000	750,000	750,000
Fund Balance at Beginning of Year		3,67,500		4,000,000	3,332,500	3,332,500
Fund Balance at End of Year		1,140,000		1,140,000	-	-

**JEFFERSON PARISH CORONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS**

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 inquests and investigates all cases of sudden death, deaths due to unknown causes, deaths without attending physicians or other remedial measures, 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.

Unlike other parish Coroners, whose operations are funded primarily by resources of the parish governing authority, the operations of the JEFFERSON PARISH CORONER'S OFFICE are funded primarily with Ad Valorem taxes that are paid directly to that office as provided by Louisiana Revised Statute 51:1621.

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 states 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 financial statements have been prepared in accordance with such principles.

REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Statement 14, the Coroner includes all funds, account groups and activities 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 financial statements. These units of governments are considered separate reporting entities and issue financial statements separate from that of the JEFFERSON PARISH CORONER'S OFFICE.

ACCOUNTING ESTIMATES

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

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS

NOTE 4

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND ACCOUNTING

The accounts of the Coroner's Office are organized on the basis of a fund (General Fund) and account groups, each of which is considered a separate accounting entity. The operations of the General Fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures. The General Fund is the general operating fund of the Coroner's Office and accounts for all financial activities.

GENERAL FIXED ASSETS AND LONG-TERM OBLIGATIONS

Fixed assets are accounted for in the General Fixed Asset Account Group, rather than in the General Fund. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost. Long-term obligations are accounted for in the General Long-Term Debt Account Group, not in the General Fund. The two account groups are not funds. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting refers to the timing of the measurements made, regardless of the measurement focus applied. The General Fund is reported using a form of current financial resources measurement focus. The Coroner's accounts are maintained on a cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues

All Valuer's taxes and the related state revenue sharing are recorded in the year the taxes are assessed. Ad Valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and are considered delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

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

Substantially all other revenues are recognized when they become both measurable and available to finance expenditures of the fiscal period.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, except for principal and interest on general long-term obligations, which are recognized when due.

JEFFERSON PARISH COMMISSIONER'S OFFICE
NOTES TO FINANCIAL STATEMENTS

NOTE A

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BUDGET PRACTICES

The Comoros adopts an annual budget for the General Fund on a modified accrual basis of accounting. All appropriations lapse at year end. The budget was not amended during the year.

CASH AND INVESTMENTS

Under state law, the Comoros 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, 1986, the Comoros has cash (bank balances) totaling \$45,877.

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. Deposits (bank balances) at December 31, 1986 are categorized as follows:

Bank Balances (Category 1)	<u>\$ 45,877</u>
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Category 1 includes bank balances which are insured by the Federal Deposit Insurance Company.

During 1986 and 1985, the Comoros invested in U.S. Treasury Bills. These investments are considered to be Category 2 investments that are unsecured with securities held by the fiscal agent or its trust department in the Comoros's name. As of December 31, 1986, no Category 2 investments were owned by the Comoros.

VACATION AND SICK LEAVE

Employees of the Comoros's office earn thirty-five days of vacation and sick leave each year. Vacation and sick leave must be taken in the year earned.

Upon termination of employment, all unused vacation and sick leave is forfeited. There is no liability for unused leave payable at December 31, 1986.

LEVIED TAXES

The Comoros was authorized and has levied a .56 mill Ad Valorem tax for 1989. Starting in 1990, an additional Ad Valorem tax of 1 mill was authorized to extend for a period of ten years, for the purpose of acquiring, constructing, improving, providing, maintaining or operating financial medical facilities. Accordingly, the Comoros was authorized and has levied a 1.56 mill Ad Valorem tax for 1990 and subsequent years.