

**SABINE PARISH POLICE JURY
Many, Louisiana**

**Primary Government Financial Statements
and Independent Auditor's Reports
As of December 31, 2003,
and for the Year Then Ended
With Supplemental Information Schedules**

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

Release Date 7-14-04

SABINE PARISH POLICE JURY
Many, Louisiana

Primary Government Financial Statements
and Independent Auditor's Reports
As of December 31, 2003
and for the Year Then Ended
With Supplemental Information Schedules

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INDEPENDENT AUDITOR'S REPORT

SABINE PARISH POLICE JURY
Many, Louisiana

I have audited the accompanying financial statements of the Sabine Parish Police Jury, primary government, as of December 31, 2003, and for the year then ended, as listed in the foregoing table of contents. These financial statements are the responsibility of management of the police jury. My responsibility is to express an opinion on these financial statements based on my audit.

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

The financial statements referred to above include only the primary government of the Sabine Parish Police Jury, which consists of all funds, organizations, institutions, agencies, departments, and offices that comprise the police jury's legal entity. The financial statements do not include financial data for the police jury's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the police jury's primary government. As a result, the primary government financial statements, do not purport to, and do not, present fairly the financial position of the reporting entity of the Sabine Parish Police Jury as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position for the primary government of the Sabine Parish Police Jury as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

SABINE PARISH POLICE JURY
Many, Louisiana
Independent Auditor's Report
December 31, 2003

In accordance with *Government Auditing Standards*, I have also issued a report dated June 2, 2004, on my consideration of internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

My audit was made for the purpose of forming an opinion on the primary government financial statements. The accompanying supplemental schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the primary government financial statements of the police jury. Such information has been subjected to the procedures applied in the audit of the primary government financial statements and, in my opinion, is fairly stated in all material respects in relation to the primary government financial statements taken as a whole.

Herbie W. Way

Herbie W. Way
Alexandria, Louisiana
June 2, 2004

SABINE PARISH POLICE JURY
 Many, Louisiana
 ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 2003

	GOVERNMENTAL FUND TYPE			
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND - INDUSTRIAL DISTRICT NO. 1 FUND	CAPITAL PROJECTS FUND - COMMUNITY DEVELOPMENT BLOCK GRANT
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	\$1,065,069	\$2,336,078	\$67,178	
Receivables	450,196	909,027		\$8,812
Interfund receivables	138,628			
Land, buildings, and equipment				
Other debits - amount to be provided for retirement of general long-term debt				
TOTAL ASSETS AND OTHER DEBITS	\$1,653,893	\$3,245,106	\$67,178	\$8,812
LIABILITIES, OTHER CREDITS, AND FUND EQUITY				
Liabilities:				
Accounts payable	\$38,892	\$74,119		\$8,812
Interfund payables		138,628		
Compensated absences payable				
Capital leases payable				
Total liabilities	38,892	212,747	NONE	8,812
Fund Equity:				
Fund balances:				
Other credits - investment in general fixed assets				
Unreserved:				
Designated for equipment replacement		532,352		
Undesignated	1,615,001	2,500,007	\$67,178	
Total Fund Equity	1,615,001	3,032,359	67,178	NONE
TOTAL LIABILITIES, OTHER CREDITS, AND FUND EQUITY	\$1,653,893	\$3,245,106	\$67,178	\$8,812

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

ACCOUNT GROUPS		
GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL (MEMORANDUM ONLY)
		\$3,468,325
		1,368,036
		138,628
\$6,167,155		6,167,155
	\$416,880	416,880
<u>\$6,167,155</u>	<u>\$416,880</u>	<u>\$11,569,023</u>
		\$121,823
		138,628
	\$122,994	122,994
	293,886	293,886
NONE	416,880	677,330
\$6,167,155		6,167,155
		632,352
		4,182,186
6,167,155	NONE	10,881,693
<u>\$6,167,155</u>	<u>\$416,880</u>	<u>\$11,569,023</u>

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2003

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND - INDUSTRIAL DISTRICT NO. 1 FUND	CAPITAL PROJECT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT FUND	TOTAL (MEMORANDUM ONLY)
REVENUES					

Taxes:					
Ad valorem	\$298,765	\$905,104			\$1,203,869
Sales and use		2,149,246			2,149,246
Other taxes, penalties, and interest	60,367				60,367
Licenses and permits	2,465				2,465
Intergovernmental revenues:					
Federal funds	11,616			\$286,324	297,941
State funds	826,629	541,477			1,368,106
Fines and forfeitures	4,293	386,994			393,287
Use of money and property	14,357	76,405	\$596		91,359
Other revenues	2,229				2,229
Total revenues	1,220,721	4,061,226	596	286,324	5,568,865

EXPENDITURES					

Current:					
General government:					
Legislative	157,533				157,533
Judicial	293,855	379,090			672,976
Elections	34,009				34,009
Finance and administrative	145,594	82,143			227,736
Other	276,002	33,836			309,838
Public safety	151,819				151,819
Public works		3,644,524			3,644,524
Health and welfare	8,208	46,848			55,053
Culture and recreation					
Economic development and assistance	24,779			\$286,324	311,103
Debt service:					
Principal		222,241			222,241
Interest		17,278			17,278
Capital outlay					
Total expenditures	1,091,829	4,425,954	NONE	286,324	5,804,108

EXCESS (Deficiency) OF REVENUES					
OVER EXPENDITURES	128,893	(364,728)	596	NONE	(235,239)

(Continued)

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

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2003

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND - INDUSTRIAL DISTRICT NO. 1 FUND	CAPITAL PROJECT FUND - COMMUNITY DEVELOPMENT BLOCK GRANT FUND	TOTAL (MEMORANDUM ONLY)
OTHER FINANCING SOURCES (Uses)					
Operating transfers in	\$9,065	\$1,716,000			\$1,725,065
Operating transfers out		(1,725,065)			(1,725,065)
Increase in capital leases		150,005			150,005
Total other financing sources (uses)	9,065	140,940	NONE	NONE	150,005
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES					
	137,958	(223,768)	\$596	NONE	(85,234)
FUND BALANCES AT BEGINNING OF YEAR					
	1,477,044	3,256,147	66,582	NONE	4,799,773
FUND BALANCES AT END OF YEAR					
	<u>\$1,615,001</u>	<u>\$3,032,359</u>	<u>\$67,178</u>	<u>NONE</u>	<u>\$4,714,538</u>

(Concluded)

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

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL AND CERTAIN SPECIAL REVENUE FUNDS

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
 Budget (GAAP Basis and Actual)
 For the Year Ended December 31, 2003

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						

Taxes:						
Ad valorem	\$298,601	\$298,765	\$154	\$904,591	\$905,103	\$512
Sales and use				2,110,000	2,149,246	39,246
Other taxes, penalties, and interest	60,366	60,367	1			
Licenses and permits	5,810	2,776	(3,034)			
Intergovernmental revenues:						
Federal funds	11,616	11,616				
State funds	725,943	626,319	100,376	862,321	641,477	(20,844)
Fines and forfeitures	1,886	4,293	2,407	71,000	74,893	3,893
Use of money and property	10,200	14,357	4,157	20,730	20,691	(39)
Other revenues	2,000	2,229	229	7,300	9,000	1,700
	-----	-----	-----	-----	-----	-----
Total revenues	1,116,422	1,220,722	104,300	3,675,942	3,700,410	24,468
EXPENDITURES						

Current:						
General government:						
Legislative	164,231	157,533	6,698			
Judicial	351,153	293,885	57,268	15,500	12,075	3,425
Elections	62,201	34,009	28,192			
Finance and administrative	155,614	145,594	10,020	100,000	82,143	17,857
Other	352,398	276,003	76,395	33,836	33,836	
Public safety	193,292	161,619	41,473			
Public works				3,915,622	3,523,017	392,605
Health and welfare	8,508	8,208	300	78,000	50,327	27,673
Economic development and assistance	25,350	24,779	571			
Debt service:						
Principal				203,596	199,271	4,325
Interest and bank charges				17,590	17,275	315
	-----	-----	-----	-----	-----	-----
Total expenditures	1,312,747	1,091,630	220,917	4,364,144	3,917,944	446,200
EXCESS (Deficiency) OF REVENUES						

OVER EXPENDITURES	(196,325)	128,892	325,217	(688,202)	(217,534)	470,668

(Continued)

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

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL AND CERTAIN SPECIAL REVENUE FUNDS

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
 Budget (GAAP Basis and Actual)
 For the Year Ended December 31, 2003

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
OTHER FINANCING SOURCES (Uses)						
Operating transfers in	\$1,000	\$9,065	\$8,065	\$1,716,000	\$1,716,000	
Operating transfers out				(1,716,000)	(1,716,000)	
Total other financing sources (uses)	1,000	9,065	8,065	NONE	NONE	NONE
EXCESS (Deficiency) OF REVENUES AND OTHER USES OVER EXPENDITURES AND OTHER USES						
	(195,325)	137,957	333,282	(688,202)	(217,534)	470,668
FUND BALANCES AT BEGINNING OF YEAR	1,477,044	1,477,044		3,240,817	3,240,817	
FUND BALANCES AT END OF YEAR	<u>\$1,281,719</u>	<u>\$1,615,001</u>	<u>\$333,282</u>	<u>\$2,552,615</u>	<u>\$3,023,283</u>	<u>\$470,668</u>

(Concluded)

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

SABINE PARISH POLICE JURY
Many, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2003

INTRODUCTION

The Sabine Parish Police Jury is the governing authority for Sabine Parish and is a political subdivision of the State of Louisiana. The police jury is governed by nine jurors representing the various districts within the parish. The jurors serve four-year terms which expire in January 2004.

Louisiana Revised Statute 33:1236 gives the police jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the powers to make regulations for their own government, to regulate the construction and maintenance of roads and bridges, to regulate the construction and maintenance of drainage systems, to regulate the sale of alcoholic beverages, and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish. Funding to accomplish these tasks is provided by ad valorem taxes, sales taxes, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants. In accomplishing its objectives, the police jury also has the authority to create special districts (component units) within the parish. The districts perform specialized functions, such as fire protection, water distribution, sewerage collection and disposal, drainage control, library facilities, and health care facilities.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

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

Governmental Accounting Standards Board (GASB) Statement No. 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury) financial statements are not a substitute for the reporting entity's financial statements.

The police jury has chosen to issue financial statements of the primary government (police jury) only; therefore, none of the component units that comprise the reporting entity are included in the accompanying financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units. These financial statements are not intended to and do not report on the reporting entity but rather are intended to reflect only the financial statements of the primary government (police jury).

SABINE PARISH POLICE JURY

Many, Louisiana

Notes to the Primary Government Financial Statements

(Continued)

B. FUND ACCOUNTING

The police jury uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the funds because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds of the police jury are classified into the governmental fund type category. In turn, this category is divided into separate fund types. The description of each existing fund type follows:

Governmental Fund Types:

Governmental fund types account for all of the police jury's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental fund types include:

1. **General Fund** -- the general operating fund of the police jury and accounts for all activities except those required to be accounted for in other funds.
2. **Special revenue funds** -- account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. In addition, the General Fund of the Eleventh Judicial District Criminal Court Fund is reported as a special revenue fund.
3. **Debt service funds** -- account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
4. **Capital projects funds** -- account for financial resources to be used to acquire or construct major capital facilities.

SABINE PARISH POLICE JURY

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Notes to the Primary Government Financial Statements
(Continued)

C. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other sources) and decreases (i.e., expenditures and other uses) in net current assets. The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The police jury uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Sales and use taxes are recognized in the month received by the police jury's collection agents, the Sabine Parish Sales Tax Office and the Louisiana Department of Public Safety and Corrections - Office of Motor Vehicles.

Federal and state grants are recorded when the police jury is entitled to the funds.

Fines and forfeitures are recognized in the period they are collected by the parish sheriff.

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

Substantially all other revenues are recorded when they become available to the police jury.

Based on the above criteria, ad valorem taxes, state revenue sharing, federal and state grants, fines and forfeitures, and sales taxes on motor vehicles are treated as susceptible to accrual.

SABINE PARISH POLICE JURY

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Notes to the Primary Government Financial Statements

(Continued)

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

Other Financing Sources (Uses) - transfers between funds which are not expected to be repaid and increases in long-term debt are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

D. BUDGETS

Preliminary budgets for the ensuing year are prepared by the treasurer beginning in October. The finance committee reviews the proposed budgets and makes changes as it deems appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the budgets are then advertised in the official journal. During its December meeting, the jury holds a public hearing on the proposed budgets in order to receive comments from citizens. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the December meeting, and notice is published in the official journal.

During the year, the police jury receives monthly budget comparison statements which are used as a tool to control the operations of the parish. The treasurer presents necessary budget amendments to the jury when he determines that actual operations are differing materially from those anticipated in the original budget. The jury in regular session reviews the proposed amendments, makes necessary changes, and formally adopts the amendments. The adoption of amendments is included in jury minutes published in the official journal.

The police jury exercises budgetary control at the functional level. Within functional levels, the treasurer has the authority to make amendments as necessary. The police jury does not utilize encumbrance accounting in its budget practices. Unexpended appropriations lapse at year end and must be reappropriated in the next year's budget to be expended.

The police jury adopts modified accrual basis budgets for the governmental funds, except the Criminal Court Special Revenue Fund, which is exempt from the requirements Louisiana Revised Statutes 39:1301-1314 (Local Government Budget Act).

The following reconciles the excess (deficiency) of revenues and other sources over expenditures and other uses for the special revenue funds - budget basis with the special revenue funds - GAAP basis, at December 31, 2003:

SABINE PARISH POLICE JURY

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Notes to the Primary Government Financial Statements

(Continued)

Excess (deficiency) of revenues and other sources over expenditures and other uses (budget basis)	\$(217,534)
Fund not budgeted (Criminal Court Fund)	(6,254)
Excess (deficiency) of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$(223,788)</u>

E. ENCUMBRANCES

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed for other commitments of the police jury. However, outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded.

F. CASH AND CASH EQUIVALENTS

Under state law, the police jury may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

G. INTERFUND RECEIVABLES/PAYABLES

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

H. FIXED ASSETS

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures (capital outlay) in governmental funds and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and at estimated cost where no historical records are available. Interest costs incurred during construction are immaterial and are not capitalized. The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized but are only recognized as a normal current expenditure of the governmental funds. Public domain or infrastructure general fixed assets consisting of roads, bridges and drainage systems are not capitalized, as these assets are immovable and of value only to the police jury. No depreciation is recognized on general fixed assets.

SABINE PARISH POLICE JURY

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Notes to the Primary Government Financial Statements

(Continued)

I. COMPENSATED ABSENCES

Employees of the police jury earn 5 to 20 days of vacation leave and 12 days of sick leave each year, depending on their length of service. Vacation leave accumulates without limitation and employees are paid for their accumulated vacation leave upon termination of employment. Sick leave may be accumulated to a maximum of 45 days; however, accumulated sick leave is forfeited upon termination of employment.

The registrar of voters and the chief deputy of Sabine Parish are employees of the State of Louisiana, Department of Elections and Registration and are paid in part by the Sabine Parish Police Jury. Employees accrue and accumulate annual and sick leave in accordance with state law and administrative regulations. The leave is accumulated without limitation; however, upon separation of employment, classified personnel or their heirs are compensated for accumulated annual leave not to exceed 300 hours.

Employees of the Eleventh Judicial District Criminal Court Fund earn 10 days of vacation leave and 45 days of sick leave each year, depending on their length of service. Vacation and sick leave do not accumulate, and employees cannot be paid for unused leave upon termination of employment.

For the portion of the salaries paid by the Sabine Parish Police Jury, the cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the governmental funds when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

J. LONG-TERM DEBT

Long-term debt expected to be financed from governmental funds is reported in the general long-term debt account group. The account group is not a fund. It is concerned only with the measurement of financial position, not with measurement of results of operations.

K. FUND EQUITY

Reserves--represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated--represent those portions of fund equity that management plans for future use of financial resources.

SABINE PARISH POLICE JURY

—Many, Louisiana

Notes to the Primary Government Financial Statements
(Continued)

L. SALES TAXES

The Sabine Parish Police Jury levies a one per cent sales and use tax. The tax proposition provides that the tax be used to establish, construct, acquire, improve, and operate a solid waste collection and disposal system for the parish, with the balance of the funds used to establish, maintain, and improve roads and bridges. The tax went into effect on August 1, 1984, was renewed during 2003, and will expire on July 31, 2014. Delinquencies and July taxes would be remitted to the jury after July 31, 2014.

M. INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. All other interfund transfers are reported as operating transfers.

N. TOTAL COLUMNS ON COMBINED STATEMENTS

Total columns on the combined statements are captioned Memorandum Only (overview) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. CASH AND CASH EQUIVALENTS

At December 31, 2003, the police jury has cash (book balances) totaling \$3,468,325, with \$100 of petty cash and \$3,468,225, in interest bearing demand deposits.

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. Cash and cash equivalents (bank balances) totaling \$3,577,572 are adequately secured by \$200,000 of federal deposit insurance (GASB Category 1), and \$3,377,572 of securities held in the trust department of the fiscal agent bank, but not in the name of the police jury. (GASB Category 3).

SABINE PARISH POLICE JURY

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Notes to the Primary Government Financial Statements
(Continued)

Because the pledged securities are held in the trust department of the fiscal agent bank, in the name of the fiscal agent bank rather than in the name of the police jury, they are considered uncollateralized under the provisions of GASB Codification 150.163(b); however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the police jury that the fiscal agent bank has failed to pay deposited funds upon demand.

3. RECEIVABLES

The following is a summary of receivables at December 31, 2003:

Class of Receivable	General Fund	Special Revenue Funds	Capital Projects Funds	Total
Taxes - ad valorem	\$248,487	\$750,777		\$999,264
Intergovernmental revenues	183,003	110,294	\$8,812	302,109
Other	18,707	47,956		66,663
Total	\$450,196	\$909,027	\$8,812	\$1,368,036

4. FIXED ASSETS

The following is a schedule of changes in general fixed assets for the year ended December 31, 2003:

	Land	Buildings	Equipment and Furniture	Total
Balance at Beginning of Year	\$300,437	\$2,411,718	\$3,071,323	\$5,783,478
Additions	316,500	2,460	158,582	477,542
Deductions	(93,465)		(400)	(93,865)
Balance at End of Year	\$523,472	\$2,414,178	\$3,229,505	\$6,167,155

At December 31, 2003, \$6,056,146 or 98.20 per cent of the fixed assets are stated at actual historical cost and \$11,009 or 1.80 per cent are stated at estimated historical cost.

SABINE PARISH POLICE JURY

Many, Louisiana

Notes to the Primary Government Financial Statements
(Continued)

5. PENSION PLANS

Substantially all employees of the police jury, excluding employees of the Sabine Parish Fire Protection Districts, are members of the Parochial Employees Retirement System of Louisiana ("system"), a multiple-employer, 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. Employees of the police jury are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from funds and all elected parish officials are eligible to participate in the system. Under Plan A, employees who retire at or after age 60 with at least 10 years of credited service, at or after age 55 with 25 years of credited service, or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final compensation multiplied by the employee's years of credited service. However, for those employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to 1 per cent of final compensation, plus \$24 for each year of supplemental plan only service earned prior to January 1, 1980. Final compensation is the employee's monthly earnings during the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of credited service stated previously and who do not withdraw their employee contributions, may retire at the ages specified previously and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post office Box 14619, Baton Rouge, LA 70898-4619, or by calling (504) 928-1361.

Under Plan A, members are required by state statute to contribute 9.50 percent of their annual covered salary and the employer is required to contribute at an actuarially determined rate. The current rate is 7.75 percent of annual covered payroll. Contributions to the System include one-fourth of one percent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of the parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the employers 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 of the prior fiscal year. The employer contributions to the System under Plan A for the years ending December 31, 2003, 2002, and 2001, were \$92,020, \$88,927, and \$90,545, respectively, equal to the required contributions for each year.

SABINE PARISH POLICE JURY

Many, Louisiana

Notes to the Primary Government Financial Statements

(Continued)

6. COMPENSATED ABSENCES

Police jury employees and employees of the Department of Elections and Registration, paid in part by the police jury, have accumulated and vested \$122,994 of employee leave benefits, which were computed in accordance with GASB Codification Section C60. This amount is recorded within the general long-term debt account group.

7. LEASES

The police jury records items under capital leases as an asset and an obligation in the accompanying financial statements. The lease obligations, consisting of equipment, i.e., vehicles, tractors, motor graders, et cetera, are paid from the Parish Transportation Fund and the Road District Maintenance Funds.

The following is a schedule of future minimum lease payments under the capital leases and the present value of the net minimum lease payments:

Year Ended December 31,

2004	\$171,654
2005	75,131
2006	37,275
2007	22,387
2008	8,485
Total minimum lease payments	314,932
Less - amount representing interest	(21,046)
Present value of net minimum lease payments	<u>\$293,886</u>

8. CHANGES IN GENERAL LONG-TERM DEBT

The following is a summary of general long-term debt transactions for the year ended December 31, 2003:

	Compensated Absences	Capital Leases	Total
Beginning Balance	\$108,949	\$366,124	\$475,072
Additions	41,380	150,005	191,385
Deductions	(27,335)	(222,243)	(249,578)
Ending Balance	<u>\$122,994</u>	<u>\$293,886</u>	<u>\$416,880</u>

SABINE PARISH POLICE JURY

Many, Louisiana

Notes to the Primary Government Financial Statements

(Continued)

9. CRIMINAL COURT FUND

Louisiana Revised Statute 15:571.11 requires that one-half of any balance remaining in the criminal court fund at year end be transferred to the parish General Fund. The following details the amount due for the two years ended December 31, 2003:

Balance due, December 31, 2002	\$15,331
Amount due for 2003	9,065
Remitted during 2003	<u>(15,331)</u>
Balance due, December 31, 2003	<u>\$9,065</u>

10. INTERFUND RECEIVABLES/PAYABLES

Interfund receivables/payables at December 31, 2003, are as follows:

	Interfund	
	Receivable	Payable
General Fund	\$138,628	
Special Revenue Funds:		
Criminal Court Fund		\$9,065
Road District No. 15		25,281
Road District No. 17		73,297
Road District No. 18		27,571
Road District No. 20		<u>3,414</u>
Totals	<u>\$138,628</u>	<u>\$138,628</u>

11. RISK MANAGEMENT

The police jury is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The police jury carries commercial insurance for all the aforementioned risks of loss and settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

SABINE PARISH POLICE JURY

Many, Louisiana

Notes to the Primary Government Financial Statements

(Continued)

12. LITIGATION

At December 31, 2003, the police jury is involved in several lawsuits. In the opinion of the police jury's legal counsel, none of the lawsuits will result in loss to the police jury in excess of the police jury's insurance.

13. LANDFILL

On April 29, 1994, the Sabine Parish Police Jury (the Parish) entered into a Contract of Landfill Management (Contract) with TransAmerican Waste Industries, Inc., (Contractor) which transfers operation and maintenance of the Sabine Parish Landfill from the Parish to the Contractor. The Contract frees the Parish from any and all future environmental liabilities and/or responsibility associated with ownership, operation of, and management of the Sabine Parish Landfill.

Since the financial obligation related to closure and postclosure care of the landfill has been legally transferred to the Contractor and it has been determined that the Contractor is financially capable of meeting the financial obligations imposed by the closure and postclosure care responsibilities, the Parish is not required to, and has not, recognized any closure and postclosure costs relating to the operation of the Sabine Parish Landfill.

SABINE PARISH POLICE JURY
Many, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended December 31, 2003

SPECIAL REVENUE FUNDS

PARISH TRANSPORTATION FUND -- accounts for funds appropriated annually by the Louisiana Legislature and distributed on a per capita basis to the parish. The funds are to be expended in accordance with Louisiana Revised Statute 48:751-760.

ROAD DISTRICT FUNDS -- are separate taxing districts which levy ad valorem property taxes at varying millages. The revenues collected by the individual road districts can only be expended within that district.

CRIMINAL COURT FUND -- created by Section 571.11 of Title 15 of the Louisiana Revised Statute of 1950, which provides that fines and forfeitures imposed by the district courts and district attorney conviction fees in criminal cases be transferred to the parish treasurer and deposited into a special Criminal Court Fund to be used to pay expenses of the criminal court system of the parish. Expenditures are made from the fund on motion of the district attorney and approved by the district judges. The statute requires that one-half of the fund balance remaining a December 31 of each year be transferred to the parish's General Fund.

HEALTH UNIT FUND -- provides medical services to the residents of the parish and is financed by an ad valorem property tax. These revenues can only be used for the operation and maintenance of the parish health unit.

SALES TAX FUND -- accounts for the operations of the solid waste collection and disposal system in the parish. The initial tax went into effect on August 1, 1984, was renewed during 1994 and 2003, and will expire on July 31, 2014. Delinquencies and July taxes would be remitted to the jury after July 31, 2014.

WITNESS FEE FUND -- pays fees for law enforcement officers who appear in court while off duty. Financing is provided through court costs designated for that purpose.

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS

Combining Balance Sheet, December 31, 2003

	PARISH TRANSPORTATION	ROAD DISTRICTS	CRIMINAL COURT	HEALTH UNIT	SALES TAX
ASSETS					
Cash and cash equivalents	\$86,499	\$273,974	\$11,598	\$1,130,381	\$785,093
Receivables	43,384	689,564	26,246	126,481	21,923
TOTAL ASSETS	\$129,882	\$963,538	\$37,844	\$1,256,862	\$807,016
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$5,112	\$43,992	\$19,714	\$4,994	\$282
Interfund payables		129,563	9,065		
Total liabilities	5,112	173,555	28,779	4,994	282
Fund Equity - fund balances (deficit) - unreserved:					
Designated for equipment replacement					532,352
Undesignated	124,770	789,984	9,065	1,251,868	274,383
Total Fund Equity	124,770	789,984	9,065	1,251,868	806,734
TOTAL LIABILITIES AND FUND EQUITY	\$129,882	\$963,538	\$37,844	\$1,256,862	\$807,016

WITNESS FEES	TOTAL
\$48,533	\$2,336,078
1,430	909,027
<u>\$49,963</u>	<u>\$3,245,106</u>

\$25	\$74,119
	138,628
<u>25</u>	<u>212,747</u>

49,938	532,352
	2,500,007
<u>49,938</u>	<u>3,032,359</u>

<u>\$49,963</u>	<u>\$3,245,106</u>
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SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2003

	PARISH TRANSPORTATION	ROAD DISTRICTS	CRIMINAL COURT	HEALTH UNIT	SALES TAX
REVENUES					
Taxes:					
Ad valorem		\$764,469		\$140,635	
Sales and use					\$2,149,246
Intergovernmental revenues - state funds	\$435,530	79,075		14,267	12,604
Fines and forfeitures			\$369,687		
Use of money and property	432	4,692	128	9,933	60,807
Total revenues	435,961	848,238	369,815	164,835	2,222,657
EXPENDITURES					
Current:					
General government:					
Judicial			367,015		82,143
Finance and administrative		28,583		5,253	522,122
Other	1,842,435	1,279,967			
Public works				46,845	
Health and welfare					
Debt service:					
Principal		222,241			
Interest		17,275			
Total expenditures	1,842,435	1,548,066	367,015	52,098	604,265
EXCESS (Deficiency) OF					
REVENUES OVER EXPENDITURES	(1,406,474)	(699,829)	2,800	112,737	1,618,392
OTHER FINANCING SOURCES (Uses)					
Operating transfers in	1,296,000	420,000			
Operating transfers out			(9,065)		(1,716,000)
Increase in capital leases		150,005			
Total other financing sources (uses)	1,296,000	570,005	(9,065)	NONE	(1,716,000)
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES					
	(110,474)	(129,824)	(6,265)	112,737	(97,608)
FUND BALANCES AT BEGINNING OF YEAR					
	235,244	919,807	15,331	1,139,131	904,342
FUND BALANCES AT END OF YEAR					
	\$124,770	\$789,984	\$9,065	\$1,251,868	\$806,734

WITNESS FEE	TOTAL
	\$905,104
	2,149,246
	541,477
\$10,308	388,994
413	76,405
19,720	4,061,226
12,075	379,090
	82,143
	33,836
	3,644,824
	46,845
	222,241
	17,275
12,075	4,425,954
7,645	(364,728)
	1,716,000
	(1,725,065)
	150,005
NONE	140,940
7,645	(223,788)
42,292	3,256,147
<u>\$49,938</u>	<u>\$3,032,359</u>

SABINE PARISH POLICE JURY
 Many, Louisiana
 GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS - ROAD DISTRICT FUNDS

Combining Balance Sheet, December 31, 2003

	No. 1	No. 4	No. 9	No. 11	No. 15	No. 16	No. 17
ASSETS							
Cash and cash equivalents	\$88,207	\$82,539	\$11,504	\$15,456		\$10,654	
Receivables	35,246	29,093	92,584	13,697	92,635	51,350	\$218,461
TOTAL ASSETS	\$123,453	\$111,632	\$104,088	\$29,154	\$92,635	\$62,003	\$218,461
LIABILITIES AND FUND EQUITY							
Liabilities:							
Accounts payable	\$2,226	\$2,631	\$4,127	\$1,248	\$4,743	\$2,393	\$11,134
Interfund payables					25,281		73,297
Total liabilities	2,226	2,631	4,127	1,248	30,024	2,393	84,431
Fund Equity - fund balances - unreserved-undesignated	121,227	109,001	99,961	27,906	62,611	59,610	134,030
TOTAL LIABILITIES AND FUND EQUITY	\$123,453	\$111,632	\$104,088	\$29,154	\$92,635	\$62,003	\$218,461

No. 18	No. 19	No. 20	TOTAL
	\$65,614		\$273,974
\$106,232	41,335	\$9,932	689,564
<u>\$106,232</u>	<u>\$106,948</u>	<u>\$9,932</u>	<u>\$963,538</u>
\$10,252	\$3,371	\$1,869	\$43,992
27,571		\$3,413	129,563
<u>37,822</u>	<u>3,371</u>	<u>5,282</u>	<u>173,555</u>
67,409	103,577	4,650	789,984
<u>\$106,232</u>	<u>\$106,948</u>	<u>\$9,932</u>	<u>\$963,538</u>

SABINE PARISH POLICE JURY
 Many, Louisiana
 SPECIAL REVENUE FUNDS - ROAD DISTRICT FUNDS

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2003

	No. 1	No. 4	No. 9	No. 11	No. 15	No. 16
REVENUES						
Taxes - ad valorem	44,347	31,578	\$111,364	\$17,473	\$103,701	\$68,117
Intergovernmental revenues - state funds - state revenue sharing	6,641	3,792	11,601	2,830	13,411	6,787
Use of money and property	1,013	1,068	297	418	349	87
Other revenues						
Total revenues	52,001	36,439	123,262	20,422	117,461	74,991
EXPENDITURES						
Current:						
General government - other	1,721	1,192	4,182	667	3,925	2,537
Public works	127,414	59,547	146,669	53,957	174,378	95,693
Debt service:						
Principal	47,781	36,925		24,811	23,320	
Interest	1,577	3,075		1,577	6,042	
Total expenditures	178,492	100,740	150,851	91,021	207,666	98,230
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(126,491)	(64,301)	(27,589)	(70,599)	(90,205)	(23,239)
OTHER FINANCING SOURCES						
Operating transfers in	30,000	30,000	30,000	30,000	60,000	30,000
Increase in capital leases	66,300					
Total other financing sources	96,300	30,000	30,000	30,000	60,000	30,000
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(30,191)	(34,301)	2,411	(40,599)	(30,205)	6,761
FUND BALANCES AT BEGINNING OF YEAR	151,419	143,303	97,850	68,806	92,816	52,850
FUND BALANCES AT END OF YEAR	\$121,227	\$109,001	\$99,961	\$27,906	\$62,611	\$59,610

No. 17	No. 18	No. 19	No. 20	TOTAL
\$225,518	\$111,083	\$41,724	\$9,563	\$764,469
19,150 475	7,623 91	5,327 529	2,214 364	79,076 4,692
245,143	118,798	47,580	12,142	848,238
8,387 356,871	4,044 129,328	1,571 44,126	387 81,974	28,583 1,279,967
46,002 3,566	31,093 413		12,309 1,025	222,241 17,278
414,795	164,879	45,697	95,695	1,548,066
(169,653)	(46,081)	1,883	(83,553)	(699,829)
60,000 83,705	60,000	60,000	30,000	420,000 150,005
143,705	60,000	60,000	30,000	570,005
(25,948)	13,919	61,883	(53,553)	(129,824)
159,978	53,490	41,694	58,203	919,807
<u>\$134,030</u>	<u>\$67,409</u>	<u>\$103,577</u>	<u>\$4,650</u>	<u>\$789,984</u>

SABINE PARISH POLICE JURY
Many, Louisiana.

SUPPLEMENTAL INFORMATION SCHEDULES

For the Year Ended December 31, 2003

COMPENSATION PAID POLICE JURORS

The schedule of compensation paid to police jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, the president receives \$900 per month, while the other jurors receive \$800 per month.

SABINE PARISH POLICE JURY
Many, LouisianaSUPPLEMENTAL INFORMATION SCHEDULE
For the Year Ended December 31, 2003

COMPENSATION PAID POLICE JURORS

Craig, Gene	\$10,800
Ezernack, Albert J., Jr.	9,600
Funderburk, Kenneth	9,600
Hopkins, Rodney	9,600
McDonald, Jerry	9,600
McNeely, Clyde	9,600
Procell, Gerald	9,600
Ruffin, William E.	9,600
Slay, J. Michael	9,600

Total	<u>\$87,600</u>

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

The following pages contain reports on internal control structure and compliance with laws and regulations required by *Government Auditing Standards*, issued by the Comptroller General of the United States. The reports are based solely on the audit of the primary government financial statements.

HERBIE W. WAY
CERTIFIED PUBLIC ACCOUNTANT

55 Terra Avenue
Alexandria, LA 71303
318/442-7568
Fax: 318/442-9495

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

SABINE PARISH POLICE JURY
Many, Louisiana

I have audited the primary government financial statements of the Sabine Parish Police Jury as of and for the year ended December 31, 2003, and have issued my report thereon dated June 2, 2004. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

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

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

SABINE PARISH POLICE JURY
Many, Louisiana
Compliance and Internal Control Report
(Continued)

Prior Audit Findings

The audit for the year ended December 31, 2002, disclosed no instances of noncompliance that were required to be reported under *Government Auditing Standards* or matters involving the internal control over financial reporting and its operation that were considered to be material weaknesses.

Under Louisiana Revised Statute (LSA-R.S.) 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Herbie W. Way

Herbie W. Way
Alexandria, Louisiana
June 2, 2004