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CADDO PARISH COUSINE
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDING
December 31, 2013

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 reports available for public inspection at the State House (office of the Legislative Auditor) and, where appropriate, at the office of the parish clerk of court.

Release Date 7-28-14

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UNQUALIFIED OPINION ON GENERAL-PURPOSE FINANCIAL STATEMENTS-GOVERNMENTAL ENTITY

INDEPENDENT AUDITOR'S REPORT

Honorable Mr. 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 ended December 31, 2003, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Caddo Parish Coroner's management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

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. 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, 2003, and the results of its operations and the cash flows of its proprietary fund type for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued a report dated June 25, 2014, on my consideration of the Caddo Parish Coroner's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The accompanying schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Elliott & Assoc. "APAC"
Levellie, Louisiana
June 25, 2014

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

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

I have audited the financial statements of the Caddo Parish Coroner as of and for the year ended December 31, 2003, and have issued my report thereon dated June 25, 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 Caddo Parish Coroner's financial statements are free of material misstatements, 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 Caddo Parish Coroner's 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 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 accounts 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.

This report is intended solely for the information of management of the Caddo Parish Coroner and the Legislative Auditor's office of the State of Louisiana. This report is not intended to be, and should not be, used by anyone other than these specified parties.

Elliott & Assoc. "APAC"

Louisville, Louisiana
June 18, 2004

Caddo Parish Coroner
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Fiscal Year Ended December 31, 2003

I have audited the financial statements of Caddo Parish Coroner as of and for the year ended December 31, 2003, and have issued my report thereon dated June 25, 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. My audit of the financial statements as of December 31, 2003 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance
Material to the Financial Statements

Internal Control

Material Weaknesses Yes No
Reportable Conditions Yes No

Compliance

Compliance Material to Financial
Statements Yes No

b. Federal Awards

Internal Control

Material Weaknesses Yes No N/A
Reportable Conditions Yes No N/A

Type of Opinion On Compliance For Major Programs

Unqualified Qualified
Disclaimer Adverse
N/A

Are their findings required to be reported in accordance with Circular
A-133, Section .510(c)(7)

Yes No N/A

4. Identification of Major Programs

<u>ICMA Number(s)</u>	<u>Name of Federal Program</u>
None	None

Dollar threshold used to distinguish between Type A and Type B Programs: \$ N/A

Is the auditee a "low-risk" auditee, as defined by OMB Circular A-133?
 Yes No N/A

Section II Financial Statement Findings

N/A

Section III Federal Award Findings and Questioned Costs

N/A

See independent auditor's report.

CADDO PARISH COUNCIL

EXHIBIT A

BALANCE SHEET

December 31, 2013

ASSETS

Current assets:	
Cash and cash equivalents (Note B)	\$170,586
Receivables:	
Governmental units (Note C)	11,921
Other	<u>8,283</u>
Total current assets	<u>190,790</u>
Property, plant and equipment, net (Note B)	<u>61,322</u>
Total assets	<u>\$252,112</u>

LIABILITIES AND CAPITAL

Current liabilities:

Accounts payable	\$11,816
Salaries payable	19,287
Payroll taxes payable	1,303
Deferred compensation payable (Note F)	<u>2,332</u>
Total current liabilities	<u>34,738</u>

EQUITY

Retained earnings - unreserved	<u>150,538</u>
Total equity	<u>150,538</u>
Total liabilities and equity	<u>\$252,112</u>

The accompanying notes are an integral part of this statement.

Caddo Parish Council
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
 RETAINED EARNINGS
 For the year ended December 31, 2003

Operating revenues:	
Fees - City of Shreveport/Caddo Parish Commission	\$335,421
Council's emergency commitments	51,860
Other income	<u>2,820</u>
Total operating revenues	<u>\$400,101</u>
Operating expenses:	
Current:	
Salaries	471,771
Automobile expenses	5,319
Investigator supplies	2,820
Professional books, dues and subscriptions	5,803
Conventions, seminars, and travel	11,283
Payroll taxes	30,983
Legal and accounting fees	21,860
Insurance	114,627
Other expenses (Note E)	19,388
Professional fees - psychiatric services	120,000
Telephone	21,219
Retirement expenses (Note F)	20,978
Depreciation (Note D)	<u>11,288</u>
Total operating expenses	<u>\$853,729</u>
Operating income (loss)	39,715
Nonoperating revenues (expenses):	
Interest income	<u>1,205</u>
Total nonoperating revenues (expenses)	<u>1,205</u>
Net income (loss)	41,920
Retained earnings, beginning	<u>157,568</u>
Retained earnings, ending	<u>\$199,488</u>

The accompanying notes are an integral part of this statement.

CADDO PARISH COURIER
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
RETAINED EARNINGS - BUDGET (GAAP BASIS) AND ACTUAL -
Year ended December 31, 2002

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Operating revenues:			
Fees - City of Shreveport/ Caddo Parish Commission	\$ 835,421	\$835,421	\$ ---
Coroner's emergency commitments	20,000	21,000	1,000
Other income	4,800	7,028	2,228
Total operating revenues	<u>860,221</u>	<u>863,421</u>	<u>3,200</u>
Operating expenses:			
Current:			
Salaries	660,370	475,771	184,599
Automobile expense	10,000	5,339	4,661
Supplies	3,500	2,028	1,472
Professional books, dues and subscriptions	3,050	8,802	(5,752)
Conventions, seminars and travel	2,000	11,281	(9,281)
Payroll taxes	38,000	38,981	(919)
Legal and accounting fees	10,000	21,860	(11,860)
Insurance	82,000	114,827	(32,827)
Other expenses	14,000	15,300	(1,300)
Professional fees - psychiatric services	88,000	128,800	(40,800)
Telephone	12,000	11,219	781
Retirement expense	15,000	20,276	(5,276)
Depreciation	---	11,780	(11,780)
Total operating expenses	<u>821,520</u>	<u>853,372</u>	<u>(31,852)</u>
Operating income (loss)	38,701	10,049	28,652
Nonoperating income:			
Interest income	---	1,255	(1,255)
Total nonoperating income	---	1,255	(1,255)
Net income (loss)	38,701	11,304	27,397
Retained earnings, beginning	157,568	157,568	---
Retained earnings, ending	<u>\$ 197,269</u>	<u>\$ 168,872</u>	<u>\$ 28,397</u>

The accompanying notes are an integral part of this statement.

CARDIO PAPER, CORP
Statement of Cash Flows
For the year ended December 31, 2000

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income (loss)	\$ 39,719
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	11,798
Changes in assets and liabilities	
Accounts receivable	(4,144)
Accounts payable	(3,381)
Other current liabilities	(11,300)
Deferred revenue	(58,326)
Net cash provided by operating activities	<u>225,422</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	<u>-----</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES	
Acquisition of property, plant, and equipment	<u>-----</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	<u>1,355</u>
Increase in cash	(24,307)
CASH, BEGINNING OF YEAR	<u>194,827</u>
CASH, END OF YEAR	<u>170,520</u>

The accompanying notes are an integral part of this statement.

CRISTO FARLEN CORONER
Shreveport, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2008

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 19 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 2188, 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.

CAJDO PARISH CORONER
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

2. FUND ACCOUNTING

The Coroner is organized and operated on a fund basis as a Proprietary Fund Type-Enterprise Fund. In an enterprise fund the accrual basis of accounting is utilized and revenues are recognized when earned and expenses are recognized when incurred. Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

3. CASH AND CASH EQUIVALENTS

Cash includes amounts in petty cash, demand deposits, interest earning demand deposits, and money market accounts. Cash equivalents include amounts in time deposits, with maturities of three months or less.

4. FIXED ASSETS AND LONG TERM LIABILITIES

The fixed assets and long-term liabilities of the Caddo Parish Coroner are accounted for on the Balance sheet of the Enterprise Fund. The fixed assets of the Coroner as shown on the balance sheet are recorded at historical cost. Depreciation is computed by the straight line method based on the estimated useful life of the individual assets. At December 31, 2003, there were no long-term liabilities recorded on the Coroner's books.

5. BASIS OF ACCOUNTING

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

CAROL MARISE CORCORAN
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

4. BASIS OF ACCOUNTING (Continued)

REVENUES

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

Revenues are recognized when earned to finance expenses of the fiscal period.

EXPENSES

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

Proprietary funds follow GASB prescribed by the Governmental Accounting Standards Board and all Financial Accounting Standards Board's standards issued prior to November 30, 1989. All proprietary funds are accounted for on a flow of economic resource measurement focus. With this measurement focus, all assets associated with the operation of these funds are included on the balance sheet. Fund equity, (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

5. BUDGET PRACTICES

The Coroner adopts an annual budget for the Enterprise Fund on the 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.

CADDO PARISH CORNER
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS
December 31, 2003

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. 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, 2003 .

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, 2003 , the Coroner has cash and cash equivalents (book balances) totaling \$170,590 as follows:

At December 31, 2003 , the District had cash and investments as follows:

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
Cash (demand deposits) and certificate of deposit	<u>\$170,590</u>	<u>\$-----</u>	<u>\$170,590</u>

At year end, the carrying amount of the Coroner's deposits (demand deposits and certificates of deposit) were \$170,590, and the bank balances were \$208,600. A summary of collateralization of bank balances is presented below.

Insured (Federal deposit insurance)	\$180,983
Uncollateralized (in accordance with GRAP - See below)	120,617
	<u>\$300,600</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent.

CADDO PARISH CORONER
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2003

NOTE B - CASH AND INVESTMENTS (Continued)

The uncollateralized amount shown above is secured by pledged securities with a market value of \$118,914 held in the name of the pledging fiscal agent banks in holding or custodial banks. Even though the pledged securities are considered uncollateralized under GAAP, Louisiana Revised Statutes impose a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand. There is another \$70,190 in bank deposits which has no collateral pledge whatsoever and is a violation of Louisiana R.S. 39:1229.

NOTE C - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units at December 31, 2003 consisted of the following for preparing coroner emergency commitments:

Fees for preparing emergency commitments	\$4,700
Semi-monthly City of Shreveport allotment	<u>3,121</u>

TOTAL \$ 11,821

NOTE D - PROPERTY, PLANT AND EQUIPMENT

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

Balance, December 31, 2002	\$172,319
Additions	---
Deletions	<u>---</u>
Balance, December 31, 2003	172,319
Less: Accumulated depreciation	<u>(110,820)</u>
Net property, plant, and equipment	<u>\$ 61,499</u>

Prior to 1984, all property, plant and equipment utilized by the Coroner was the property of the Caddo Parish Commission. Depreciation expense for the year ended December 31, 2003 was \$11,780.

CAJADO PARISH CORONER
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2000

NOTE E - OTHER EXPENSES

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

Category

Office supplies	\$ 4,880
Copy supplies	800
Office equipment lease expense and repairs	2,140
Miscellaneous	1,483
Funeral burial	3,385
Postage	840

Total \$15,368

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, 2000, was \$25,136 of which \$20,978 was funded by the Coroner's office and the balance was funded by employee's voluntary contributions. The net assets available for distribution at December 31, 2000 (fair market value) based upon data provided by Public Employees Benefits Service Corporation ("PEBSCO"), the plan trustee, was \$121,107.

Under the provision of the plan, eligible employees are able to defer current taxable income and contribute to the plan. Furthermore, the assets of the plan are held in trust for the exclusive benefits of the employees. The Coroner also contributes on behalf of each eligible employee, by law (IRS Code Section 457E) the total annual contribution for both the office and the employee is limited to \$7,500 per year or 15% of gross annual compensation. Also in accordance with Section 457E, there is no vesting period, each employee is immediately vested into the plan.

CADDO PARISH CORONER
Shreveport, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2003

NOTE 6 - RISK MANAGEMENT

The Coroner is exposed to various risks of loss related to torts, theft or damage and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Coroner carries commercial insurance as outlined in the following table. Settled claims did not exceed commercial coverage for any of the past three fiscal years.

LIMITS

OF

COVERAGE

Workmen's compensation	\$	200,000
Commercial general liability		3,000,000

The Coroner's auto and equipment are covered by the Caddo Parish Commission. The Coroner covers all other losses, claim settlements, and judgments from operating resources. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated.

The Coroner was involved in one litigation matter that counsel believes will be covered by existing insurance if the plaintiff is deemed successful.

SUPPLEMENTARY DATA

CADDO PARISH CORONER
SCHEDULE OF PRIOR YEAR FINDINGS

For the Year Ended December 31, 2000

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

There were no prior year findings about internal control and compliance material to the financial statements.

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

There were no prior year findings relating to internal control and compliance material to federal awards.

SECTION III MANAGEMENT LETTER

There was no management letter with prior year audit report.

See independent auditor's report.

CADDO PARISH COURSE
MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended December 31, 2013

SECTION I	INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT
	N/A
SECTION II	INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS
	N/A
SECTION III	MANAGEMENT LETTER
	N/A

See independent auditor's report.