

BEAUREGARD PARISH SHERIFF
ANNUAL FINANCIAL STATEMENTS
WITH AUDITOR'S REPORT

JUNE 30, 2004

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.

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Table of Contents

	Statement	Page(s)
INDEPENDENT AUDITOR'S REPORT	-	1-2
BASIC FINANCIAL STATEMENTS:		
Statement of Net Assets	A	4
Statement of Activities	B	5
Balance Sheet – Governmental Funds	C	6
Reconciliation of the Governmental Funds Balance Sheet To Statement of Net Assets	D	7
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	E	8-9
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	F	10
General Fund – Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	G	11-12
Special Revenue Fund – Sales Tax Fund – Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	H	13
Statement of Net Assets – Proprietary Fund	I	14
Statement of Revenues, Expenses and Changes in Net Assets – Proprietary Fund	J	15
Statement of Cash Flows – Proprietary Fund	K	16-17
Statement of Fiduciary Net Assets – Agency Funds	L	18
Statement of Changes in Fiduciary Net Assets – Agency Funds	M	19
Notes to the Financial Statements	-	21-31
	Schedule	Page(s)
Other Supplemental Information		
Schedule of Prior Year Audit Findings	1	33
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	-	34-35

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INDEPENDENT AUDITOR'S REPORT

Mr. M. Bolivar Bishop
Sheriff and Ex-Officio Tax Collector
Beauregard Parish Sheriff
DeRidder, Louisiana

I have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund, of the Beauregard Parish Sheriff, as of and for the year ended June 30, 2004, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Beauregard Parish Sheriff's management. 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 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 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.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Beauregard Parish Sheriff, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof and the respective *budgetary comparison for the general fund and the major special revenue fund for the year then ended in conformity with* accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated December 8, 2004 on my consideration of the Beauregard Parish Sheriff's 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.

The Beauregard Parish Sheriff, has not presented management's discussion and analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Mr. M. Bolivar Bishop
Sheriff and Ex-Officio Tax Collector
Beauregard Parish Sheriff
DeRidder, Louisiana

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Beauregard Parish Sheriff's basic financial statements. The schedule of prior year audit findings is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of prior year audit findings 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. The schedule of prior year audit findings has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, I express no opinion on it.

John D. Windham, CPA

DeRidder, Louisiana
December 8, 2004

BASIC FINANCIAL STATEMENTS

Statement of Net Assets
June 30, 2004

	Primary Government		Total
	Governmental Activities	Business-type Activities	
ASSETS			
Cash and cash equivalents	\$ 577,331	\$ -	\$ 577,331
Investments	1,275,927	-	1,275,927
Receivables:			
Accounts	96,140	-	96,140
Intergovernmental:			
Due from federal governments	55,645	-	55,645
Due from state governments	27,092	-	27,092
Prepaid insurance	14,030	-	14,030
Due from other funds	5,061	29,356	34,417
Capital assets, net	1,025,390	-	1,025,390
Total assets	<u>\$ 3,076,616</u>	<u>\$ 29,356</u>	<u>\$ 3,105,972</u>
LIABILITIES			
Accounts payable	\$ 39,105	\$ 2,256	\$ 41,361
Due to other funds	25,210	-	25,210
Total liabilities	<u>\$ 64,315</u>	<u>\$ 2,256</u>	<u>\$ 66,571</u>
NET ASSETS			
Invested in capital asset	\$ 1,025,390	\$ -	\$ 1,025,390
Unrestricted	1,986,911	27,100	2,014,011
Total net assets	<u>\$ 3,012,301</u>	<u>\$ 27,100</u>	<u>\$ 3,039,401</u>
Total liabilities and net assets	<u>\$ 3,076,616</u>	<u>\$ 29,356</u>	<u>\$ 3,105,972</u>

The accompanying notes are an integral part of this statement.

Beauregard Parish Sheriff

Statement B

Statement of Activities
For the Year Ended June 30, 2004

Program Activities	Program Revenues			Net (Expenses) Revenues and Changes in Net Assets		
	Fees, Fines and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:						
General government	\$ 287,535	\$ -	\$ -	\$ 31,235	\$ -	\$ 31,235
and administration	4,456,305	168,544	241,640	(3,002,351)	-	(3,002,351)
Public safety						
Debt service:						
Principal payments	110,000	-	-	(110,000)	-	(110,000)
Interest	5,500	-	-	(5,500)	-	(5,500)
Total governmental activities	\$ 4,859,340	\$ 168,544	\$ 241,640	\$ (3,086,616)	\$ -	\$ (3,086,616)
Business-type activities:						
Commissary sales	\$ 87,106	\$ -	\$ -	\$ -	\$ 27,100	\$ 27,100
Total government	\$ 4,946,446	\$ 1,476,746	\$ 241,640	\$ (3,086,616)	\$ 27,100	\$ (3,059,516)

General revenues:

Taxes:

Ad valorem taxes	1,908,200	-	1,908,200
Sales taxes	874,924	-	874,924
State supplemental pay	198,032	-	198,032
Investment earnings	27,305	-	27,305
Miscellaneous	90	-	90
Sale of assets	13,064	-	13,064
Transfers	61	-	61
Total general revenues and transfers	3,021,676	-	3,021,676
Change in net assets	(64,940)	27,100	(37,840)
Net assets at beginning of year	3,077,241	-	3,077,241
Net assets at end of year	\$ 3,012,301	\$ 27,100	\$ 3,039,401

The accompanying notes are an integral part of the statement.

Balance Sheet
Governmental Funds
June 30, 2004

	General	Major Fund		Total Governmental Funds
		Sales Tax		
ASSETS				
Cash and cash equivalents	\$ 553,508	\$ 23,823		\$ 577,331
Investments	1,275,927	-		1,275,927
Receivables				
Accounts receivable	96,140	-		96,140
Intergovernmental				
Due from federal governments	55,645	-		55,645
Due from state governments	27,092	-		27,092
Prepaid insurance	14,030	-		14,030
Due from other funds	5,061	-		5,061
Total assets	<u>\$ 2,027,403</u>	<u>\$ 23,823</u>		<u>\$ 2,051,226</u>

LIABILITIES AND FUND BALANCES

Liabilities:				
Accounts payable	\$ 39,105	\$ -		\$ 39,105
Due to other funds	25,210	-		25,210
Total liabilities	<u>\$ 64,315</u>	<u>\$ -</u>		<u>\$ 64,315</u>
Fund Balances:				
Unreserved, reported in:				
General Fund	\$ 1,963,088	\$ -		\$ 1,963,088
Special revenue fund	-	23,823		23,823
Total fund balances	<u>\$ 1,963,088</u>	<u>\$ 23,823</u>		<u>\$ 1,986,911</u>
Total liabilities and fund balances	<u>\$ 2,027,403</u>	<u>\$ 23,823</u>		<u>\$ 2,051,226</u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet
to Statement of Net Assets
June 30, 2004

Total fund balance - total governmental funds	\$ 1,986,911
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheets.	<u>1,025,390</u>
Net assets of governmental activities	<u>\$ 3,012,301</u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2004

	General	Major Fund Sales Tax	Total Governmental Funds
Revenues			
Taxes:			
Ad valorem	\$ 1,908,200	\$ -	\$ 1,908,200
Sales taxes	-	874,924	874,924
Intergovernmental:			
Federal grants	359,986	-	359,986
State grants	23,432	-	23,432
Local grants	26,766	-	26,766
State supplemental pay	198,032	-	198,032
Fees, charges and commissions for services	1,362,540	-	1,362,540
Investment income	25,717	1,588	27,305
Other revenues	90	-	90
Total revenues	<u>\$ 3,904,763</u>	<u>\$ 876,512</u>	<u>\$ 4,781,275</u>
Expenditures			
General government			
Tax collector	\$ 210,366	\$ 27	\$ 210,393
Capital outlay	15,446	-	15,446
Public Safety			
Administrative	483,234	-	483,234
Community services	138,677	-	138,677
Civil services	115,957	-	115,957
Criminal investigation	1,751,253	-	1,751,253
Custody of prisoners	1,288,561	-	1,288,561
Communications	251,904	-	251,904
Automotive services	188,309	-	188,309
Capital outlay	211,299	-	211,299
Debt service:			
Principal	110,000	-	110,000
Interest	5,500	-	5,500
Total expenditures	<u>\$ 4,770,506</u>	<u>\$ 27</u>	<u>\$ 4,770,533</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (865,743)</u>	<u>\$ 876,485</u>	<u>\$ 10,742</u>

(Continued)

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2004

	<u>General</u>	<u>Major Fund Sales Tax</u>	<u>Total Governmental Funds</u>
Other financing sources (uses)			
Transfers in	\$ 870,061	\$ -	\$ 870,061
Transfers out	-	(870,000)	(870,000)
Sale of assets	13,064	-	13,064
Total other financing sources (uses)	<u>\$ 883,125</u>	<u>\$ (870,000)</u>	<u>\$ 13,125</u>
Net change in fund balance	<u>\$ 17,382</u>	<u>\$ 6,485</u>	<u>\$ 23,867</u>
Fund balances at beginning of year	<u>1,945,706</u>	<u>17,338</u>	<u>1,963,044</u>
Fund balances at end of year	<u><u>\$ 1,963,088</u></u>	<u><u>\$ 23,823</u></u>	<u><u>\$ 1,986,911</u></u> (Concluded)

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of Governmental Funds to the
Statement of Activities
For the Year Ended June 30, 2004

Net change in fund balances - total governmental funds	\$	23,867
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net assets, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.		226,745
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net assets, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.		<u>(315,552)</u>
<i>Change in net assets of governmental activities</i>	<u>\$</u>	<u>(64,940)</u>

The accompanying notes are an integral part of this statement.

General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual
For the Year Ended June 30, 2004

	Budgeted Amounts		Actual Amount Budgetary Basis	Budget to GAAP differences over/(under)	Actual Amount GAAP Basis
	Original	Final			
Revenues					
Taxes:					
Ad valorem	\$ 1,900,000	\$ 1,905,000	\$ 1,908,200	\$ 3,200	\$ 1,908,200
Intergovernmental:					
Federal grants	354,000	354,000	359,986	5,986	359,986
State grants	37,000	21,500	23,432	1,932	23,432
Local grants	26,000	27,000	26,766	(234)	26,766
State supplemental pay	198,000	198,000	198,032	32	198,032
Fees, charges and commissions for services	1,385,000	1,367,000	1,362,540	(4,460)	1,362,540
Investment income	40,000	26,000	25,717	(283)	25,717
Other revenue	200	200	90	(110)	90
Total revenues	\$ 3,940,200	\$ 3,898,700	\$ 3,904,763	\$ 6,063	\$ 3,904,763
Expenditures					
General government					
Tax collector	\$ 196,000	\$ 228,600	\$ 225,812	\$ 2,788	\$ 225,812
Public Safety					
Administrative	445,000	492,300	484,884	7,416	484,884
Community services	110,000	169,600	168,972	628	168,972
Civil services	128,000	117,900	116,319	1,581	116,319
Criminal investigation	1,790,000	1,780,600	1,776,990	3,610	1,776,990
Custody of prisoners	1,275,000	1,308,200	1,292,015	16,185	1,292,015
Communications	280,000	254,900	251,904	2,996	251,904
Automotive services	310,000	337,000	338,110	(1,110)	338,110
Debt Service:					
Principal payment	110,000	110,000	110,000	-	110,000
Interest payment	5,500	5,500	5,500	-	5,500
Total expenditures	\$ 4,649,500	\$ 4,804,600	\$ 4,770,506	\$ 34,094	\$ 4,770,506
Excess (deficiency) of revenues over expenditures	\$ (709,300)	\$ (905,900)	\$ (865,743)	\$ 40,157	\$ (865,743)

The accompanying notes are an integral part of this statement.

Beauregard Parish Sheriff

Statement G

		General Fund			Budget to GAAP differences over(under)	Actual Amount GAAP Basis
		Budgeted Amounts	Actual Amount Budgetary Basis	Actual Amount		
		Original	Final			
Statement of Revenues, Expenditures and Changes in Fund Balances						
Budget and Actual						
For the Year Ended June 30, 2004						
Other financing sources (uses):						
Transfers in	\$	850,000	906,000	\$	870,061	\$ 870,061
Transfers out		-	(2,500)		(35,939)	
Sale of assets		15,000	13,000		2,500	-
					64	13,064
Total other financing sources (uses)	\$	865,000	916,500	\$	883,125	\$ 883,125
Net change in fund balance	\$	155,700	10,600	\$	17,382	\$ 17,382
Fund balances at beginning of year		1,945,706	1,945,706		1,945,706	1,945,706
Fund balances at end of year	\$	2,101,406	1,956,306	\$	1,963,088	\$ 1,963,088

(Concluded)

The accompanying notes are an integral part of this statement.

Special Revenue Fund
Sales Tax Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual
For the Year Ended June 30, 2004

	Budgeted Amounts		Actual Amount Budgetary Basis	Budget to GAAP differences over(under)	Actual Amount GAAP Basis
	Original	Final			
Revenues					
Taxes:					
Sales	\$ 840,000	\$ 870,000	\$ 874,924	\$ 4,924	\$ 874,924
Investment income	2,500	1,550	1,588	38	1,588
Total revenues	\$ 842,500	\$ 871,550	\$ 876,512	\$ 4,962	\$ 876,512
Expenditures					
General government and administration	\$ -	\$ -	\$ 27	\$ (27)	\$ 27
Excess (deficiency) of revenues over expenditures	\$ 842,500	\$ 871,550	\$ 876,485	\$ 4,935	\$ 876,485
Other financing sources (uses):					
Transfers out	\$ (850,000)	\$ (870,000)	\$ (870,000)	\$ -	\$ (870,000)
Net change in fund balance	\$ (7,500)	\$ 1,550	\$ 6,485	\$ 4,935	\$ 6,485
Fund balances at beginning of year	17,338	17,338	17,338	-	17,338
Fund balances at end of year	\$ 9,838	\$ 18,888	\$ 23,823	\$ 4,935	\$ 23,823

The accompanying notes are an integral part of this statement.

Statement of Net Assets
 Proprietary Fund
 June 30, 2004

	Business-Type Activities - Enterprise Fund
	<u>Commissary Fund</u>
Assets	
Current Assets	
Due from other funds	\$ 29,356
Liabilities	
Current Liabilities	
Accounts payable	\$ 2,256
Net Assets	
Unrestricted	<u>27,100</u>
Total liabilities and net assets	<u>\$ 29,356</u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenses and Changes in Net Assets
 Proprietary Fund
 For the Year Ended June 30, 2004

	Business - Type Activities - <u>Enterprise Fund</u>
	<u>Commissary Fund</u>
Operating revenues	
Sales to inmates	<u>\$ 114,206</u>
Operating expenses	
Cost of goods sold	<u>\$ 87,106</u>
Income (loss) from operations	<u>\$ 27,100</u>
Net assets at beginning of year	<u>-</u>
Net assets at end of year	<u><u>\$ 27,100</u></u>

The accompanying notes are an integral part of this statement.

Beauregard Parish Sheriff

Statement K

Statement of Cash Flows
 Proprietary Fund
 For the Year Ended June 30, 2004

	<u>Buisness-Type Activities - Enterprise Fund</u>
	<u>Commissary Fund</u>
Cash flows from operating activities:	
Cash received from customers	\$ 114,206
Cash payments to suppliers for goods and services	(84,850)
Net cash provided by operating activities	<u>\$ 29,356</u>
Cash flows from noncapital financing activities:	
Due from general fund	\$ (29,356)
Net cash used by noncapital financing activities	<u>\$ (29,356)</u>
Net increase (decrease) in cash and cash investments	\$ -
Cash and Cash investments, July 1	-
Cash and Cash investments, June 30	<u>\$ -</u>

(Continued)

The accompanying notes are an integral part of this statement.

Beauregard Parish Sheriff

Statement K

Statement of Cash Flows
 Proprietary Fund
 For the Year Ended June 30, 2004

	Business-Type Activities - Enterprise Funds
	<u>Commissary Funds</u>
Reconciliation of (loss) from operations to net cash provided by operating activities:	
Income from operations	\$ 27,100
Adjustments to reconcile income (loss) from operations to net cash provided by operating activities:	
Change in assets and liabilities:	
Increase in accounts payable	2,256
Net cash provided by operating activities	<u>\$ 29,356</u>
	(Concluded)

The accompanying notes are an integral part of this statement.

Beauregard Parish Sheriff

Statement L

Statement of Fiduciary Net Assets
Agency Funds
June 30, 2004

	Sheriff's Fund	Tax Collection Fund	Other Funds	Total
Assets				
Cash and cash equivalents	\$ 2,796	\$ 297,632	\$ 118,916	\$ 419,344
Liabilities				
Liabilities				
Account payable	\$ -	\$ -	\$ 5,081	\$ 5,081
Held for others pending court action	-	-	15,770	15,770
Held for taxing bodies	2,796	292,632	93,858	389,286
Due to other funds	-	5,000	4,207	9,207
<i>Total Liabilities</i>	<u>\$ 2,796</u>	<u>\$ 297,632</u>	<u>\$ 118,916</u>	<u>\$ 419,344</u>

The accompanying notes are an integral part of this statement.

Statement of Changes in Fiduciary Net Assets
Agency Funds
For the Year Ended June 30, 2004

	<u>Sheriff's Fund</u>	<u>Tax Collection Fund</u>	<u>Other Funds</u>	<u>Total</u>
Additions				
Deposits	\$ 910,934	\$ -	\$ 1,263,884	\$ 2,174,818
Tax Collections	-	31,441,574	-	31,441,574
Other	-	-	82	82
Total Additions	<u>\$ 910,934</u>	<u>\$ 31,441,574</u>	<u>\$ 1,263,966</u>	<u>\$ 33,616,474</u>
Deductions				
Taxes distributed	\$ -	\$ 31,424,535	\$ -	\$ 31,424,535
Fines and forfeitures distributed	-	-	1,225,603	1,225,603
Suits, seizures and garnishments distributed	910,873	-	-	910,873
Transfers out	61	-	-	61
Other	-	17,039	38,363	55,402
Total Deductions	<u>\$ 910,934</u>	<u>\$ 31,441,574</u>	<u>\$ 1,263,966</u>	<u>\$ 33,616,474</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

Beauregard Parish Sheriff

Notes to the Financial Statements As of and for the Year Ended June 30, 2004

INTRODUCTION

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four-year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, and serving subpoenas.

As the chief law enforcement officer of the parish, the sheriff has the responsibility for enforcing state and local laws and ordinances within the territorial boundaries of the parish. The sheriff provides protection to the residents of the parish through on-site patrols and investigations and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, and other services. In addition, when requested, the sheriff provides assistance to other law enforcement agencies within the parish.

As the ex-officio tax collector of the parish, the sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, fines, costs, and bond forfeitures imposed by the district court.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Beauregard Parish Sheriff have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, issued in June 1999.

B. REPORTING ENTITY

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the sheriff includes all funds, account groups and activities that are controlled by the sheriff as an independently elected parish official. As an independently elected parish official, the sheriff is solely responsible for the retention of employees, authority over budgeting, the responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the sheriff’s office that are paid by the parish police jury as required by Louisiana law, the sheriff’s office is financially independent. Accordingly, the sheriff is a separate governmental reporting entity. Certain units of local government over which the sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish sheriff.

C. FUND ACCOUNTING

The sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions relating to certain sheriff functions and activities.

A fund is defined as a separate fiscal accounting entity with a self-balancing set of accounts.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

Governmental Funds

Governmental funds account for all or most of the sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the sheriff. The following are the sheriff's governmental funds:

General Fund – the primary operating fund of the sheriff and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to sheriff policy.

Special Revenue Fund – The special revenue fund is used to deposit a parish wide one-quarter cent sales tax. The sales tax is to be used to increase beginning salary levels for deputies and to provide for future cost of living salary adjustments; to provide permanent funding for drug education programs, such as D.A.R.E. in schools; and to fund an increase in personnel and equipment for narcotics, patrol and detective divisions.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and change in net assets. The only funds accounted for in this category by the sheriff are agency funds. The agency funds account for assets held by the sheriff as an agent for various taxing bodies (tax collections) and for deposits held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund and Other Funds, of Statements A and B, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of sheriff operations.

The amounts reflected in the General Fund and Other Funds, of Statements A and B, use the modified accrual basis of accounting. 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 that amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The sheriff considers all revenues available if they are collected within 60 days after the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due and certain compensated absences and claims and judgments which are recognized when the obligations are expected to liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

State revenues sharing, which is based on population and homesteads in the parish, is recorded in the year the taxes are received.

Intergovernmental revenues are recorded when the sheriff is entitled to the funds.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

Expenditures and Expenses

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

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses).

Deferred Revenues

Deferred revenues arise when resources are received by the sheriff before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the sheriff has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Assets (Statement A) and the column labeled Statement of Activities (Statement B) display information about the sheriff as a whole. These statements include all the financial activities of the sheriff. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues – Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from sheriff users as a fee for services; program revenues reduce the cost of the function to be financed from the sheriff's general fund.

E. BUDGET PRACTICES

The financial administrator prepares the proposed budget and submits this to the sheriff for approval. Amended budgets are prepared in the same manner and submitted to the sheriff for approval when a variance greater than five percent exists between budgeted and actual amounts. The proposed budget for 2003-2004 was made available for inspection on June 14, 2003. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal ten days prior to the public hearing, which was held at the Beauregard Parish Sheriff's office on June 14, 2003, for comments from taxpayers. The budget is legally adopted and amended, as necessary, by the sheriff.

Expenditure appropriations lapse at year-end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are made. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and time deposits. Cash equivalents include amounts in time deposits and those other investments with original maturities of 90 days or less. Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state

of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

Under state law, the sheriff may invest in United States bonds, treasury notes, or certificates. These are classified as investments, if their original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost. At June 30, 2003 the sheriff had no investments.

G. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

GASB Statement No. 31 requires the sheriff to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The sheriff may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

H. INVENTORY

The sheriff had no inventory as of June 30, 2004.

I. SHORT-TERM 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.

J. PREPAID ITEMS

Prepaid amounts consist of insurance policy premiums paid in advance.

K. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Land improvements	40-50 years
Buildings and building improvements	40-50 years
Furniture and fixtures	5-15 years
Vehicles	5-10 years

L. COMPENSATED ABSENCES

The sheriff has the following policy relating to vacation and sick leave:

Sick Leave Policy

1. Sick leave is available only to full-time employees.
2. Sick leave is defined as absence from duty due to a full-time employee suffering from a bona fide illness or injury or other physical incapacity that prevents the performance of normal duties or being quarantined by health authorities and includes bona fide illness, injury or other incapacity of such employee's immediate family, which includes only the parents, spouse, siblings and children of the employee, as well as the employee's spouse's children, which would require the care of the employee
3. Sick leave shall only be used for those reasons constituting the definition of Sick Leave hereinabove.
4. A maximum of ten (10) days of sick leave per calendar year will accrue at the rate of 0.833 days per month, subject to the following provisions: unused sick leave days may be carried over from one calendar year to the next, but at no time shall an employee be allowed to accumulate more than twenty (20) days of unused sick leave; therefore, once an employee accumulates a total of twenty (20) days of unused sick leave, that employee will not accrue additional sick leave until the month in which some of his/her days of accumulated sick leave is used.
5. If an employee uses six (6) or more consecutive days of sick leave, a certificate from a practicing physician explaining the nature of the qualifying reason for absence and confirming the need to use sick leave must be submitted to the employee's supervisor on behalf of the employee. This certificate will be routed to the Chief Deputy or the Fiscal Administrator and then be placed in the employee's personnel file.
6. Employees will not be paid for any accrued or accumulated unused sick leave remaining at the time of separation from employment.
7. Once all accrued and accumulated sick leave has been exhausted, an employee may utilize any other accrued paid leave in the event of a qualifying reason for absence under sick leave.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

M. RESTRICTED ASSETS

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

N. FUND EQUITY

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

O. EXTRAORDINARY AND SPECIAL ITEMS

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the sheriff, which are either unusual in nature or infrequent in occurrence.

P. INTERFUND TRANSACTIONS

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. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transactions are reported as transfers.

Q. SALES TAX

The Beauregard Parish Sheriff receives a parish wide one-quarter cent sales tax. The sales tax is to be used to increase beginning salary levels for deputies and to provide for future cost of living salary adjustments; to provide permanent funding for drug education programs, such as D.A.R.E. in schools; and to fund an increase in personnel and equipment for narcotics, patrol and detective divisions.

R. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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, expenditures, and expenses during the reporting period. Actual results could differ from these estimates.

2. EXCESS OF EXPENDITURES OVERS APPROPRIATIONS

The following individual funds had actual expenditures over budgeted appropriations for the year ended June 30, 2004.

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
Sales Tax Fund.	\$ -	\$ -	\$ 27	\$ (27)

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

3. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes:

	Authorized <u>Millage</u>	Levied <u>Millage</u>	Expiration <u>Date</u>
Law Enforcement	8.40	8.40	-
Law Enforcement	5.71	5.71	12-31-09

The following are the principal taxpayers and related ad valorem tax revenue for the sheriff:

Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation	Ad Valorem Tax Revenue for Sheriff
Boise Cascade Corporation	Forestry and Paper mill	\$ 36,103,074	21.03%	\$ 509,414
Temple-Inland, Inc.	Forestry and lumber mill	3,750,819	2.18%	52,924
Transcontinental Gas Line	Gas	2,666,130	1.55%	37,619
Westvaco Corporation	Chemical	3,507,836	2.04%	49,496
Texas Easterly Transmission	Gas	1,971,490	0.11%	27,818
First National Bank	Bank	2,540,869	1.48%	35,852
Ampacet Corporation	Chemical/Plastics	2,179,070	1.27%	30,747
Central Louisiana Electric Co.	Utilities	1,390,860	0.81%	19,625
Trunkline Gas Company	Gas	1,183,710	0.69%	16,702
Bott Energy Pipeline, LP	Gas	1,339,950	0.78%	18,907
Total		<u>\$ 56,633,808</u>	<u>31.94%</u>	<u>\$ 799,104</u>

4. CASH AND CASH EQUIVALENTS

At June 30, 2004, the sheriff has cash and cash equivalents (book balances) totaling \$996,675 as follows:

Interest bearing demand deposits	\$ 655,172
Demand deposits	120,652
Petty cash	600
Money market investment accounts	220,251
Total	<u>\$ 996,675</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 equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2004, the municipality has \$1,181,001 in deposits (collected bank balances). These deposits are secured from risk by \$238,935 of federal deposit insurance and \$942,066 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 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 municipality that the fiscal agent has failed to pay deposited funds upon demand.

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

5. INVESTMENTS

Investments are categorized into three categories of credit risk:

1. Insured or registered, or securities held by the sheriff or its agent in the sheriff's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the sheriff's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the sheriff's name

At fiscal year-end, the sheriff's investment balances were as follows:

Type of Investment	Category			Carrying Amount		Total Carrying Amount
	1	2	3	Fair Value	Cost	
Certificates of Deposit	\$ 178,825	\$ -	\$ 1,097,102	\$ 1,275,927	\$ 1,275,927	\$ 1,275,927

6. RECEIVABLES

The receivables of \$178,877 at June 30, 2004, are as follows:

Class of receivable	General Fund
Accounts	\$ 96,140
Intergovernmental	82,737
Total	\$ 178,877

7. INTERFUND RECEIVABLES/PAYABLES

The following due to/from balances exist due to payments made out of one fund that relate to the other fund. The balance in each respective due to/from account is expected to be paid within the current year.

	Due from	Due to
General fund	\$ 5,061	\$ 25,210
Proprietary fund	29,356	-
Agency funds	-	9,207
Total	\$ 34,417	\$ 34,417

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

8. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2004, for the primary government is as follows:

	Beginning Balance	Increase	Decrease	Ending Balance
Governmental activities:				
Capital assets being depreciated				
Buildings	\$ 542,733	\$ -	\$ -	\$ 542,733
Communications	570,028	23,480	10,058	583,450
Criminal equipment	245,561	7,930	-	253,491
Firearms	64,221	362	-	64,583
Furniture	158,381	-	-	158,381
Jail equipment	74,382	6,585	-	80,967
Office machines	442,659	36,588	8,182	471,065
Photography	69,707	2,000	-	71,707
Vehicles	801,457	149,801	143,619	807,639
Total capital assets being depreciated	<u>2,969,129</u>	<u>226,746</u>	<u>161,859</u>	<u>3,034,016</u>
Less accumulated depreciation for:				
Buildings	264,604	13,568	-	278,172
Communications	421,595	63,194	7,870	476,919
Criminal equipment	128,496	21,579	-	150,075
Firearms	32,703	5,749	-	38,452
Furniture	94,289	11,653	-	105,942
Jail equipment	40,057	6,789	-	46,846
Office machines	285,980	65,489	4,091	347,378
Photography	50,187	8,108	-	58,295
Vehicles	505,236	119,423	118,112	506,547
Total accumulated depreciation	<u>1,823,147</u>	<u>315,552</u>	<u>130,073</u>	<u>2,008,626</u>
Total capital assets being depreciated, net	<u>\$ 1,145,982</u>	<u>\$ (88,806)</u>	<u>\$ (31,786)</u>	<u>\$ 1,025,390</u>

Depreciation expense of \$315,552 for the year ended June 30, 2004, was charged to the following governmental functions:

Public safety	\$ 238,410
General administration	77,142
Total	<u>\$ 315,552</u>

9. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

	Transfer in	Transfer out
Sales tax fund	\$ -	\$ 870,000
General fund	870,061	-
Agency funds	-	61
Total	<u>\$ 870,061</u>	<u>\$ 870,061</u>

Beauregard Parish Sheriff

Notes to the Financial Statements (Continued)

10. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$46,442 at June 30, 2004, are as follows:

	General Fund	Proprietary Fund	Agency Funds	Total
Accounts	\$ 39,105	\$ 2,256	\$ 5,081	\$ 46,442

11. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2004.

	Governmental Funds Certificates of Indebtedness
Long-term obligations at beginning of year	\$ 110,000
Additions	-
Principal payments	(110,000)
Long-term obligations at end of year	\$ -

12. PENSION PLAN

Sheriff's Pension and Relief Fund

Substantially all employees of the Beauregard Parish Sheriff's office are members of the Sheriff's Pension and Relief Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs, deputy sheriffs and nondeputized employees who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 percent for each year if total service is at least 12 but less than 15 years, 2.75 percent for each year if total service is at least 15 but less than 20 years, and 3 percent for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25 percent for all service rendered on or after January 1, 1980). In any case, the retirement benefit cannot exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriff's Pension and Relief Fund, PO Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

Beauregard Parish Sheriff

Notes to the Financial Statements (Concluded)

Funding Policy - Plan members are required by statute to contribute 9.8 percent of their annual covered salary and the Beauregard Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 9.25 percent of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Beauregard Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Beauregard Parish Sheriff's contributions to the System for the years ending June 30, 2004, 2003, and 2002 were \$216,379, \$161,876, and \$151,271, respectively, equal to the required contributions for each year.

State of Louisiana, Public Employees Deferred Compensation Plan

The sheriff offers membership in the State of Louisiana, Public Employees Deferred Compensation Plan, a qualified retirement plan under section 457 of the Internal Revenue Code administered by Great West Life and Annuity Insurance Company.

The Louisiana Deferred Compensation Plan provides state, parish and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Participants defer federal or state income tax on their contributions. In addition, interest or earnings on the account accumulates tax-deferred. Participants may join the plan with as little as \$10 per pay period, \$20 per month, and contribute up to 100% of taxable compensation, not to exceed \$12,000 per calendar year for 2003. Additionally if age 50 or older an additional amount may be deferred up to (2,000 in 2003) above the annual deferral limit.

A special "catch-up" provision may be used to invest up to \$15,000 per year for three years prior to retirement. Any amount excluded from gross income through salary reduction under a 403(b) annuity, a 401(k) profit-sharing plan or a Simplified Employee Pension (SEP) is to be treated as amounts deferred under this deferred compensation plan. Participants joining the Plan may choose the amount to contribute and the investment option(s). They may revise their choice at any time, transfer monies to other available investment options and may increase, decrease or stop deferrals any time. The Plan offers both a guaranteed option and variable investment options, from which participants may select a fund or combination of funds to satisfy their personal investment objectives. Each of the funds have independent investment objectives and utilize different investment strategies. With the exception of the Great-West Guaranteed Fund, the remaining investment options are variable in nature. Values of the variable options are not guaranteed as to a fixed dollar amount and may increase or decrease according to the investment experience of the underlying portfolio. The expense to administer the Plan is borne by all participants. The administrative fee is .85% and is assessed on each of the options selected. The variable options also have investment management fees that vary based upon the option chosen. Both the administrative and investment management fees are calculated and deducted daily on a pro-rata basis. There are no annual contract charges or transaction charges. At retirement, 100% of the account value will be applied to any of the following settlement options chosen. These options include among others:

- Periodic payment
- Payments over you lifetime
- Payments for a specific time or amount
- Joint and survivor benefits
- Lump-sum payment
- Any combination of the above options

The Plan is administered by Great-West Life and Annuity Insurance Company; 2237 South Acadian Thruway Suite 702; Baton Rouge, LA 70808; (800) 937-7604 or (225) 926-8086.

OTHER SUPPLEMENTAL INFORMATION

Schedule of Prior Year Audit Findings
Year Ended June 30, 2004

Findings - Financial Statement Audit

There were no prior year audit findings reported as of June 30, 2003.

John A. Windham, CPA

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John A. Windham, CPA

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

Mr. M. Bolivar Bishop
Sheriff and Ex-Officio Tax Collector
Beauregard Parish Sheriff
DeRidder, Louisiana

I have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Beauregard Parish Sheriff, as of and for the year ended June 30, 2004, which collectively comprise the Beauregard Parish Sheriff's basic financial statements and have issued my report thereon dated December 8, 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 Beauregard Parish Sheriff's 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 Beauregard Parish Sheriff'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 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.

Mr. M. Bolivar Bishop, Sheriff
Beauregard Parish Sheriff
Page 2

This report is intended solely for the information and use of management, others within the organization, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties, although under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

John L. Windham, CPA

DeRidder, Louisiana
December 8, 2004