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**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**FINANCIAL STATEMENT AND AUDITOR'S REPORT**

As of and for the Year Ended  
June 30, 2004

Under the 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 1-26-05

Anthony B. Baglio, C.P.A.  
A Professional Accounting Corporation  
Hammond, Louisiana

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Annual Financial Statement**  
**As of and for the Year Ended June 30, 2004**  
**With Supplemental Information Schedules**

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**ST. HELENA PARISH SHERIFF  
Greensburg, Louisiana**

**Annual Financial Statement  
As of and for the Year Ended June 30, 2004  
With Supplemental Information Schedules**

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**INDEPENDENT AUDITOR'S REPORT**

The Honorable Ronald R. Ficklin  
St. Helena Parish Sheriff  
Greensburg, Louisiana

I have audited the accompanying financial statements of the governmental activities, the general fund and fiduciary funds of the St. Helena Parish Sheriff (Sheriff), Greensburg, Louisiana (a component unit of the St. Helena Parish Police Jury) 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 St. Helena Parish Sheriff, Greensburg, Louisiana management. My responsibility is to express opinions of these financial statements based on my audit. I did not audit the financial statements of the Tax Collector Fund, which represents sixty-five (65%) percent of the assets of the Agency Funds at June 30, 2004. Those financial statements were audited by another auditor whose report has been furnished to me, and my opinion on the financial statements, insofar as it relates to the amounts included for the Tax Collector Fund is based on the report of the other auditor.

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 general fund, and the fiduciary fund of the St. Helena Parish Sheriff as of June 30, 2004, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United State of America.

As described in Note 18, the St. Helena Parish Sheriff, Greensburg, Louisiana has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis - for State and Local Governments*, as of June 30, 2004

The Honorable Ronald R. Ficklin  
Independent Auditors Report  
December 7, 2004  
Page 2

In accordance with *Governmental Auditing Standards*, I have also issued my report dated December 7, 2004 on my consideration of the St. Helena Parish Sheriff's, Greensburg, Louisiana internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis, pages 5 through 10, and the budgetary comparison information on page 34, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplemental information schedule listed on page 35 is presented for the purpose of additional analysis and is not a required part of the financial statements of the St. Helena Parish Sheriff of Greensburg, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.



Anthony B. Baglio, CPA

A Professional Accounting Corporation  
Hammond, Louisiana  
December 7, 2004

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2004

**Introduction**

The St Helena Parish Sheriff (Sheriff) is pleased to present its Annual Financial Report developed in compliance with Government Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), and related standards.

As management of the St. Helena Parish Sheriff, Greensburg, Louisiana, we offer readers of the Sheriff's financial statements this narrative overview and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2004. This management discussion and analysis (MD&A) is designed to provide an objective and easy to read analysis of the Sheriff's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the Sheriff's finances. It is also intended to provide readers with an analysis of the Sheriff's short-term and long-term activities based on information presented in the financial report and fiscal policies that have been adopted by the Sheriff. Specifically, this section is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Sheriff's financial activity, (c) identify changes in the Sheriff's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and identify individual fund issues or concerns.

This is the first year that the Sheriff has presented its financial statements under the new reporting model required by the Governmental Accounting Standards Board Statement Number 34. Because this new reporting model changes significantly not only the presentation of financial data, but also the manner in which the information is recorded, prior year comparative information for the government-wide financial statements has not been included in the Management's Discussion and Analysis.

In future years, when prior-year information is available, a comparative analysis of government-wide data will be presented.

As with other sections of this financial report, the information contained within this Management's Discussion and Analysis should be considered only a part of a greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Required Supplemental Information (RSI) that is provided in addition to this Management's Discussion and Analysis.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2004

**Overview of the Annual Financial Report**

The financial statement focus is on both the Sheriff as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the Sheriff accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Management's Discussion and Analysis is intended to serve as an introduction to the Sheriff's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements.

**1. Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Sheriff's finances in a manner similar to a private-sector business.

- A. The Statement of Net Assets presents information on the Sheriff's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between the assets and liabilities is reported as net assets. Over time, the increases or decreases in net assets and changes in the components of net assets may serve as a useful indicator of whether the financial position of the Sheriff is improving or deteriorating.
- B. The Statement of Activities presents information showing how the Sheriff's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This is intended to summarize and simplify the reader's analysis of the cost of various governmental services.

**Government-Wide Financial Analysis**

As noted earlier, net assets may serve over time as useful indicator of a government's financial position. The Sheriff's assets exceeded its liabilities at the close of the most recent fiscal year by \$1,788,042. These net assets are composed of \$582,089 Investment in Capital Assets (net of accumulated depreciation) and \$1,205,953 in Unrestricted net assets.

# ST HELENA PARISH SHERIFF

Greensburg, Louisiana

## Management's Discussion and Analysis As of and for the Year Ended June 30, 2004

57% of the Sheriff's net assets are held in cash and cash equivalents and 33% is invested in capital assets (e.g. Land, buildings equipment, vehicles, etc.). The Sheriff uses capital assets to provide services to the citizens; consequently, these assets are not available for future spending.

At the end of the current fiscal year, the Sheriff is able to report positive net asset balances in the government-wide and governmental activities.

### Governmental Activities

The Governmental activities of the Sheriff include Public Safety. Property taxes and Gaming revenue fund most of these governmental activities.

General revenues are those available for the Sheriff to use to pay for the governmental activities described above. The following chart shows the Sheriff's general revenues:

	<u>Amount</u>	<u>Percentage</u>
Ad Valorem Taxes	594,887	37.18%
State Revenue Sharing	70,347	4.40%
State Supplemental Pay	74,559	4.66%
State Grants	157,446	9.84%
Gaming Revenue	674,573	42.16%
Local Tri-Parish Revenue	6,130	0.38%
Investment Earnings	24,147	1.51%
Proceeds/Gain on Sale of Assets	(9,661)	-0.60%
Donations	994	0.06%
Miscellaneous	6,624	0.41%
Total General Revenues	<u>1,600,046</u>	<u>100.00%</u>

Gaming revenue is the largest revenue source for the Sheriff amounting to 42.16% of total general revenues. Property taxes are the second largest source for the Sheriff amounting to 37.18% of total general revenues. For the year ended June 30, 2004 taxes of 19.82 mills were levied parish wide. The Sheriff's taxable assessed valuation increased by \$1,038,370 from \$30,883,050 to \$31,921,420.



**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2004

	2003	
	<u>Taxes Levied</u>	<u>Mills</u>
Law Enforcement District	\$339,005	10.62
Law Enforcement District	<u>293,677</u>	<u>9.20</u>
Total	<u>\$632,682</u>	<u>19.82</u>

The expenses of the St. Helena Parish Sheriff's Office, as reported in the Statement of Activities, were \$1,952,334. The following chart is a breakdown of those expenses:

	<u>Amount</u>	<u>Percentage</u>
Administration	\$ 525,211	26.90%
Community Services	4,754	0.24%
Criminal Investigations	2,000	0.10%
Patrol	835,147	42.78%
Custody of Prisoners	308,273	15.79%
Training	13,408	0.69%
Communications	74,932	3.84%
Automotive Services	117,015	5.99%
Station and Buildings	8,282	0.42%
Depreciation	<u>63,312</u>	<u>3.25%</u>
Total Expenditures	<u>\$1,952,334</u>	<u>100.00%</u>

2. Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Sheriff, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Sheriff uses two categories of funds to account for financial transactions: governmental funds and fiduciary (agency) funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

Governmental funds are used to account for most of the Sheriff's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Sheriff's general government

## ST HELENA PARISH SHERIFF

Greensburg, Louisiana

### Management's Discussion and Analysis As of and for the Year Ended June 30, 2004

operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Sheriff's programs.

*Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Sheriff's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The reconciliations can be found on page 16 of this report.*

Fiduciary funds (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Sheriff's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

#### Financial Analysis of the Governmental Funds

As of the current fiscal year the Sheriff's General Fund reported ending fund balance of \$1,205,953.

#### 3. Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13 through 26 of this report.

#### 4. Other Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Required supplementary information can be found on Schedule 1 of this report.

Budgetary Comparison Schedule – the Sheriff adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget, beginning on Schedule 1.

## ST HELENA PARISH SHERIFF

Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2004

### General Fund Budgetary Highlights

For the general fund, original budgeted revenues and other sources were \$1,929,950 and final budgeted revenues and other sources were \$1,922,575. Original budgeted expenditures and other uses were \$2,479,006 and final budgeted expenditures and other uses were \$2,151,650.

Significant variations from the general fund's original and final amended budgets were as follows:

- Gaming Revenues were more than originally anticipated.
- Feeding and keeping prisoners revenue decreased from original budget because state prisoners are no longer housed by the Sheriff.
- Capital outlay expenditures were less than originally budgeted because the first phase of the new jail was not completed as planned during this fiscal year.

### Capital Asset and Debt Administration

#### Capital Assets:

The Sheriff's investment in capital assets for its governmental activities as of June 30, 2004 amounts to \$582,089 (net of accumulated depreciation). This investment in capital assets includes land, improvements, and equipment. The increase in capital assets for the year was \$176,085 the majority of which was attributable to the purchase of law enforcement vehicles.

The reduction in capital assets is primarily attributable to the sale of vehicles, which were replaced.

#### Long-Term Debt:

At the end of the fiscal year, the Sheriff had no long-term debt.

#### Request for Information

This financial report is designed to provide a general overview of the Sheriff's finances for all those with an interest in the government's finances. Questions regarding this report or requests for additional information should be addressed to the St. Helena Parish Sheriff, P. O. Box 1205, Greensburg, Louisiana 704441, Telephone (225) 222-4413.

**BASIC FINANCIAL STATEMENTS**

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Governmental Funds Balance Sheet / Statement of Net Assets

June 30, 2004

	<u>Governmental Adjustments</u>	<u>Statement of</u>
	<u>General Fund</u>	<u>Net Assets</u>
	<u>(Note 1)</u>	
<b>ASSETS</b>		
Cash	\$ 1,025,316	\$ 1,025,316
Receivables	233,541	233,541
Due from Other Funds	1,273	1,273
Prepaid Insurance	26,692	26,692
Capital Assets (Net of Accumulated Depreciation)	- 582,089	582,089
	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 1,286,822</u>	<u>\$ 1,868,911</u>
<b>LIABILITIES</b>		
Liabilities:		
Accounts Payable	<u>80,869</u>	<u>80,869</u>
	<hr/>	<hr/>
TOTAL LIABILITIES	<u>80,869</u>	<u>80,869</u>
<b>FUND BALANCE/NET ASSETS</b>		
Fund Balances:		
Unreserved	<u>1,205,953</u>	
	<hr/>	
Total Liabilities and Fund Balance	<u>\$1,286,822</u>	
<b>NET ASSETS</b>		
Investment in Capital Assets	582,089	582,089
Unrestricted		1,205,953
TOTAL NET ASSETS	<u>\$ 582,089</u>	<u>\$ 1,788,042</u>

"The accompanying notes are an integral part of this statement"

## ST HELENA PARISH SHERIFF

Greensburg, Louisiana

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

	<u>Governmental</u>	<u>Adjustments</u>	<u>Statement of</u>
	<u>General Fund</u>	<u>(Note 1)</u>	<u>Activities</u>
<b>EXPENDITURES/EXPENSES</b>			
Public Safety:			
Administration	\$ (525,211)	\$ -	\$ (525,211)
Community Services	(4,754)		(4,754)
Criminal Investigations	(2,000)		(2,000)
Patrol	(835,147)		(835,147)
Custody of Prisoners	(308,273)		(308,273)
Training	(13,408)		(13,408)
Communications	(74,932)		(74,932)
Automotive Services	(117,015)		(117,015)
Station and Buildings	(8,282)		(8,282)
Capital Outlays	(176,085)	176,085	-
Depreciation		(63,312)	(63,312)
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>(2,065,107)</b>	<b>112,773</b>	<b>(1,952,334)</b>
<b>PROGRAM REVENUES</b>			
Commissions on Collecting Taxes and Licenses	138,672		138,672
Feeding and Keeping of Prisoners	230,127		230,127
Fines, Forfeitures, and Other Fees	18,487		18,487
<b>TOTAL PROGRAM REVENUES</b>	<b>387,286</b>	<b>-</b>	<b>387,286</b>
<b>NET PROGRAM EXPENDITURES/EXPENSES</b>	<b>(1,677,821)</b>	<b>112,773</b>	<b>(1,565,048)</b>
<b>GENERAL REVENUES</b>			
Taxes-Ad Valorem	594,887		594,887
State Revenue Sharing	70,347		70,347
State Supplemental Pay	74,559		74,559
State Grants	157,446		157,446
Gaming Revenue	674,573		674,573
Local Tri-Parish Revenue	6,130		6,130
Investment Earnings	24,147		24,147
Proceeds/ Gain on Sale of Assets	11,132	(20,793)	(9,661)
Donations	994		994
Miscellaneous	6,624		6,624
<b>TOTAL GENERAL REVENUES</b>	<b>1,620,839</b>	<b>(20,793)</b>	<b>1,600,046</b>

" The accompanying notes are an integral part of this statement"

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

	<u>Governmental</u>	<u>Adjustments</u>	<u>Statement of</u>
	<u>General Fund</u>	<u>(Note 1)</u>	<u>Activities</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(56,982)	91,980	34,998
FUND BALANCE / NET ASSETS BEGINNING OF YEAR	<u>1,262,935</u>	<u>490,109</u>	<u>1,753,044</u>
END OF YEAR	<u>\$ 1,205,953</u>	<u>\$ 582,089</u>	<u>\$ 1,788,042</u>

"The accompanying notes are an integral part of this statement"

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Statement of Fiduciary Net Assets

June 30, 2004

	Sheriff's Fund	Tax Collector Fund	Prisoner Asset Fund	Total
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 161,159	\$ 313,911	\$ 1,551	\$ 476,621
<b>TOTAL ASSETS</b>	<b>\$ 161,159</b>	<b>\$ 313,911</b>	<b>\$ 1,551</b>	<b>\$ 476,621</b>
<b>LIABILITIES</b>				
Due to Other Funds	\$ 1,273	\$ -	\$ -	\$ 1,273
Due to Taxing Bodies & Others	159,886	313,911	1,551	475,348
<b>NET ASSETS</b>	<b>\$ 161,159</b>	<b>\$ 313,911</b>	<b>\$ 1,551</b>	<b>\$ 476,621</b>

"The accompanying notes are an integral part of this statement"



**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

Statement of Changes in Fiduciary Net Assets

For the Year Ended June 30, 2004

	Sheriff's Fund	Tax Collector Fund	Prisoner Asset Fund	Total
<b>ADDITIONS:</b>				
Sheriff's Sales	\$ 55,486	\$ -	\$ -	\$ 55,486
Bonds	12,136			12,136
Fines and Costs	76,167			76,167
Garnishments	44,646			44,646
Other Deposits	130		1,603	1,733
Taxes, Fees, Collections, Etc.		5,765,015		5,765,015
Restitution	3,300			3,300
<b>TOTAL ADDITIONS</b>	<b>191,865</b>	<b>5,765,015</b>	<b>1,603</b>	<b>5,958,483</b>
<b>DEDUCTIONS</b>				
Taxes, Fees, Etc.		5,603,479		5,603,479
<i>Fines and Forfeitures Distributed:</i>				
Sheriff's General Fund	47,269			47,269
Police Jury	27,294			27,294
District Attorney	32,423			32,423
Clerk of court	12,925			12,925
Attorneys, Appraisers, Etc.	26,128			26,128
Other Settlements	45,447		2,016	47,463
<b>TOTAL DEDUCTIONS</b>	<b>191,486</b>	<b>5,603,479</b>	<b>2,016</b>	<b>5,796,981</b>
<b>CHANGE IN NET ASSETS</b>	<b>379</b>	<b>161,536</b>	<b>(413)</b>	<b>161,502</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>160,780</b>	<b>152,375</b>	<b>1,964</b>	<b>315,119</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 161,159</b>	<b>\$ 313,911</b>	<b>\$ 1,551</b>	<b>\$ 476,621</b>

"The accompanying notes are an integral part of this statement"

# ST HELENA PARISH SHERIFF

Greensburg, Louisiana

Notes to the Financial Statements  
As of and for this 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, et cetera. 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, sporting licenses, and 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 St. Helena 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 Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999.

#### B. REPORTING ENTITY

The sheriff is an independently elected official; however, the sheriff is fiscally dependent on the St. Helena Parish Police Jury. The police jury maintains and operates the parish courthouse in which the sheriff's office is located and provides funds for equipment and furniture of the sheriff's office. Because the sheriff is fiscally dependent on the police jury, the sheriff was determined to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity.

# ST HELENA PARISH SHERIFF

Greensburg, Louisiana

## Notes to the Financial Statements As of and for this Year ended June 30, 2004

The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

### 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 related to certain sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

#### **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. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, video poker revenue, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

#### **Fiduciary Funds**

Fiduciary fund reporting focuses on net assets and changes 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.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**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 the 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 end. 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 be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are available for collection. The taxes are generally collected in December of the current year and January and February of the ensuing year. Federal and State grants are recorded when the law enforcement district is entitled to the funds.

**Expenditures**

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

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**Other Financing Sources (Uses)**

Proceeds from the sale of capital assets are accounted for as other financing sources and are recognized when received. Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses) when received.

**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 revenues.

**Reconciliation of Government-Wide and Fund Financial Statements**

The following reconciles the fund balances of governmental funds to the government-wide statement of net assets:

Total Fund Balances, Governmental Fund	\$1,205,953
Plus Governmental Capital Assets, Net of Depreciation	<u>582,089</u>
Net Assets, Governmental Activities	<u>\$1,788,042</u>

The following reconciles the net change in fund balances for governmental funds to the changes in net assets of governmental activities:

**ST HELENA PARISH SHERIFF**

Greensburg, Louisiana

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

Net Change in Fund Balances, Total Governmental Funds	\$ (56,982)
Less Depreciation Expense	(63,312)
Loss on Asset Disposition	(20,793)
Capital Outlay	<u>176,085</u>
Change in Net Assets, Governmental Activities	<u>\$ 34,998</u>

**E. BUDGETS**

Budgetary procedures applicable to the Sheriff are defined in state law, Louisiana Revised Statutes 39:1301-14. The major requirements of the local governmental budget act are summarized as follows:

1. The Sheriff must adopt a budget each year for the general fund and each special revenue fund, if applicable.
2. *The Sheriff must prepare and submit the proposed budget for consideration no later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in the parish. The 2004 budget was published in the official journal on June 11, 2003. The public hearing for the 2004 budget was held on June 26, 2003. The 2004 budget was adopted June 27, 2003.*
3. The St. Helena Parish Sheriff does not use encumbrance accounting. However, the budget is integrated into the accounting system, and the budgetary data, as presented *in the financial statements with annual budgets, compare the expenditures with the amended budgets.* All budgets are presented on the modified accrual basis of accounting. Accordingly, the budgetary comparison schedule for the general fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States of America on a basis consistent with the legally adopted budgets as amended. Unexpended appropriations on annual budgets lapse at the end of each fiscal year.
4. The budget is prepared and reported on the GAAP basis of accounting.
5. Budgetary amendments require the approval of the Sheriff. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**F. CASH, CASH EQUIVALENTS, AND INVESTMENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the sheriff may deposit funds in demand deposits, interest-bearing demand deposits, 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.

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. Investments are state at cost.

**G. INVENTORIES**

The Sheriff utilizes the "purchase method" of accounting for supplies in governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. The Sheriff did not record any inventory at June 30, 2004, as the amount is not material.

**H. PREPAID ITEMS**

Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both government wide and fund financial statements.

**I. 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 \$150 or more for capitalizing capital assets.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend their lives are not capitalized.

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 except for vehicles. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

**ST HELENA PARISH SHERIFF**

Greensburg, Louisiana

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	25 - 40 years
Furniture and fixtures	5 - 7 years
Equipment	5 - 15 years
Vehicles	5 years

**J. COMPENSATED ABSENCES**

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

**Vacation Leave**

Vacation leave is earned by all permanent full-time salaried employees according to the length of service.

- 1 to 3 year = 40 hours of vacation
- 4 to 10 year = 80 hours of vacation
- 10 or more years = 120 hours of vacation

Vacation leave must be taken in year earned and any unused vacation leave may not be carried forward but shall be forfeited unless approved by the Sheriff. Upon resignation, termination, or retirement, unused vacation leave earned during the current year shall be paid based on current salary.

No accrual for vacation leave has been reflected in the financial statements since the criteria for accrual in accordance with GASB Statement No. 16, *Accounting for Compensated Absences* has not been met.

**Sick Leave**

Sick leave is earned by all full-time salaried employees at a rate of one day of sick leave for each month of employment. Sick leave may be carried forward to a maximum of 576 hours and upon resignation, termination, or retirement, all unused sick leave shall be forfeited.

Vacation and sick leave is recognized as current year expenditures in the general fund when leave is actually taken.



**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

No accrual for sick leave has been reflected in the financial statements since the criteria for accrual in accordance with GASB Statement No. 61, *Accounting for Compensated Absences*, has not been met.

**K. 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.

**L. 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 those estimates.

**2. LEVIED TAXES**

The following is a summary of authorized and levied property taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Law enforcement District	10.62	10.62	none
Law enforcement District	9.2	9.2	none

Total taxable property valuation was \$31,921,420 for the year ended June 30, 2004. The authorized mileage was 19.82 for 2003. The following are the principal taxpayers and related ad valorem tax revenue for the sheriff:

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation	Ad Valorem Tax Revenue for Sheriff
Transcontinental Gas Pipeline	Public Utility	\$ 3,607,260	11.3%	\$ 71,496
Dixie Electric Membership Corp.	Public Utility	2,341,060	7.3%	46,400
Fla. Gas Transmission Co.	Public Utility	1,728,250	5.4%	34,254
Soterra	Manufacturer	1,567,430	4.9%	31,067
Entergy Gulf States, Inc.	Public Utility	1,532,850	4.8%	30,381

**3. CASH AND CASH EQUIVALENTS**

At June 30, 2004, the sheriff has cash and cash equivalents (book balances) totaling \$1,501,938 as follows:

Demand deposits	\$ 143,228
Interest-bearing demand deposits	1,044,649
Savings	313,760
Other	300
Total	\$ 1,501,937

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 sheriff has \$1,699,569 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$1,599,569 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 sheriff that the fiscal agent has failed to pay deposited funds upon demand.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**4. RECEIVABLES**

The receivables of \$233,541 at June 30, 2004, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes:	
Ad Valorem	\$ 670
Intergovernmental - Grants:	
State	9,431
Video Poker	165,496
Feeding and Keeping of Prisoners	43,084
Fees & Commission	9,893
Interest	144
Other	<u>4,823</u>
Total	<u>\$ 233,541</u>

The sheriff has not established an allowance for bad debts since any bad debts would not be material to the financial statements.

**5. INTERFUND RECEIVABLES/PAYABLES**

The following is a detailed list of interfund balances reported in the fund financial statements on June 30, 2004.

	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>
General	\$1,273	
Sheriff's Fund		\$1,273
Total	<u>\$1,273</u>	<u>\$1,273</u>

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**6. CAPITAL ASSETS**

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

<u>Governmental Activities</u>	Balance July 1, 2003	Additions	Deletions	Balance June 30, 2004
Capital Assets not Depreciated:				
Land	\$ 175,000	\$ -	\$ -	\$ 175,000
Construction in Progress-Jail	-	40,399		40,399
Total Capital Assets not Depreciated	<u>175,000</u>	<u>40,399</u>	<u>-</u>	<u>215,399</u>
Other Capital Assets:				
Buildings	85,556	1,523	-	87,079
Vehicles	279,279	81,020	13,131	347,168
Furniture and Equipment	242,720	53,143	56,417	239,446
Total Other Capital Assets	<u>607,555</u>	<u>135,686</u>	<u>69,548</u>	<u>673,693</u>
Less Accumulated Depreciation:				
Buildings	21,136	2,469		23,605
Vehicles	175,474	33,596	38,608	170,462
Furniture and Equipment	95,836	27,247	10,147	112,936
Total Accumulated Depreciation	<u>292,446</u>	<u>63,312</u>	<u>48,755</u>	<u>307,003</u>
Other Capital Assets, Net	315,109	72,374	20,793	366,690
Capital Assets, Net	<u>\$ 490,109</u>	<u>\$ 112,773</u>	<u>\$ 20,793</u>	<u>\$ 582,089</u>

**7. PENSION PLAN**

*Plan Description.* Substantially all employees of the St. Helena Parish Sheriff's Office are members of the Louisiana Sheriffs Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month if employed after September 7, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; \$800.00 per month if employed January 1, 2000 and after, and who are age 18 or older 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% for each year

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

if total service is at least 12 but less than 15 years, 2.75% for each year if total service is at least 15 but less than 20 years, and 3% for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25% for all service rendered on or after January 1, 1980.) In any case, the retirement benefit cannot exceed 100% 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 report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

*Funding Policy.* Plan members are required by state statute to contribute 9.8% of their annual covered salary and the St. Helena Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 9.25% 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 St. Helena Parish Sheriff are established and may be amended by state statute. As provided by R.S. 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 St. Helena Parish Sheriff's contributions to the System for the years ending June 30, 2004, 2003, and 2002, were \$84,911, \$60,067, and \$53,816, respectively, equal to the required contributions for each year

## **8. OTHER POSTEMPLOYMENT BENEFITS**

The St. Helena Parish Sheriff provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the Sheriff. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the Sheriff.

**ST HELENA PARISH SHERIFF**

Greensburg, Louisiana

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

**9. DEFERRED COMPENSATION PLAN**

The St. Helena Parish Sheriff offers its employees, the Louisiana Public Employees Deferred Compensation Plan, a deferred compensation plan created in accordance with Internal Revenue code Section 457, as revised January 1, 1999. the plan, available to all St. Helena Parish Sheriff employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property, or rights, shall be held for the exclusive benefit of participants and their beneficiaries.

At June 30, 2004 the amounts applicable to the employees of the St. Helena Parish Sheriff's office were \$ 994. As of June 30, 2004 the total amount of plan assets was \$568,355,236.

**10. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$80,869 at June 30, 2004, are as follows:

	<u>General Fund</u>
Withholdings	\$ 18,531
Accounts	<u>62,338</u>
Total	<u>\$ 80,869</u>

**11. LEASES**

The Sheriff has operating leases for the following:

Land

On April 15, 2003, the Sheriff leased a parcel of land located at 46447 Highway 16, Pine Grove, Louisiana on which a Sub-Station for the St. Helena Parish Sheriff was constructed. The lease is for 99 years terminating on April 15, 2102. The amount of the lease payment is \$1.00 per year. The lease expense for the year ended June 30, 2004 was \$12.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

Equipment

On November 5, 2001, the Sheriff leased telephone equipment from Century Tel. The lease was for 60 months, and the initial amount of the lease was \$269.12 per month payable on or before the first day of each month. Additional telephone equipment has been leased and the initial amount of the lease has been revised which totals \$ 294.90 per month. The lease payments for the year ended June 30, 2004 was \$3,432.

Building

On January 29, 2004, the Sheriff leased office space from St. Helena Acceptance Corp. The lease is for 12 months beginning February 1, 2004 and ending January 31, 2005 for \$500 per month. The lease payments for the year ended June 30, 2004 was \$2,500.

The minimum annual commitments under non-cancelable operating leases are as follows:

	Buildings And Office <u>Facilities</u>	<u>Equipment</u>	<u>Total</u>
Fiscal year:			
2005	\$3,501	\$3,539	\$ 7,040
2006	1	3,539	3,540
2007	1	1,475	1,476
2008	1		1
2009	1		1
Future years	<u>92</u>	<u>      </u>	<u>92</u>
Total	<u>\$3,597</u>	<u>\$8,553</u>	<u>\$12,150</u>

**12. LONG-TERM OBLIGATIONS**

At June 30, 2004 the Sheriff does not have any long-term obligations.

**13. RISK MANAGEMENT**

The sheriff 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 Sheriff attempts to minimize risk from significant losses through the purchase of insurance.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

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

**14. LITIGATION AND CLAIMS**

At June 30, 2004, the sheriff is involved in four lawsuits. Three of the lawsuits are insured by the Louisiana Sheriff's Risk Management Program. The other one is not insured by the Louisiana Sheriff's Risk Management Program, but it appears that these are not cases of liability and that the only cost will be those associated with the defense of the lawsuits based on the Sheriff's office information.

**15. ON-BEHALF PAYMENTS**

Supplementary salary payments are made by the state directly to certain groups of employees. The Sheriff is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditures (expense) payments is the actual contribution made by the state. For the year ended June 30, 2004 the state paid supplemental salaries to law enforcement employees of the Sheriff's office. On-behalf payment recorded as revenues and expenditures (expenses) for the year ended June 30, 2004 are as follows:

General Fund:	State Supplemental Salaries <u>June 30, 2004</u>
Policeman Supplemental Pay	\$74,559

**16. EXPENDITURES OF THE SHERIFF'S OFFICE PAID BY THE PARISH POLICE JURY**

Certain operating expenditures of the Sheriff's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

	Year Ended June 30, 2004 <u>Amount</u>
Sheriff's office – Utility bills	\$ 27,808
Sheriff's office – insurance on buildings	2,044
Sheriff's office – Building Maintenance	5,748
Sheriff's office – Supplies	<u>16,559</u>
Total	<u>\$ 52,159</u>



**ST HELENA PARISH SHERIFF**

Greensburg, Louisiana

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

**17. TAXES PAID UNDER PROTEST**

The net assets held for others in the agency funds at June 30, 2004, as reflected on Statement C , include \$307,958 of taxes paid under protest, plus interest earned to date of \$5,801 on the investment of these funds totaling \$313,759. These funds are held pending resolution of the protest and are accounted for in the Tax Collection Agency Fund.

**18. CHANGES IN ACCOUNTING PRINCIPLES**

For the year ended June 30, 2004, the Sheriff has implemented GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for the State and Local Governments*. GASB Statement No. 34 creates new basic financial statements for reporting on the Sheriff’s financial activities. The financial statements now include government-wide financial statements prepared on the accrual basis of accounting, and fund financial statements which present information for individual major funds rather than by fund type which has been the mode of presentation in previously issued financial statements. The Sheriff also implemented GASB Statement No. 38, *Certain Financial Statement Note Disclosures, and Interpretation No. 6, Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements*.

The implementation of GASB Statement No. 34 caused the opening fund balance at Jun 30, 3002 to be restated in terms of “net assets” as follows:

Total fund balances – Governmental Funds at June 30 2003		\$1,262,935
Add: Cost of capital assets at June 30, 2003	\$782,555	
Less: Accumulated depreciation at June 30, 2003	<u>(292,446)</u>	<u>409,109</u>
Net assets at June 30, 2003		<u>\$1,753,044</u>

**19. COMPLIANCE WITH LAWS**

The Sheriff may have violated the public bid laws and no records were available indicating to whom money is due to taxing bodies, bond, and civil funds.

**REQUIRED SUPPLEMENTAL INFORMATION**

St. Helena Parish Sheriff  
Greensburg, Louisiana  
Governmental Fund-General Fund

Schedule of Revenues, Expenditures,  
and Changes in Fund Balance - Budget  
(GAAP Basis) and Actual

For the Year Ended June 30, 2004

	<u>Budgeted Amounts</u>		<u>Actual Amount</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Ad Valorem Taxes	\$ 670,000	\$ 594,300	\$ 594,887	587
Intergovernmental Revenues:				
State Grants:				
State Revenue Sharing	70,400	70,400	70,347	(53)
State Supplemental Pay	60,000	75,000	74,559	(441)
DARE	-	2,500	2,434	(66)
Other	5,000	146,570	155,012	8,442
Fees, Charges, and Commissions for Services:				
Commissions on Collection of Tax and Licenses	131,800	139,300	138,672	(628)
Fines, Forfeitures, and Other Fees	19,350	19,875	18,487	(1,388)
Feeding and Keeping Prisoners	340,400	210,000	230,127	20,127
Miscellaneous:				
Gaming Revenue	605,000	618,000	674,573	56,573
Local Tri-Parish Revenue	-	6,130	6,130	-
Investment Earnings	27,000	25,000	24,147	(853)
Donations	1,000	1,600	994	(606)
Other	-	2,400	6,624	4,224
<b>TOTAL REVENUES</b>	<b>1,929,950</b>	<b>1,911,075</b>	<b>1,996,993</b>	<b>85,918</b>
<b>EXPENDITURES</b>				
Public Safety:				
Personal Services and Related Benefits	1,282,306	1,348,450	1,335,545	12,905
Operating Services	418,700	425,500	367,167	58,333
Materials and Supplies	196,000	173,700	172,902	798
Travel and Other Charges	32,000	16,000	13,408	2,592
Capital Outlays	550,000	188,000	176,085	11,915
<b>TOTAL EXPENDITURES</b>	<b>2,479,006</b>	<b>2,151,650</b>	<b>2,065,107</b>	<b>86,543</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(549,056)</b>	<b>(240,575)</b>	<b>(68,114)</b>	<b>172,461</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of Assets	-	11,500	11,132	(368)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>11,500</b>	<b>11,132</b>	<b>(368)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>(549,056)</b>	<b>(229,075)</b>	<b>(56,982)</b>	<b>172,093</b>
<b>FUND BALANCE AT BEG OF YEAR</b>	<b>1,262,935</b>	<b>1,262,935</b>	<b>1,262,935</b>	<b>-</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 713,879</b>	<b>\$ 1,033,860</b>	<b>\$ 1,205,953</b>	<b>\$ 172,093</b>

"See accountant's report"

St. Helena Parish Sheriff  
Greensburg, Louisiana

Schedule of Governmental Fund Expenditures  
For the Year Ended June 30, 2004

	Personal Services & Related Benefits	Travel & Training Costs	Operating Services	Supplies	Capital Outlay	Total
<b>General Fund</b>						
Public Safety:						
Administration	339,566		156,880	28,765		525,211
Community Services			4,754			4,754
Criminal Investigations			2,000			2,000
Patrol	729,117		79,256	26,774		835,147
Custody of Prisoners	192,789		52,454	63,030		308,273
Training		13,408				13,408
Communications	74,073		859			74,932
Automotive Services			62,682	54,333		117,015
Stations and Buildings			8,282			8,282
Capital Outlay					176,085	176,085
Total General Fund Expenditures	<u>1,335,545</u>	<u>13,408</u>	<u>367,167</u>	<u>172,902</u>	<u>176,085</u>	<u>2,065,107</u>

	General Fund
<b>Disclosure Required by LRS 42:283-286</b>	
Sheriff's Salary	122,588
Deputies Salaries	660,411
Other Salaries	266,336
Office Supplies and Furnishings	31,126
Purchase of Automobiles and Other Vehicles	87,020
Maintenance and Upkeep of Automobiles	62,682
Transporting Prisoners, Fugitives, and Insane Person	5,321
Feeding Prisoners	63,030
Other Expenditures	766,593
Total Expenditures	<u>\$ 2,065,107</u>

"See accountant's report"

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

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

The Honorable Ronald R. Ficklin  
St. Helena Parish Sheriff  
Greensburg, Louisiana

I have audited the accompanying financial statements of the governmental activities, the general fund and fiduciary funds of the St. Helena Parish Sheriff (Sheriff), Greensburg, Louisiana (a component unit of the St. Helena Parish Police Jury) as of and for the year ended June 30, 2004, which collectively comprise the St. Helena Parish Sheriff's, Greensburg, Louisiana basic financial statements and have issued my report thereon dated December 7, 2004. I have 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.

Internal Control Over Financial Reporting

In planning and performing my audit I considered St. Helena Parish Sheriff's, Greensburg, Louisiana internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect St. Helena Parish Sheriff's, Greensburg, Louisiana ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of Current Year Audit Findings as items 04-03 through 04-07.

A material weakness is a reportable 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 caused by error or fraud 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. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weakness. However, I consider 04-04, 04-05, and 04-07 of the reportable conditions described above to be material weaknesses.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. Helena Parish Sheriff's, Greensburg, Louisiana, financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 instances of noncompliance or other matters that are required to be reported under Government Auditing Standards which are described in the accompanying scheduled of Current Year Audit Findings as items 04-01 and 04-02.

This report is intended for the information and use of the audit committee, management, Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Anthony B. Baglio, CPA  
A Professional Accounting Corporation  
Hammond, Louisiana  
December 7, 2004

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Summary Schedule of Prior Audit Findings**



**ST HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings**

For The Years Ended June 30, 2003 and 2002

Ref No	Fiscal Year Finding Initially Occurred	Description of Finding	Management's Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
<b>Section I-Compliance</b>				
03-01	FYE Audit June 2003 & June 2002	Sheriff May Have Violated Public Bid Law	No	See finding number 04-01
03-02	"	Retirement Plan	Corrected	
03-03	"	Due to Taxing Bodies, Bond and Civil Funds	No	See finding number 04-02
03-04	"	Possible Ethics Violation	Corrected	
03-05	"	Budget Message Omitted	Corrected	
03-06	"	Fixed Assets Records Inadequate	Corrected	
<b>Section II-Internal Control</b>				
03-07A	"	Time Cards Not Used, Completed Correctly or Signed	Partially Corrected	See finding number 04-05
03-07B	"	Time Cards Not Approved by Supervisor	Partially Corrected	See finding number 04-05
03-08A	"	Annual Leave	Corrected	
03-08B	"	Annual Leave Carryover	No	See finding number 04-03
03-08C	"	Sick Leave Accrual	No	See finding number 04-03

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings**  
For The Years Ended June 30, 2003 and 2002

Ref No	Fiscal Year Finding Initially Occurred	Description of Finding	Management's Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
03-09A	FYE Audit June 2003 & June 2002	LA Commission of Law Enforcement & Administration of Criminal Justice Probation Program to Reduce Recidivism	Corrected	
03-09B	"	Juvenile Grant (FINS)	Corrected	
03-10	"	Controls Over Traffic/Misdemeanor Tickets Need to Be Established	No	See finding number 04-04
03-11	"	Travel Expense	Corrected	
Management Letter				
ML 03-01	FYE Audit June 2003 & June 2002	Computer backup not done daily nor tape maintained offsite	Corrected	
ML 03-02	"	Personnel files are not complete	Corrected	
ML 03-03	"	The Sheriff does not have written purchasing policies	Corrected	
ML 03-04	"	The Sheriff does not have written contract for accounting services.	Corrected	

**ST. HELENA PARISH SHERIFF  
Greensburg, Louisiana**

**Schedule of Current Year Audit Findings**

ST HELENA PARISH SHERIFF  
Greensburg, Louisiana

Schedule of Current Year Audit Findings  
For the Year Ended June 30, 2004

COMPLIANCE

**FINDING NO. 04-01**

**Sheriff May Have Violated Public Bid Law**

**The Sheriff's Office purchased a computer booking network in the amount of \$14,800 of which no quotes were obtained for this job.**

R.S.38:2212.1 requires that if a job is greater than \$7,500 but less than \$15,000, the following are required:

1. Three telephone or fax quotes
2. Obtain written confirmation of accepted offer
3. If there is a lower quote than the accepted quote, reason for rejection is required.

If is recommended that controls be established to insure the bid laws are followed.

**FINDING NO. 04-02**

**Due to Taxing Bodies, Bond and Civil Funds**

**The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$123,631 for the Bond Fund and \$16,156 for the Civil Fund at June 30, 2004. There are no records to indicate to whom the money is owed.**

Accounting records for payables should have detail showing to whom monies are owed. These detail records should be reconciled to the general ledger monthly.

It is recommended that an analysis of these accounts be performed and the money distributed to those owed.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Schedule of Current Year Audit Findings**  
For the Year Ended June 30, 2004

**INTERNAL CONTROL**

**FINDING NO. 04-03**

**Controls Over Annual and Sick Leave Need to be Improved**

**A. Annual Leave Accrual**

According to the leave policy, the last tier of vacation accrual allows 120 hours of vacation. One employee accrued 160 hours of vacation during the year. This employees accrual exceeded the maximum by 40 hours.

**B. Sick Leave Accrual**

According to leave policy, employees are allowed eight hours of sick leave per month. Four hours of sick leave are accrued per paycheck based on a semi-monthly payroll system. There was one employee that accrued 96 hours as of June 30, 2004. Since the sick accrual is based on a calendar year-end, the maximum allowable accrual as of June 30, 2004, should be 48 hours. There was also one employee who accrued 52 hours as of June 30, 2004.

Good internal controls require the payroll clerk to reconcile leave records after each payroll to determine if all accruals are correct.

It is recommended that the payroll clerk monitor sick leave and vacation accruals on a manual basis as it appears that the computer system is not handling the accruals correctly due to voided checks and various other issues. It is also recommended that the payroll clerk do a reconciliation of each employee's records at the end of each pay period to determine the correctness of the accruals.

**FINDING NO. 04-04**

**Controls Over Traffic/Misdemeanor Tickets Need to be Established**

**The Sheriff does not have written procedures established for the accounting of traffic/misdemeanor tickets.**

Good internal controls over tickets require an accounting of each ticket from the time it is issued until the time it is collected or dismissed.

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Schedule of Current Year Audit Findings**  
For the Year Ended June 30, 2004

The following is recommended:

1. Require that the supply of ticket books and related files be accounted for by the office personnel for proper accounting controls.
2. Maintain a record of books issued to deputies that provides the date of receipt, ticket numbers received, and deputy's signature of receipt.
3. Account for the numerical sequence of all citations and the final disposition of those citations monthly.

**FINDING NO. 04-05**

**Time Cards Not Used, Completed Correctly or Signed**

**Employee time cards were prepared manually or by a time clock, some did not indicate the employee punched in or out, and time cards are not signed by the employee at the end of the payroll period.**

Internal controls for payroll require a method of tracking a deputy's time when he/she report to duty from their home either by time card or another suitable method. The time cards should be signed by the employee, checked and approved by a supervisor, and then submitted to the payroll clerk for payment.

It is recommended that the supervisor make sure the following:

1. Time cards or another suitable method is used to record time by each employee.
2. Time cards are completed correctly.
3. Time cards are signed by the employee at the end of each payroll period.
4. Time cards are checked and approved by the supervisor before submitting to the payroll department.
5. The payroll clerk rechecks the time cards and compares to the work schedule.

**FINDING NO. 04-06**

**Controls over grant receipts and disbursements documents need to be improved.**

**Most of the grants that are obtained by the Sheriff are reimbursement type grants requiring proof of payment before grant monies are received. During the audit, copies of the receipts and disbursements were not available for review.**

**ST HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Schedule of Current Year Audit Findings**  
For the Year Ended June 30, 2004

Good internal control would require files to be maintained on each grant. The file would have copies of the grant documents together with a copy of the bills reflecting disbursements, and a copy of the check showing receipt of the grant money.

**FINDING NO. 04-07**

**Payroll documentation needs to be improved**

**In reviewing payments for a payroll period, it is difficult to follow the records to determine the purpose of the payments.**

A summary sheet should be maintained for each payroll indicating the hour worked, any leave time used, grant pay, etc. for each employee. The backup for this information should be attached to the summary document. The information attached would also have the leave information for that employee indicating what leave was available.

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Management's Corrective Action Plan for**  
**Current Year Audit Findings**



**ST. HELENA PARISH SHERIFF'S OFFICE**  
 Greensburg, Louisiana  
 Management's Corrective Action Plan for Current Year Audit Findings  
 For the Year Ended June 30, 2004

<u>Ref No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
<b>Compliance</b>		
04-01	<p><b>Sheriff May have Violated Public Bid Law</b>            The Sheriff's office purchased a computer booking network in the amount of \$14,800 of which no quotes were obtained for this job.</p>	<p>Some of this cost was for computer repair or for upgrading of office computers, not the booking network. Inadvertently, the total amount was included in the booking network. Several quotes were obtained for the booking network. Better controls have been established to avoid this in the future.</p>
04-02	<p><b>Due to Taxing Bodies, Bond and Civil Funds</b>            The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$123,631 for the Bond Fund and \$16,156 for the Civil Fund at June 30, 2004. There are no records to indicate to whom the money is owed.</p>	<p>The Attorney General was contacted by letter on December 28, 2004 for a ruling on the distribution of said funds to the General Fund if unable to determine to whom the monies are owed.</p>
<b>Internal Control</b>		
04-03	<p><b>Controls Over Annual and Sick Leave Need to be Improved</b></p> <p><b>A. Annual Leave Accrual</b>            According to the leave policy, the last tier of vacation accrual allows 120 hours of vacation. One employee accrued 160 hours of vacation during the year. This employee's accrual exceeded the maximum by 40 hours.</p> <p><b>B. Sick Leave Accrual</b>            According to leave policy, employees are allowed eight hours of sick leave per month. Four hours of sick leave are accrued per paycheck based on a semi-monthly payroll system. There was one employee who accrued 96 hours as of June 30, 2004. Since the sick accrual is based on a calendar year-end, the maximum allowable accrual as of June 30, 2004 should be 48 hours. There was also one employee who accrued 52 hours as of June 30, 2004.</p>	<p><b>A.</b> An error was made by a manual input of leave hours. As of 12/28/04, a thorough review of employees annual leave was completed and all leave was corrected as to the procedure established by the St. Helena Parish Sheriff's Department annual leave policy.</p> <p><b>B.</b> Several times grant monies was paid by separate checks, which through an error, sick leave was doubled on some employees. New pay codes have been implemented to insure that this does not happen in the future.</p>

**ST. HELENA PARISH SHERIFF'S OFFICE**  
Greensburg, Louisiana  
Management's Corrective Action Plan for Current Year Audit Findings  
For the Year Ended June 30, 2004

<u>Ref.No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
04-04	<p><b>Controls over Traffic/Misdemeanor Tickets Need to Be Established</b>  The Sheriff does not have written procedures established for the accounting of traffic/misdemeanor tickets.</p>	<p>A written procedure will be implemented in the St. Helena Parish Sheriff's Department Policy and Procedure manual effective January 1, 2005.</p>
04-05	<p><b>Time Cards Not Used, Completed Correctly or Signed</b>  Employee time cards were prepared manually or by a time clock, some did not indicate if the employee punched in or out, and time cards are not signed by employee at the end of the payroll period.</p>	<p>As of December 28, 2004, time cards will not be prepared manually. In case of an emergency, if an employee must leave and does not record time by time clock, a supervisor will approve time card. All employees will sign the time cards.</p>
04-06	<p><b>Controls over grant receipts and disbursements need to be improved.</b>  Most of the grants that are obtained by the Sheriff are reimbursement type grants requiring proof of payment before grant monies are received. During the audit, copies of the receipts and disbursements were not available for review.</p>	<p>An extensive filing system has been established for all grant files to have all data readily available for review.</p>
04-07	<p><b>Payroll documentation needs to be improved</b>  In reviewing payments for a payroll period, it is difficult to follow the records to determine the purpose of the payments.</p>	<p>A new payroll summary form will be implemented beginning January, 2005 which will support each payroll.</p>