

RECEIVED  
LEGISLATIVE AUDITOR  
96 SEP -5 AM 8:43

**UNION PARISH SHERIFF**  
**Farmerville, Louisiana**

**General Purpose Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Two Years Ended**  
**June 30, 1996**  
**With Supplemental Information Schedules**

UNION PARISH SHERIFF  
Farmerville, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Two Years Ended June 30, 1996  
With Supplemental Information Schedules

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
<b>Independent Auditor's Report</b>		3
<b>General Purpose Financial Statements:</b>		
Combined Balance Sheet, June 30, 1996 - All Fund Types and Account Groups	A	6
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual:		
For the Year Ended June 30, 1996	B	7
For the Year Ended June 30, 1995	C	9
Notes to the Financial Statements		11
	<u>Statement</u>	<u>Page No.</u>
<b>Supplemental Information Schedules - Fiduciary Fund Type - Agency Funds:</b>		
Combining Balance Sheet, June 30, 1996	1	24
Combining Schedule of Changes in Unsettled Balances Due to Taxing Bodies and Others:		
For the Year Ended June 30, 1996	2	25
For the Year Ended June 30, 1995	3	27

C O N T E N T S (CONTD.)

	<u>Statement</u>	<u>Page No.</u>
<b>Independent Auditor's Reports Required by <i>Government Auditing Standards</i></b>		
Report on Compliance with Laws, Regulations, Contracts, and Grants		30
Report on Internal Control Structure		32



## Independent Auditor's Report

HONORABLE ROBERT G. "BOB" BUCKLEY  
UNION PARISH SHERIFF  
Farmerville, Louisiana

I have audited the general purpose financial statements of the Union Parish Sheriff, a component unit of the Union Parish Police Jury, as of June 30, 1996, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Union Parish Sheriff's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Union Parish Sheriff as of June 30, 1996, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,  
WEST MONROE,  
LOUISIANA 71291  
PHONE 318.325.2121  
TOLL FREE LOUISIANA  
1.800.541.5020  
FAX 318.324.1630

UNION PARISH SHERIFF  
Farmerville, Louisiana  
Independent Auditor's Report,  
June 30, 1996

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

In accordance with *Government Auditing Standards*, I have also issued reports dated August 23, 1996, on the Union Parish Sheriff's compliance with laws, regulations, contracts, and grants, and my consideration of the agency's internal control structure.



West Monroe, Louisiana  
August 23, 1996

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

UNION PARISH SHERIFF  
Farmerville, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1996

	GOVERNMENTAL FUND TYPE - GENERAL FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>				
Cash	\$887,917	\$104,558		\$992,475
Receivables	111,737			111,737
Due from other funds	517			517
Office furnishings and equipment			\$590,509	590,509
<b>TOTAL ASSETS</b>	<u>\$1,000,171</u>	<u>\$104,558</u>	<u>\$590,509</u>	<u>\$1,695,238</u>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$20,938			\$20,938
Payroll deductions payable	21			21
Due to other funds		\$517		517
Cash bonds		84,896		84,896
Due to taxing bodies and others		19,145		19,145
<b>Total Liabilities</b>	<u>20,959</u>	<u>104,558</u>	<u>NONE</u>	<u>125,517</u>
Fund Equity:				
Investment in general fixed assets			\$590,509	590,509
Fund balance - unreserved - undesignated	979,212			979,212
<b>Total Fund Equity</b>	<u>979,212</u>	<u>NONE</u>	<u>590,509</u>	<u>1,569,721</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$1,000,171</u>	<u>\$104,558</u>	<u>\$590,509</u>	<u>\$1,695,238</u>

The accompanying notes are an integral part of this statement.

UNION PARISH SHERIFF  
Farmerville, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes:			
Ad valorem	\$251,000	\$255,197	\$4,197
Sales	660,000	655,311	(4,689)
Intergovernmental revenues:			
Federal grants - federal revenue		49,080	49,080
State grants:			
State revenue sharing (net)	105,000	105,709	709
State supplemental pay	53,000	47,122	(5,878)
Video Poker		3,689	3,689
Other state grants	18,000	23,641	5,641
Local grants		4,334	4,334
Fees, charges, and commissions for services:			
Commissions on licenses and taxes	20,000	30,616	10,616
Civil and criminal fees	141,500	153,752	12,252
Court attendance	2,000	625	(1,375)
Transportation of prisoners	7,100	7,476	376
Tax notices, etc.	4,700	10,828	6,128
Bond Fees	4,000	3,708	(292)
Accident reports	5,200	5,764	564
Other	6,500	5,480	(1,020)
Use of money and property	40,000	37,528	(2,472)
Miscellaneous	4,000	3,574	(426)
Total revenues	<u>1,322,000</u>	<u>1,403,434</u>	<u>81,434</u>
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personal services and related benefits	790,900	789,193	1,707
Operating services	250,600	250,554	46

(Continued)



## Statement B

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures,  
 and Changes in Fund Balances, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXPENDITURES: (CONTD.)</b>			
Public safety: (Contd.)			
Current: (Contd.)			
Materials and supplies	\$100,000	\$99,702	\$298
Travel and other charges	44,000	29,793	14,207
Capital outlay	133,000	95,671	37,329
Intergovernmental		42,325	(42,325)
Total expenditures	<u>1,318,500</u>	<u>1,307,238</u>	<u>11,262</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>3,500</u>	<u>96,196</u>	<u>92,696</u>
<b>OTHER FINANCING SOURCES</b>			
Sale of fixed assets		6,640	6,640
Insurance recovery	14,000	14,146	146
Total other financing sources	<u>14,000</u>	<u>20,786</u>	<u>6,786</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	17,500	116,982	99,482
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>844,676</u>	<u>862,230</u>	<u>17,554</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$862,176</u>	<u>\$979,212</u>	<u>\$117,036</u>

(Concluded)

The accompanying notes are an integral part of this statement.

UNION PARISH SHERIFF  
Farmerville, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 1995

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Taxes:			
Ad valorem	\$245,000	\$250,035	\$5,035
Sales	575,000	614,229	39,229
Intergovernmental revenues:			
Federal grants - federal revenue	7,747	45,660	37,913
State grants:			
State revenue sharing (net)	105,000	105,610	610
State supplemental pay	42,000	47,074	5,074
Video Poker	1,900	2,706	806
Other state grants	11,253	13,068	1,815
Local grants	8,190	9,548	1,358
Fees, charges, and commissions for services:			
Commissions on licenses and taxes	51,000	48,257	(2,743)
Civil and criminal fees	91,000	90,650	(350)
Court attendance	2,000	1,410	(590)
Transportation of prisoners	2,800	3,487	687
Tax notices, etc.	2,500	7,223	4,723
Bond Fees	5,300	5,530	230
Accident reports	3,100	3,335	235
Other	7,490	11,588	4,098
Use of money and property	30,270	33,567	3,297
Miscellaneous	3,900	2,362	(1,538)
Total revenues	1,195,450	1,295,339	99,889
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personal services and related benefits	800,000	796,219	3,781
Operating services	250,000	240,489	9,511

(Continued)

## Statement C

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures,  
 and Changes in Fund Balances, 1995

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXPENDITURES: (CONTD.)</b>			
Public safety: (Contd.)			
Current: (Contd.)			
Materials and supplies	\$120,000	\$110,117	\$9,883
Travel and other charges	35,000	29,801	5,199
Capital outlay	150,000	120,249	29,751
Intergovernmental		24,921	(24,921)
Total expenditures	<u>1,355,000</u>	<u>1,321,796</u>	<u>33,204</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(159,550)</u>	<u>(26,457)</u>	<u>66,685</u>
<b>OTHER FINANCING SOURCES</b>			
Sale of fixed assets	17,600	12,900	(4,700)
Insurance recovery		4,715	4,715
Total other financing sources	<u>17,600</u>	<u>17,615</u>	<u>15</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	<u>(141,950)</u>	<u>(8,842)</u>	<u>133,108</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>871,072</u>	<u>871,072</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$729,122</u>	<u>\$862,230</u>	<u>\$133,108</u>

(Concluded)

The accompanying notes are an integral part of this statement.

**UNION PARISH SHERIFF**  
Farmerville, Louisiana

Notes to the Financial Statements  
As of and For the Two Years Ended June 30, 1996

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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 also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. *As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.*

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

**A. REPORTING ENTITY**

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria determining which component units should be considered part of the Union Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

UNION PARISH SHERIFF  
Farmerville, Louisiana  
Notes to the Financial Statements

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because 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, the sheriff was determined to be a component unit of the Union Parish Police Jury, the financial reporting entity. 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.

**B. FUND ACCOUNTING**

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

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

UNION PARISH SHERIFF  
Farmerville, Louisiana  
Notes to the Financial Statements

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of governmental and fiduciary funds as described below:

**Governmental Fund - General Fund**

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund and is used to account for the operations of the sheriff's office. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include a sales tax, commissions on state revenue sharing, 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 - Agency Fund Type**

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**C. FIXED ASSETS AND LONG-TERM OBLIGATIONS**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 15 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items, while the remaining 85 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. There are no long-term obligations at June 30, 1996.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting the governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The sheriff uses the following practices in recording revenues and expenditures:

**Revenues**

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

Sales taxes are recognized in the month received by the sheriff's collection agent, the Union Parish School Board.

Intergovernmental revenues and fees, charges, and commissions for services are recorded when the sheriff is entitled to the funds.

Interest income on demand deposits is recorded when the interest is earned and credited to the account.

Substantially all other revenues are recognized when received by the sheriff.

UNION PARISH SHERIFF  
Farmerville, Louisiana  
Notes to the Financial Statements

Based on the above criteria, sales taxes, intergovernmental revenues, and fees, charges, and commissions for services have been treated as susceptible to accrual.

**Expenditures**

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

**Other Financing Source**

Sales of fixed assets are accounted for as other financing sources and are recognized when the underlying events occur.

**E. BUDGET PRACTICES**

Proposed budgets, prepared on the modified accrual basis of accounting, are published in the official journal at least ten days prior to the public hearing. Public hearings are held at the sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure. Encumbrance accounting is not recognized within the budgetary accounting system. Appropriations lapse at year end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**F. CASH AND CASH EQUIVALENTS**

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 and national banks having principal offices in Louisiana. At June 30, 1996, the sheriff has cash (book balance) totaling \$992,475, as follows:



UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 Notes to the Financial Statements

Demand deposits	\$892,275
Time deposits	100,000
Petty Cash	<u>200</u>
Total	<u>\$992,475</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 bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 1996, are secured as follows:

Bank Balances	<u>\$1,149,545</u>
Federal deposit insurance	\$200,000
Pledged securities (uncollateralized)	<u>997,657</u>
Total	<u>\$1,197,657</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

**G. SALES TAX**

On March 10, 1992, voters of the parish approved a sales tax for a total of ten (10) years at the following rates: commencing April 1, 1992, for a period of two (2) years, at the rate of one per cent (1%); and thereafter for a period of eight (8) years at the rate of one-half of one per cent (1/2%). The proceeds of the sales tax are dedicated for the purpose of providing additional funding for the law enforcement district. The sheriff's office has entered into an agreement with the Union Parish School Board for collection of the tax. For its services, the school board receives one per cent (1%) of gross collections, not to exceed \$12,000 for a calendar year.

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 Notes to the Financial Statements

**H. VACATION AND SICK LEAVE**

All employees are granted from one to two weeks of vacation leave each year, depending on length of service. Vacation leave must be taken in the year granted and may not be accumulated and carried forward to succeeding years. Sick leave is granted on a case-by-case basis, at the discretion of the sheriff.

**I. TOTAL COLUMN ON THE BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**2. RECEIVABLES**

The General Fund receivables of \$111,737 at June 30, 1996, are as follows:

<u>Class of Receivables</u>	
Taxes:	
Ad valorem	\$2,393
Other	65,161
Intergovernmental revenues:	
Federal grants	6,755
State grants	11,087
Video Poker	1,008
Fees, charges, and commissions for services:	
Commissions on licenses and taxes	9,221
Civil fees	3,939
Tax notices	6,123
Transporting prisoners	636
Court attendance	625
Use of money and property - interest earnings	1,134
Miscellaneous	<u>3,655</u>
Total	<u>\$111,737</u>

UNION PARISH SHERIFF  
Farmerville, Louisiana  
Notes to the Financial Statements

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, June 30, 1994	\$420,680
Additions:	
For the Year Ended June 30, 1995	120,249
For the Year Ended June 30, 1996	95,671
Deletions:	
For the Year Ended June 30, 1995	
For the Year Ended June 30, 1996	<u>(46,091)</u>
Balance, June 30, 1996	<u>\$590,509</u>

The sheriff established his inventory listing of fixed assets based on an actual physical count, removing those items which had been junked in previous years and not removed from the listing. Also, the capitalization policy was revised to state that items valued at less than \$500 will not be capitalized but will be maintained on a separate list. These adjustments are reflected in deletions for the year ended June 30, 1996.

**4. PENSION PLAN**

Substantially all employees of the Union Parish Sheriff's office are members of the Louisiana 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 and all deputies 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 per cent for each year if total service is at least 12 but less than 15 years, 2.75 per cent for each year if total service is at least 15 but less than 20 years, and 3 per cent 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 per cent 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

**UNION PARISH SHERIFF**  
Farmerville, Louisiana  
Notes to the Financial Statements

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.

Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the Union Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 6.0 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 Union 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 Union Parish Sheriff's contributions to the System for the years ended June 30, 1996, 1995, and 1994 were \$36,112, \$32,499, and \$28,269, respectively, equal to the required contributions for each year.

**5. POST RETIREMENT BENEFITS**

The Union Parish Sheriff provides certain 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's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the sheriff. The sheriff recognizes the cost of providing these benefits (the sheriff's cost of premiums) as an expenditure when the monthly premiums are due, which were \$86,749 and \$109,634 for the year ended June 30, 1996, and 1995, respectively. Of these amounts, \$13,561 and \$14,966, respectively, were for retiree benefits.

**6. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances due to taxing bodies and others follows:

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 Notes to the Financial Statements

	Tax Collector Fund	Civil Fund	Criminal Fund	Total
Balance, July 1, 1994	\$18,173	NONE	\$63,343	\$81,516
Beginning balance adjustment			(18,150)	(18,150)
Beginning balance adjusted	18,173	NONE	45,193	63,366
Year ended June 30, 1995:				
Additions	3,338,602	\$230,140	308,691	3,877,433
Reductions	(3,342,887)	(230,140)	(343,905)	(3,916,932)
Year ended June 30, 1996:				
Additions	\$3,428,459	\$273,216	\$328,274	\$4,029,949
Reductions	(3,423,207)	(273,216)	(338,248)	(4,034,671)
Balance June 30, 1996	<u>\$19,140</u>	<u>NONE</u>	<u>\$5</u>	<u>\$19,145</u>

The beginning balance of due to others in the Criminal Fund at July 1, 1994 has been reduced due to cash bonds that do not flow through operations.

**7. FEDERAL FINANCIAL ASSISTANCE**

During the two years ended June 30, 1996, the Union Parish Sheriff participated in the following federal financial assistance programs:

PROGRAM TITLE	CFDA NUMBER	GRANT NUMBER	RECEIPTS	REVENUE	ISSUES/ EXPENDITURES
<b>1995:</b>					
<b>United States Department of Justice</b>					
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:					
Multi - Jurisdictional Task Force	16.579	94B020B020D17	\$24,921	\$24,921	\$24,921
Public Safety and Community Policing Grant	16.579	B93-2-009	13,918	13,918	13,918
Total United States Department of Justice			<u>38,839</u>	<u>38,839</u>	<u>38,839</u>
United States Department of Interior - Direct Program - Payment in Lieu of Taxes	N/A	N/A	<u>6,821</u>	<u>6,821</u>	<u>6,821</u>
Total Federal Financial Assistance			<u>\$45,660</u>	<u>\$45,660</u>	<u>\$45,660</u>

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 Notes to the Financial Statements

<u>PROGRAM TITLE</u>	<u>CFDA NUMBER</u>	<u>GRANT NUMBER</u>	<u>RECEIPTS</u>	<u>REVENUE</u>	<u>ISSUES/ EXPENDITURES</u>
<b>1996:</b>					
<b>United States Department of Justice</b>					
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:					
Multi - Jurisdictional Task Force	16.579	95B020B020E12	<u>42,325</u>	<u>42,325</u>	<u>42,325</u>
United States Department of Interior - Direct Program - Payment in Lieu of Taxes	N/A	N/A	<u>6,755</u>	<u>6,755</u>	<u>6,755</u>
Total Federal Financial Assistance			<u>\$49,080</u>	<u>\$49,080</u>	<u>\$49,080</u>

**8. LITIGATION AND CLAIMS**

At June 30, 1996, the Union Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

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

The Union Parish Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Union Parish Police Jury.

**SUPPLEMENTAL INFORMATION SCHEDULES**

UNION PARISH SHERIFF  
Farmerville, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Two Years Ended June 30, 1996

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**TAX COLLECTOR FUND**

Article V, Section 27 of the Louisiana Constitution of 1974, provides that the sheriff will serve as the collector of state and parish taxes, licenses, and fees. The Tax Collector Fund is used to collect and distribute these taxes, licenses, and fees to the appropriate taxing bodies.

**CIVIL FUND**

The Civil Fund accounts for the collection of funds in civil suits, sheriff's sales, and garnishments. Payment of these collections to recipients are made in accordance with applicable laws.

**CRIMINAL FUND**

The Criminal Fund is a depository for fines, forfeitures, and costs in criminal cases. Payments are made from the fund to the Sheriff's General Fund, police jury, district attorney, clerk of court, and other recipients in accordance with applicable laws.



UNION PARISH SHERIFF  
Farmerville, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1996

	<u>TAX COLLECTOR FUND</u>	<u>CRIMINAL FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>			
Cash	<u>\$19,140</u>	<u>\$85,418</u>	<u>\$104,558</u>
<b>LIABILITIES</b>			
Due to other funds		\$517	\$517
Cash bonds		84,896	84,896
Due to taxing bodies and others	<u>\$19,140</u>	<u>5</u>	<u>19,145</u>
Total liabilities	<u>\$19,140</u>	<u>\$85,418</u>	<u>\$104,558</u>

UNION PARISH SHERIFF  
Farmerville, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 1996

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>UNSETTLED BALANCES AT BEGINNING OF YEAR - DUE TO TAXING BODIES AND OTHERS</b>	<u>\$13,888</u>	<u>NONE</u>	<u>\$9,979</u>	<u>\$23,867</u>
<b>ADDITIONS</b>				
Deposits:				
Sheriff's sales		\$163,052		163,052
Fines, forfeitures, and costs			328,274	328,274
Garnishments		110,164		110,164
Taxes, fees, etc., paid to tax collector:				
Ad valorem taxes	2,732,158			2,732,158
State revenue sharing	473,356			473,356
Sportsmen licenses	122,309			122,309
Parish licenses	59,579			59,579
Auto dealers (net)	1,585			1,585
Interest on:				
Demand deposits	5,844			5,844
Delinquent taxes	4,551			4,551
Auto dealers	632			632
Licenses	1,802			1,802
Redemptions and refunds	11,773			11,773
Cost of tax notices, etc.	14,870			14,870
Total additions	<u>3,428,459</u>	<u>273,216</u>	<u>328,274</u>	<u>4,029,949</u>
Total	<u>3,442,347</u>	<u>273,216</u>	<u>338,253</u>	<u>4,053,816</u>
<b>REDUCTIONS</b>				
Deposits, taxes, fees, etc. settled to:				
Sheriff's General Fund	410,888	75,549	62,310	548,747
Police jury	1,075,539		97,886	1,173,425
School board	1,230,443			1,230,443
Assessor	199,254			199,254
Municipalities	5,757		14,732	20,489
East Union Hospital	69,512			69,512

(Continued)

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others, 1996

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>REDUCTIONS: (CONTD.)</b>				
Deposits, taxes, fees, etc. settled to: (Contd.)				
Tri-Ward Hospital	\$130,521			\$130,521
Ward Five Fire District	53,683			53,683
Spencer-West Sterlington Fire District	18,423			18,423
District attorney			\$30,541	30,541
Clerk of Court	278	\$15,230	12,312	27,820
Indigent defender board			36,731	36,731
Judicial court			28,192	28,192
Litigants		103,670		103,670
Pension funds	80,336			80,336
North Louisiana Crime Lab			15,336	15,336
Louisiana Commission on Law Enforcement			7,251	7,251
Other settlements		78,767	32,648	111,415
Other reductions	148,573		309	148,882
Total reductions	<u>3,423,207</u>	<u>273,216</u>	<u>338,248</u>	<u>4,034,671</u>
<b>UNSETTLED BALANCES AT END OF YEAR - DUE TO TAXING BODIES AND OTHERS</b>	<u>\$19,140</u>	<u>NONE</u>	<u>\$5</u>	<u>\$19,145</u>

(Concluded)

UNION PARISH SHERIFF  
Farmerville, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 1995

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>UNSETTLED BALANCES AT BEGINNING OF YEAR - DUE TO TAXING BODIES AND OTHERS</b>	<u>\$18,173</u>	NONE	<u>\$45,193</u>	<u>\$63,366</u>
<b>ADDITIONS</b>				
Deposits:				
Sheriff's sales		\$165,428		165,428
Fines, forfeitures, and costs			308,691	308,691
Garnishments		64,712		64,712
Taxes, fees, etc., paid to tax collector:				
Ad valorem taxes	2,582,521			2,582,521
In lieu of taxes	67,586			67,586
State revenue sharing	469,833			469,833
Sportsmen licenses	121,801			121,801
Parish licenses	61,779			61,779
Interest on:				
Demand deposits	8,042			8,042
Delinquent taxes	2,774			2,774
Auto dealers taxes	571			571
Redemptions and refunds	16,950			16,950
Cost of tax notices, etc.	6,745			6,745
Total additions	<u>3,338,602</u>	<u>230,140</u>	<u>308,691</u>	<u>3,877,433</u>
Total	<u>3,356,775</u>	<u>230,140</u>	<u>353,884</u>	<u>3,940,799</u>
<b>REDUCTIONS</b>				
Deposits, taxes, fees, etc. settled to:				
Sheriff's General Fund	397,232	50,099	60,066	507,397
Police jury	1,060,383		116,212	1,176,595
School board	1,210,308			1,210,308
Assessor	196,032			196,032

(Continued)

UNION PARISH SHERIFF  
 Farmerville, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others, 1995

	<u>TAX COLLECTOR FUND</u>	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>TOTAL</u>
<b>REDUCTIONS: (CONTD.)</b>				
Deposits, taxes, fees, etc. settled to: (Contd.)				
Municipalities	\$7,376		\$16,979	\$24,355
East Union Hospital	73,639			73,639
Tri-Ward Hospital	118,602			118,602
Ward Five Fire District	51,981			51,981
Spencer-West Sterlington Fire District	6,000			6,000
District attorney			33,225	33,225
Clerk of Court	273	\$11,331	13,826	25,430
Indigent defender board			20,207	20,207
Judicial court			30,824	30,824
Litigants		63,050		63,050
Pension funds	80,036			80,036
North Louisiana Crime Lab			15,865	15,865
Louisiana Commission on Law Enforcement			6,653	6,653
Other settlements		105,660	29,818	135,478
Other reductions	141,025		230	141,255
Total reductions	<u>3,342,887</u>	<u>230,140</u>	<u>343,905</u>	<u>3,916,932</u>
<b>UNSETTLED BALANCES AT END OF YEAR - DUE TO TAXING BODIES AND OTHERS</b>	<u>\$13,888</u>	<u>NONE</u>	<u>\$9,979</u>	<u>\$23,867</u>

(Concluded)

**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on compliance with laws, regulations, and grants, and internal control structure are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**Independent Auditor's Report on Compliance  
With Laws, Regulations, Contracts, and Grants**

HONORABLE ROBERT G. "BOB" BUCKLEY  
UNION PARISH SHERIFF  
Farmerville, Louisiana

I have audited the general purpose financial statements of the Union Parish Sheriff as of June 30, 1996, and for the two years then ended, and have issued my report thereon dated August 23, 1996.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Union Parish Sheriff, is the responsibility of the Union Parish Sheriff's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Union Parish Sheriff's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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*.

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,  
WEST MONROE,  
LOUISIANA 71291  
PHONE 318.325.2121  
TOLL FREE LOUISIANA  
1.800.541.5020  
FAX 318.324.1630



**Independent Auditor's Report  
on the Internal Control Structure**

HONORABLE ROBERT G. "BOB" BUCKLEY  
UNION PARISH SHERIFF  
Farmerville, Louisiana

I have audited the general purpose financial statements of the Union Parish Sheriff as of June 30, 1996, and for the two years in the then ended, and have issued my report thereon dated August 23, 1996.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Union Parish Sheriff is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,  
WEST MONROE,  
LOUISIANA 71291  
PHONE 318.325.2121  
TOLL FREE LOUISIANA  
1.800.541.5020  
FAX 318.324.1630



UNION PARISH SHERIFF  
Farmerville, Louisiana  
Independent Auditor's Report  
on Internal Control Structure,  
June 30, 1996

In planning and performing my audit of the general purpose financial statements of the Union Parish Sheriff for the two years ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I considered to be material weaknesses as defined above.

This report is intended for the information of the Union Parish Sheriff. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana  
August 23, 1996