



**ORACHTA PARISH SHERRIFF**  
**Monroe, Louisiana**

**General Purpose Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended**  
**June 30, 1988**

**With Supplemental Information Schedules**

CALACHITA PARISH SHERIFF  
Monroe, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 1998

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 - 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	B	7
Notes to the Financial Statements		9
	<u>Schedule</u>	<u>Page No.</u>
<b>Supplemental Information Schedules -     Fiduciary Fund Type - Agency Funds:</b>		
Combining Balance Sheet	1	23
Combining Schedule of Changes in Balances Due to Taxing Bodies and Others	2	24

C O N T E N T S (C O N T I D .)

	<u>Schedule</u>	<u>Page No.</u>
<b>Independent Auditor's Report Required by Government Auditing Standards -</b>		
Report on Compliance and Internal Control Over Financial Reporting		26
Schedule of Findings and Questioned Costs	3	28
Summary Schedule of Price Audit Findings	4	30
Agency Corrective Action Plan		31



## Independent Auditor's Report

Honorable Charles L. "Chuck" Cook  
Ouachita Parish Sheriff  
Monroe, Louisiana

I have audited the general purpose financial statements of the Ouachita Parish Sheriff, a component unit of the Ouachita Parish Police Jury, as of June 30, 1998, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Ouachita 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 Ouachita Parish Sheriff as of June 30, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements of the Ouachita Parish Sheriff, 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 Ouachita 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.

**VERNON R. COON, INC.**  
MEMBERSHIP ACCOUNTANTS  
PUBLIC ACCOUNTANTS  
  
MONROE, LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS  
  
PROFESSIONAL OFFICE IN  
MONROE, LOUISIANA  
MEMBERSHIP ACCOUNTANTS, AUDITING  
AND FINANCIAL SERVICES

228 PROFESSIONAL BLDG.  
SUITE 1000  
MONROE, LA 70001  
PHONE 225-335-4141  
TELE FAX 225-335-4141  
FAX 225-335-4141

OUACHITA PARISH SHERIFF  
Monroe, Louisiana  
Independent Auditor's Report,  
June 30, 1998

As discussed in note 10, the Ouachita Parish Sheriff's debt is in several lawsuits. The ultimate outcome of the litigation for all suits cannot presently be determined. Accordingly, no provision for any liability that may result upon adjudication has been made in the accompanying general purpose financial statements.

In accordance with *Governance Auditing Standards*, I have also issued a report dated November 16, 1998, on my consideration of the Ouachita Parish Sheriff's internal control over financial reporting and my tests of compliance with certain provisions of laws, regulations, contracts, and grants.

  
West Monroe, Louisiana  
November 16, 1998

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

OCIACHITA PARISH SHERIFF  
 Messrs. Legislature  
 ALL FUND-TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1998

ASSETS AND OTHER DEBITS	COMBINED FUND-TYPE - GENERAL FUND		ACCOUNT GROUPS - GENERAL FUND		TOTAL FUND-BALANCE (000)
	ASSETS	LIABILITIES AND OTHER DEBITS	ASSETS	LIABILITIES AND OTHER DEBITS	
Cash	548,118	\$1,279,021			\$1,727,139
Investments	2,965,508				2,965,508
Receivables	900,079				900,079
Due from other funds	1,526		64,433,582		64,435,108
Office furnishings and equipment					1,250
Amount to be provided for retirement of long-term obligations					4,483,952
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>54,478,881</b>	<b>\$1,279,021</b>	<b>\$1,248,015</b>	<b>\$1,248</b>	<b>\$19,128,132</b>
<b>LIABILITIES AND FUND EQUITY</b>					
Liabilities:					
Accounts payable	658,760				658,760
Due to other funds		\$1,599			1,599
Due to trust bodies and others		1,276,311			1,276,311
Compensated absences payable			57,176		57,176
Total Liabilities	<u>658,760</u>	<u>1,278,909</u>	<u>57,176</u>	<u>\$1,741</u>	<u>1,303,632</u>
Fund Equity:					
Investment in general fund assets					4,445,192
Fund balance - unrestricted - undesignated	4,420,112				4,420,112
Total Fund Equity	<u>4,420,112</u>	<u>8,061</u>	<u>4,443,252</u>	<u>8,058</u>	<u>\$175,684</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>54,478,881</b>	<b>\$1,279,021</b>	<b>\$1,248</b>	<b>\$1,248</b>	<b>\$19,128,132</b>

The accompanying notes are an integral part of this statement.



**DELAHITA PARISH SHERIFF**  
 Monroe, 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, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE (FAVORABLE)</u> <u>UNFAVORABLE</u>
<b>REVENUES</b>			
Taxes - ad valorem	55,813,553	54,768,909	(1,044,644)
Intergovernmental revenues:			
Federal grants	280,000	270,851	(9,149)
State grants:			
State revenue sharing (net)	365,000	372,265	7,265
State supplemental pay	364,622	394,444	29,822
Other state funds	390,442	571,266	180,824
Fees, charges, and commissions for services:			
Civil and criminal fees	130,000	364,435	234,435
Commissions on licenses and taxes	342,000	312,135	(29,865)
Court attendance	16,440	18,375	1,935
Transportation of prisoners	200,000	22,595	(177,405)
Feeding and keeping of prisoners	2,325,938	2,298,515	(27,423)
Tow services, etc.	24,500	30,124	5,624
Other	305,182	305,622	(540)
Use of money and property	140,000	173,820	33,820
Other	130,765	136,751	5,986
Total revenues	<u>18,869,422</u>	<u>18,875,399</u>	<u>5,977</u>
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personnel services and related benefits	18,211,958	18,355,815	(143,857)
Operating services	822,483	822,885	(402)
Materials and supplies	537,375	582,665	(44,690)
Travel and other charges	14,200	17,819	(3,619)
Capital outlay	314,621	319,485	(4,864)
Total expenditures	<u>19,800,647</u>	<u>19,098,669</u>	<u>(701,980)</u>

(Continued)

## Statement B

OUACHITA PARISH SHERIFF  
 Monroe, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget  
 (GAAP Basis) and Actual, etc.

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(\$1,051,535)</u>	<u>(\$1,218,388)</u>	<u>(\$166,743)</u>
OTHER FINANCING SOURCES			
Sale of assets	290	3,065	2,815
Compensation for damage to assets	<u>114,038</u>	<u>151,791</u>	<u>39,713</u>
Total other financing sources	<u>114,328</u>	<u>154,856</u>	<u>22,528</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	<u>(937,197)</u>	<u>(1,063,412)</u>	<u>(144,215)</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>5,328,624</u>	<u>5,501,324</u>	<u>(27,160)</u>
FUND BALANCE AT END OF YEAR	<u>\$4,391,427</u>	<u>\$4,437,912</u>	<u>(\$53,515)</u>

(Continued)

The accompanying notes are an integral part of this statement.

## QUACHITA PARISH SHERIFF

Monroe, Louisiana

### Notes to the Financial Statements

As of and For the Year Ended June 30, 1995

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a five 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 executes 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 fees, 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 Quachita Parish Police Jury is the financial reporting entity for Quachita 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 for determining which component units should be considered part of the Quachita Parish Police Jury for financial reporting purposes. The basic criteria 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:

1. Appointing a voting majority of an organization's governing body, and

## OUACHITA PARISH SHERIFF

Monroe, Louisiana

### Notes to the Financial Statements (Continued)

- 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 financially 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, the sheriff was determined to be a component unit of the Ouachita 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 positions and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental 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 accounted in the "fund" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds 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

## ORLEANS PARISH SHERIFF

Monroe, Louisiana

Notes to the Financial Statements (Continued)

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 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, fines, 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 7 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items, while the remaining 93 per cent are based on actual historical costs. Depreciated fixed assets are valued at their market value on the date of donation. No depreciation has been provided on general fixed assets.

Long-term obligations, such as compensated absences payable, expected to be financed from the General Fund are reported in the general long-term obligations account group. Expense accruals for compensated absences are recognized in the General Fund when the leave is actually taken or when payment is made to the employee at termination or retirement.

**CLAYBETA PARISH SHERIFF**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

**B. 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 revenue 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 47:199 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.*

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

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

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

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

**ORLACHITA PARISH SHERIFF**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

**Expenditures**

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

**Other Financing Sources**

Proceeds from the sale of fixed assets and insurance recoveries 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. 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**

Cash includes amounts in demand deposits and interest bearing demand deposits. 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. At June 30, 1998, the sheriff has cash (bank balances) totaling \$1,775,018, as follows:

Demand deposits	\$1,773,139
Posty cash	<u>1,879</u>
Total	<u>\$1,775,018</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

**CALCADA PARISH SHERIFF**

Marrero, Louisiana

**Notes to the Financial Statements (Continued)**

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 (bank balances) at June 30, 1998, are secured as follows:

Bank balances	<u>\$7,094,943</u>
Federal deposit insurance	<u>\$1,530,588</u>
Pledged securities (uncollateralized)	<u>2,632,211</u>
Total	<u>\$11,257,742</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 C28.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 18 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand. Further, LRS 39:1234 states that securities held by a third party shall be deemed to be held in the sheriff's name.

**G. INVESTMENTS**

Under state law, the sheriff may invest funds in United States bonds, treasury notes, or cert finance. At June 30, 1998, the sheriff has investments in money market funds which have underlying investments consisting solely of and limited to securities of the United States or its agencies totaling \$2,895,578. The investments are stated at fair market value, which approximates cost.

Because these investments are federally insured and held by the sheriff's agent in the sheriff's name, they are considered collateralized (Category 1) under the provisions of GASB Codification C28.106.

**H. COMPENSATED ABSENCES**

After one year of service, employees of the sheriff's office earn 3 days of vacation leave per year plus one day for each year of service, up to a maximum of 28 days. All vacation hours, with the exception of forty hours, must be taken prior to the employee's next anniversary date unless approved by the Chief Deputon or the Sheriff. After three full months of service, employees earn sick leave at the rate of one day per month of service. There is no maximum number of hours that an employee may accumulate. Employees are not paid for accumulated sick leave upon separation from service.



**OUACHITA PARISH SHERIFF**

Monroe, Louisiana

**Notes to the Financial Statements (Continued)**

The recognition and measurement criteria for recording a liability for compensated absence is as follows:

- a. The employees' right to receive compensation are attributable to services already rendered, and
- b. It is probable the sheriff will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

At June 30, 1998, employees of the sheriff's office have accumulated and vested \$21,348 of employee leave benefits, which was computed in accordance with GASB Codification C60. This amount is recorded as compensated absence payable in the general long-term obligations account group.

**I. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to acts, theft of, damage to, and destruction of assets, errors and omissions; and injuries to employees. To handle such risk of loss, the sheriff maintains commercial insurance policies covering its automobiles, law enforcement professional liability and safety bond coverage. The police jury maintains insurance coverage on the building and its contents. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 1998.

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

The total column on the balance sheet is captioned Memorandum Only (conveys) to indicate that it is presented only to facilitate financial analysis. 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. LEVIED TAXES**

For the year ended June 30, 1998, the ad valorem tax millage levied for the Ouachita Parish Sheriff was 00.02 mills on property with a taxable value of \$474,501,402.

**ORACHTA PARISH SHERIFF**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

**3. RECEIVABLES**

The General Fund receivables of \$986,675, at June 30, 1998, are as follows:

Class of receivables	
Ad valorem taxes	\$11,663
Intergovernmental revenues:	
Federal grants	206,734
State grants	127,431
Fees, charges, and commissions for services:	
Transporting prisoners	128
Feeding prisoners	463,809
Other	75,211
Use of money and property	1,218
Others	<u>5,890</u>
Total	<u>\$986,675</u>

**4. DUE FROM OTHER FUNDS**

Individual balances due from/to other funds at June 30, 1998, are as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$1,550	
Agency Funds:		
Bond Fund		\$238
Clearing Fund		5
License Fund		1,275
Partial Payments Fund		<u>35</u>
Total	<u>\$1,550</u>	<u>\$1,550</u>

**5. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment for the year ended June 30, 1998, follows:

Balance at July 1, 1997	\$4,568,768
Additions:	
Purchases	319,483

ORACHTA PARISH SHERIFF  
Monroe, Louisiana  
Notes to the Financial Statements (Continued)

Other Debitors	\$19,428 <u>(440,097)</u>
Balance at June 30, 1998	<u>\$4,455,583</u>

6. PENSION PLAN

Substantially all employees of the Ouachita Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (Systems), 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 Systems. 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 35 years, 3.75 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 (As of 11/17 of 1999 increased the annual rate by 0.25 percent for all service rendered on or after January 1, 1999). 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 employment application 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 but even 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 Systems also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual available financial report that includes financial statements and required supplementary information for the Systems. That report may be obtained by writing to the Louisiana Sheriff's Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (504) 362-3199.

Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the Ouachita Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0 percent of annual covered payroll. Contributions to the Systems also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and parish as required and available from insurance premium taxes. The contribution requirements of plan members and the Ouachita 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 Ouachita Parish Sheriff's contributions to the Systems for the years ended June 30, 1996, 1997, and 1998 were \$368,584, \$469,005, and \$493,441, respectively, equal to the required contributions for each year.

**QUACHITA PARISH SHERIFF**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

**7. POST-RETIREMENT BENEFITS**

The Ouachita 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 \$1,484,152, for the year ended June 30, 1998. Of this amount, \$72,303, was for retiree benefits.

**8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

A summary of changes in compensated absences payable for the year ended June 30, 1998, follows:

Balance at July 1, 1997	\$22,848
Deletions	<u>(1,052)</u>
Balance at June 30, 1998	<u>\$21,796</u>

**9. CHANGES IN AGENCY FUND BALANCES**

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

	Balance at July 1	Additions	Reductions	Balance at June 30
<b>Agency funds:</b>				
Tax collector	\$46,373	\$44,428,279	(\$44,415,152)	\$45,516
Clerk	1,824,636	6,728,851	(7,980,552)	592,935
Bond	158,859	202,689	(188,208)	173,250
Criminal	242	1,659,232	(1,628,474)	160,990
License	32,669	425,827	(435,261)	23,236
Partial payments	20,032	95,429	(74,878)	18,444
<b>Total</b>	<u>\$3,531,793</u>	<u>\$53,538,296</u>	<u>(55,283,671)</u>	<u>\$1,278,771</u>

**10. LITIGATION AND CLAIMS**

At June 30, 1998, the Ouachita Parish Sheriff is involved in several lawsuits. Two of the lawsuits were filed by former employees of the sheriff's office for unspecified damages. These two lawsuits are not

**QUACHITA PARISH SHERIFF**

Monroe, Louisiana

**Notes to the Financial Statements (Continued)**

insured by the Louisiana Sheriff's Risk Management Program as its excess carrier, since they involve a lawsuit by employees against the Sheriff. All other lawsuits are covered by the Louisiana Sheriff's Risk Management Program, or its excess carrier. No provision for any liability resulting from the lawsuits has been made in the accompanying financial statements.

**11. JOINT OPERATION OF IBERNIA CENTER FOR LAW ENFORCEMENT TRAINING**

On September 11, 1997, Ibernia National Bank donated a building to the City of West Monroe, the Ouachita Parish Sheriff's Office and the City of Monroe, to be used solely for law enforcement purposes with the primary emphasis on training. The donation was made subject to a restriction on use that requires that the property be used solely for law enforcement purposes for a period of ten years from the date of donation and that the building be designated as "The Ibernia Center for Law Enforcement Training." The estimated value of the property on the date of donation was \$498,800. The Ouachita Parish Sheriff, the City of West Monroe, and the City of Monroe agreed to share equally the costs of improving and maintaining the building. For the year ended June 30, 1998, the sheriff incurred expenditures related to the building totaling \$12,364.

**12. COMMITMENTS UNDER CONTRACTS**

On June 25, 1998, the Ouachita Parish Sheriff entered into an agreement with H.T.I., Inc., to provide public safety software. The total contract was for \$153,875. The first payment under the contract is \$47,677 and is due July 1, 1998. Subsequent payments are due as services are rendered.

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

The sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Ouachita Parish Police Jury.

**14. RESTATED FUND BALANCE**

The General Fund fund balance at July 1, 1997, has been restated as follows:

June 30, 1997 fund balance, as previously reported	\$5,528,634
Less: Prior year federal grant receivable overstated	<u>127,189</u>
July 1, 1997 fund balance, restated	<u>\$5,401,445</u>

**SUPPLEMENTAL INFORMATION SCHEDULES**

**ORLACHITA PARISH SHERIFF**  
Marrero, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
As of and For the Year Ended June 30, 1998

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**TAX COLLECTOR FUND**

Article V, Section 37 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 and sheriff's sales, and the payment of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws.

**BOND FUND**

The Bond Fund accounts for the collection of cash bonds and either the transfer of these collections to the Tax Collector Fund for payment to recipients in accordance with applicable laws, or the refund to individuals.

**CRIMINAL FUND**

The Criminal Fund accounts for the collection of redemptions of prior years taxes, and out-of-parish fees, and the subsequent payment of these collections to the recipients in accordance with applicable laws.

**LICENSE FUND**

The License Fund accounts for deposits received from various dealers who, as agents of the Sheriff's office, sell Louisiana hunting and fishing licenses to the public. The deposits, as licenses are sold by the dealers, are subsequently transferred to the Tax Collector Fund for settlement to the Louisiana Department of Wildlife and Fisheries and the sheriff's General Fund. The balance, representing unsold licenses returned by the dealers, is refunded to the dealers.

**ORLACHITA PARISH SHERIFF**  
Monroe, Louisiana  
Supplemental Information Schedule

**PARTIAL PAYMENT FUND**

The Partial Payment Fund accounts for the collection of partial payments of fines and costs and the subsequent transfer of these collections to the Tax Collector Fund for payment to recipients in accordance with applicable laws.



**CHALETIA PARISH SCHOOL**  
**Monroe, Louisiana**  
**FINANCIAL STATEMENTS - AGENCY FUNDS**

Comparing Balance Sheet, June 30, 1998

	TAX COLLECTOR FUND	CPA FUND	BOND FUND	GENERAL FUND	STORAGE FUND	PARTIAL PAYMENTS FUND	TOTAL
<b>ASSETS</b>							
Cash	<u>\$40,516</u>	<u>\$10,000</u>	<u>\$170,000</u>	<u>\$0</u>	<u>\$24,000</u>	<u>\$10,000</u>	<u>\$1,270,000</u>
<b>LIABILITIES</b>							
Due to General Fund			\$100	\$0	\$1,200	\$0	\$1,300
Due to leasing facilities and others	<u>\$40,516</u>	<u>\$10,000</u>	<u>\$70,000</u>	<u>\$0</u>	<u>\$1,200</u>	<u>\$0,000</u>	<u>\$1,270,000</u>
<b>TOTAL LIABILITIES</b>	<u>\$40,516</u>	<u>\$10,000</u>	<u>\$170,000</u>	<u>\$0</u>	<u>\$24,000</u>	<u>\$10,000</u>	<u>\$1,270,000</u>

OLGA CITA PARISH SHERIFF  
 Monroe, Louisiana  
 FUNDIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances  
 Due to Funding Sources and Other  
 For the Year Ended June 30, 1995

	U.S. COURTSHIP FUND	CYCLE FUND	REPO FUND	CHURCH FUND	INSTIT. PAYMENTS FUND	TOTAL
	<u>\$48,172</u>	<u>\$1,834,614</u>	<u>\$158,850</u>	<u>\$10</u>	<u>\$18,052</u>	<u>\$2,459,748</u>
ADDITIONS:						
Short E's sales		6,344,601				6,344,601
Prize, bond, bid/sales and fees	1,664,605		262,680		60,426	2,587,711
Other deposits	8,175	217,120				2,885,894
All returns - taxes	28,719,928					16,719,980
Wish year taxes	204,468					204,468
In lieu of taxes	147,682					147,682
State revenue sharing	2,652,008					2,652,008
Spontaneous donations	424,481					424,481
Prizelet sales	44,329					44,329
Insurance fee						
Deemed deposits	24,387					24,387
Prizelet sales - reserve amounts	2,489					2,489
Delinquent taxes	71,213					71,213
Conts. notes etc.	28,986					28,986
Total additions	<u>24,852,175</u>	<u>6,784,821</u>	<u>262,680</u>	<u>60,426</u>	<u>60,426</u>	<u>25,980,528</u>
	<u>\$4,980,347</u>	<u>\$8,553,487</u>	<u>\$414,530</u>	<u>\$70,476</u>	<u>\$78,478</u>	<u>\$9,097,318</u>

## REDUCTIONS

Deposits, taxes, fines et others applied to  
 LA Dept. of Wildlife and Fisheries  
 LA Dept. of Agriculture and Forestry  
 Transp. Bureau (see above)

	(66,181)					266,165
	11,901					11,902
	<u>1,187,241</u>					<u>1,187,241</u>



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

The following independent auditor's report on compliance with laws, regulations, contracts, and grants and internal control over financial reporting 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 and  
Internal Control Over Financial Reporting**

Honorable Charles L. "Chuck" Cook  
Ouachita Parish Sheriff  
Monroe, Louisiana

I have audited the general purpose financial statements of the Ouachita Parish Sheriff as of and for the year ended June 30, 1998 and have issued my report thereon dated November 10, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

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

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Ouachita Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be a reportable condition. 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 the Ouachita Parish Sheriff's 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 findings and questioned costs as item 98-1.

**VERNON COON**  
REGISTERED ACCOUNTANT  
PUBLIC ACCOUNTANCY

**OFFICE OF VERNON COON**  
GOVERNMENT PUBLIC  
ACCOUNTANTS

**PRINCIPAL OFFICE IN**  
**MONROE, LOUISIANA**  
**ADDITIONAL OFFICES**  
**AND CORPORATE SERVICES**

**110 HIGHWAY 101, SUITE 100**  
**MONROE, LOUISIANA 70001**  
**PHONE 225.388.2122**  
**FAX 225.388.2122**  
**1000 W. MONROE**  
**MONROE, LOUISIANA 70001**  
**PHONE 225.388.1200**

**OUACHITA PARISH SHERIFF**

**Monroe, Louisiana**

**Independent Auditor's Report on Compliance**

**And Internal Control Over Financial Reporting, etc.**

**June 30, 1998**

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. 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 weaknesses. However, I do not believe the reportable condition described above is a material weakness.

This report is intended for the information of the Ouachita Parish Sheriff, management of the sheriff's office and interested state agencies. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana

November 18, 1998

**OUACHITA PARISH SHERIFF**  
 Monroe, Louisiana

Schedule of Findings and Questioned Costs  
 For the Year Ended June 30, 1998

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Ouachita Parish Sheriff.
2. Reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting. The reportable conditions were not considered material weaknesses.
3. No instances of noncompliance material to the financial statements of the Ouachita Parish Sheriff were disclosed during the audit.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

**98-1 Need to Improve Controls Over  
 Certain Agency Funds**

**Findings:** The sheriff maintains the Partial Payments Fund and the Inmate Fund in a fiduciary capacity in that the assets of these funds are held by the sheriff on behalf of others. The following deficiencies were noted in the accounting systems for the Partial Payments and Inmate funds:

1. At June 30, 1998, the total of the individual case balances in the Partial Payments Fund was \$28,846, and the general ledger cash balance in the Partial Payments Fund was \$18,475, indicating a cash shortage of \$10,371. The individual case balances were not reconciled to cash on a timely basis throughout the year ended June 30, 1998, as has been recommended in prior years. It was also noted that the individual case totals that are produced by the "Stay Detail Case Report" do not accurately report the amount of cash in each individual account. The case total should reflect the payments received on the account less any amounts distributed. Currently, the case total reports the total fines and costs to be collected less payments received.
2. Funds belonging to inmates at the Ouachita Correctional Center (OCC) are deposited into the Ouachita Parish Sheriff Inmate Fund. Inmates are allowed to purchase items from the inmate store with the funds they have on deposit in the Inmate Fund. Approximately \$143,184 was deposited into this fund during the year ended June 30, 1998, and the June





OUACHITA PARISH SHERIFF  
Monroe, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 1998

**97-1. Internal Control Procedures Over Purchasing**

**Condition:** This finding related to failure to comply with the established purchasing procedures.

**Recommendation:** The auditor recommended that employees of the sheriff's office adhere to established policies and procedures over purchasing.

**Current Status:** This finding has been resolved. Established policies and procedures over purchasing were followed during the year ended June 30, 1998.

**97-2. Federal Funds Should Be Expended in  
Accordance with Grant Award**

**Condition:** This finding related to \$118,714 in questioned costs for expenditures paid with the United States Department of Justice COFS AHEAD and COFS Universal Hiring Supplemental Award grant funds.

**Recommendation:** The auditor recommended that requests for funds be based on documented eligible expenditures of the program.

**Current Status:** This finding has been resolved. The sheriff requested that the Department of Justice conduct an audit of the COFS AHEAD and COFS Universal Hiring Supplemental Award grants to determine if the sheriff's office is in compliance with the grant requirements. The Department of Justice, Office of the Inspector General, conducted an audit of these grants and issued a report dated September 21, 1998, which reported that the Ouachita Parish Sheriff was in material compliance with the laws and regulations for the COFS AHEAD and COFS Universal Hiring Supplement Award grants.



# CHARLES L. COOK

BIENVILLE PARISH SHERIFF & COLLECTOR TAX COLLECTOR  
P. O. Box 1803, Monroe, Louisiana 71201-1803

November 09, 1998

**Administration**  
400 St. John, Box 201  
Monroe, LA 71201  
(504) 335-1888  
FAX: 335-1267

**Public Relations**  
400 St. John  
Monroe, LA 71201  
(504) 335-1200  
FAX: 335-1443

**IT**  
400 St. John  
Monroe, LA 71201  
(504) 335-1200  
FAX: 335-1443

**Investigation Services**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1200

**Records Division**  
400 St. John, Box 201  
Monroe, LA 71201  
(504) 335-1200  
FAX: 335-1240

**Tax Division**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1200  
FAX: 335-1230

**Mail Division**  
400 St. John, Box 101  
Monroe, LA 71201  
(504) 335-1230

**Investment Center**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1231  
FAX: 335-1000

**Motor Vehicle Unit**  
434 1/2 Louisiana Street  
West Monroe, LA 71201  
(504) 335-5534

**Cover Security**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1200

**Identification**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1200

**Parliament Training**  
400 St. John, Box 100  
Monroe, LA 71201  
(504) 335-1200  
FAX: 335-1000

Yveson Cook  
Certified Professional Accountant  
Attn: Carlson  
316 Professional Drive  
West Monroe, LA 71201

RE: 1998 Audit

Dear Carlson:

Please see the below listed responses to the findings in our 1998 annual audit:

#### 58-1

**Finding 1.** My Office personnel have contacted our computer programmer. I have been assured that he can remedy the situation by programming the computer to reflect the payments received less any amounts distributed.

Further my personnel have been instructed to reconcile on a timely basis, the case balances in the Partial Payments Fund to case.

I shall follow up to make certain the matters are properly addressed.

**Finding 2.** Computer and software have been purchased. A programmer has been contacted. He will install the software. I have instructed my personnel to be fully up and running by December 31, 1998. At that time they will contact our auditor and have the auditor review the new procedures to ensure they meet requirements.

With kindest regards, I am

Sincerely,  


Charles L. Cook  
Sheriff