

ST. MARY PARISH
SHERIFF'S OFFICE

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ST. MARY PARISH SHERIFF

Franklin, Louisiana

Financial Report

Year Ended June 30, 1999

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In our opinion, except for the omission of the information discussed in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Mary Parish Sheriff, as of June 30, 1999, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated August 23, 1999 on our consideration of the St. Mary Parish Sheriff's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information listed as "Supplemental Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the St. Mary Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the respective general purpose financial statements taken as a whole.

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for that year in which we expressed an unqualified opinion on the general purpose financial statements of the St. Mary Parish Sheriff.

Downell, Nelson & Associates
A Corporation of Certified Public Accountants

Metairie City, Louisiana
August 25, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS – OVERVIEW)**

ST. MARY PARISH DISTRICT
Franklin, Louisiana

Combined Balance Sheet - All Fund Types and Account Groups
June 30, 1999

	<u>Governmental</u> <u>Fund Type</u>	<u>Fiduciary</u> <u>Fund Type</u>
	<u>General</u> <u>Fund</u>	<u>Agency</u> <u>Funds</u>
ASSETS AND OTHER DEBITS		
Cash	\$ 1,809,870	\$ 2,201,638
Investments	293,000	-
Receivables:		
Due from other governmental units	411,938	-
Due from other funds	-	3,480
Due from others	5,616	-
Prepaid insurance	-	-
Office furnishing and equipment	-	-
Amounts to be provided for retirement of general long-term obligations	_____	_____
Total assets and other debits	<u>\$ 2,505,414</u>	<u>\$ 2,211,118</u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts, salaries and other payables	\$ 411,534	\$ -
Due to other funds	3,481	-
Due to taxing bodies and others	13,646	2,210,131
Capital leases	-	-
Compensated absences	-	-
Wickham's compensation	_____	_____
Total liabilities	<u>428,661</u>	<u>2,211,131</u>
Fund equity:		
Investment in general fund assets	-	-
Fund balances:		
Reserved for Law Enforcement Sub-Unit No. 1	73,133	-
Reserved for prepaid insurance	-	-
Unreserved-unappropriated	2,086,622	-
Total fund equity	<u>2,160,755</u>	<u>-</u>
Total liabilities and fund equity	<u>\$ 2,549,416</u>	<u>\$ 2,211,131</u>

Account Groups		Totals	
General	General	(Miscellaneous Only)	
Fixed	Long-Term	1999	2000
Assets	Debt		
\$ -	\$ -	\$ 401,350	\$ 3,511,940
-	-	295,080	-
-	-	401,900	547,484
-	-	3,481	15,001
-	-	5,615	23,729
-	-	-	38,261
1,908,042	-	1,908,042	3,589,814
<u>-</u>	<u>296,663</u>	<u>296,663</u>	<u>298,871</u>
\$ 1,908,042	\$ 296,663	\$ 6,864,222	\$ 5,987,699

\$ -	\$ -	\$ 411,534	\$ 301,656
-	-	3,481	15,001
-	41,438	3,270,287	2,002,268
-	3,234	3,134	11,389
-	128,745	128,745	80,425
<u>-</u>	<u>116,269</u>	<u>116,269</u>	<u>119,296</u>
<u>-</u>	<u>296,663</u>	<u>3,816,401</u>	<u>2,550,358</u>
1,908,042	-	1,908,042	3,589,814
-	-	23,133	20,408
-	-	-	38,261
<u>-</u>	<u>-</u>	<u>2,809,622</u>	<u>3,249,286</u>
<u>1,908,042</u>	<u>-</u>	<u>4,821,782</u>	<u>3,066,781</u>
\$ 1,908,042	\$ 296,663	\$ 6,864,222	\$ 5,987,699

The accompanying notes are an integral part of this statement.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance -
Governmental Fund Type - General Fund
Year Ended June 30, 2009

	2009
Revenues:	
Ad valorem taxes	\$ 1,879,609
Sales Tax	1,579,769
Intergovernmental revenues -	
Federal grants	297,625
State grants	78,216
Parish grants	38,772
State supplemental pay	309,762
Salary supplemental pay	238,481
Video poker	115,534
Indian gaming	71,530
Fees, charges and contributions for services -	
Commissions on state revenues sharing	188,016
Civil and criminal fees	416,174
Court attendance	14,080
Transporting of prisoners	15,284
Feeding and housing of prisoners	609,086
Commissions on licenses	79,188
Interest	98,933
Miscellaneous	264,450
	6,357,137
Expenditures:	
Current -	
Public safety:	
Personal services and related benefits	4,865,821
Operating services	487,173
Materials and supplies	780,040
Debt Service	12,482
Capital outlay	581,881
	5,824,588
 Excess of revenues over expenditures	 272,828
Fund balance, beginning of year	1,288,957
Fund balance, end of year	\$ 1,561,785

The accompanying notes are an integral part of this statement.

ST. MARY PARISH SCHOOL
Franklin, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund Type - General Fund - Budget (GAAP Basis) and Actual
Year Ended June 30, 1999
With Comparative Actual Amounts for the Year Ended June 30, 1998

	1999		Variance Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
Revenues:				
Ad valorem taxes	\$ 1,814,180	\$ 1,870,818	\$ (56,638)	\$ 2,264,044
Sales tax	1,534,000	1,130,368	5,709	834,672
Intergovernmental revenues:				
Federal grants	298,426	287,625	7,799	98,830
State grants	68,377	70,216	9,818	71,818
Franklin grants	28,232	20,232	-	-
State supplemental pay	308,080	384,369	(3,215)	258,790
Salary supplemental pay	238,481	220,461	-	208,276
Vidua policy	115,534	115,534	-	118,463
Indian gaming	71,530	31,438	-	81,541
Fees, charges and commissions for services:				
Commissions on state revenue sharing	180,016	180,016	-	174,217
Civil and criminal fees	285,663	436,174	30,511	342,990
Court subsidies	14,000	14,000	-	11,379
Transporting of prisoners	14,250	15,184	1,094	11,831
Feeding and keeping of prisoners	607,800	609,096	2,096	580,318
Commissions on licenses	84,408	78,188	(5,242)	81,204
Interest	89,199	98,038	9,748	49,215
Miscellaneous	314,321	264,490	(49,821)	133,138
	<u>6,224,189</u>	<u>6,195,127</u>	<u>(28,962)</u>	<u>5,647,828</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	4,089,708	4,865,821	15,679	3,186,177
Operating services	489,218	483,155	6,065	415,997
Materials and supplies	828,408	781,049	71,760	761,474
Health Service	33,808	12,880	598	35,541
Capital outlay	(37,000)	381,891	(188,892)	658,182
	<u>5,307,132</u>	<u>5,924,896</u>	<u>(188,953)</u>	<u>4,847,371</u>
Excess of revenues over expenditures	716,714	270,231	163,910	605,124
Fund balance, beginning of year	1,860,927	1,860,927	-	1,516,182
Fund balance, end of year	<u>\$ 2,583,671</u>	<u>\$ 2,131,158</u>	<u>\$ 452,513</u>	<u>\$ 1,848,027</u>

The accompanying notes are an integral part of this statement.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 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 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 chief law enforcement officer of the Parish, the Sheriff is responsible 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. In addition, the Sheriff, when requested, provides assistance to other law enforcement agencies within the Parish.

As the ex-officio tax collector of the Parish, the Sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportmen's licenses, and fees, costs, and local forfeitures imposed by the District Court.

The accounting and reporting policies of the St. Mary Parish Sheriff (Sheriff) conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:217, for industry audit guide, *Audit of State and Local Governmental Units* and the *Louisiana Governmental Audit Guide*.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial reporting purposes, the Sheriff includes all funds, account groups, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the Parish Council as required by Louisiana law, the Sheriff is financially independent. Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of local government, over which the Sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Sheriff.

ST. MARY PARISH SHERIFF
Bossierite, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Fund Accounting

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:9421, is the principal fund of the Sheriff's office and accounts for the operations of the Sheriff's office. The Sheriff's primary sources of revenue are an ad valorem tax levied by the law enforcement district and fees for feeding and keeping prisoners. Other sources of revenue include state revenue sharing, state supplemental pay for deputies, sales tax collected fees, civil and crime lab fees, and fines for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

Fiduciary Funds

Agency Funds

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

C. General Fund Assets and Long-Term Obligations

Fixed assets used in governmental fund type operations (general fund assets) are accounted for in the general fund assets account group, rather than in the General Fund. General fund assets provided by the parish government are not recorded within the general fund assets account group. No depreciation has been provided on general fund assets.

All purchased fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. Estimated amounts are immaterial in relation to total fixed assets.

Long-term obligations expected to be financed from governmental funds are accounted for in the general long-term debt account group, not in the General Fund.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The two account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

10. *Basis of Accounting*

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accompanying financial statements have been prepared on the modified accrual basis of accounting, except for the Agency Funds which are prepared on the cash basis of accounting, which approximates the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when ascertainable to account (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction that 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 General Fund uses the following practices in recording revenues and expenditures:

Revenues

All salaries taxes and the related state revenues sharing are recorded in the year taxes are due and payable.

Sales and use taxes are recorded in the year the taxes are due and payable.

Intergovernmental revenues and fees, charges and commissions for services are recorded when the benefit is realized by the funds.

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term debt are recognized when due. Purchases of various operating supplies are regarded as expenditures at the time purchased.

Other Financing Sources

General fund assets acquired through capital lease agreements are recognized as other financing sources and capital outlay expenditures at the time of acquisition. Also, proceeds from long-term loans are recognized as other financing sources when received.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Budget and Budgetary Accounting

The Sheriff follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The chief administrative deputy prepares a proposed budget and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

F. Interest-Bearing Deposits

Interest-bearing deposits are stated at cost, which approximates market.

G. Vacation and Sick Leave

Employees of the Sheriff's office earn two weeks of vacation leave per year. Vacation leave is non-cumulative. One-half day of sick leave is earned each month. Unused sick days are carried over and accumulated up to 60 days total. Sick leave is not compensable if an employee leaves the service of the St. Mary Parish Sheriff.

H. Total Columns on Combined Statements - Overview

Total columns on the Combined Statements - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

operations, or changes in 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.

1. Use of Estimates

The Sheriff uses estimates and assumptions in preparing financial statements. These estimates and assumptions affect the reported amounts of assets and liabilities, and the reported revenues and expenditures.

NOTE 2 CASH AND INTEREST-BEARING DEPOSITS

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1999, the Sheriff has cash and interest-bearing deposits (bank balances) totaling \$4,388,528 as follows:

Demand deposits	\$ 39,348
Interest-bearing deposits	<u>4,349,180</u>
Total	<u>\$ 4,388,528</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, for the matching 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. Deposit balances (bank balances) at June 30, 1999, are secured as follows:

Bank balances	<u>\$ 3,787,228</u>
At June 30, 1999, the deposits are secured as follows:	
Federal deposit insurance	\$ 318,391
Pledged securities (category 1)	<u>4,202,083</u>
Total federal deposit insurance and pledged securities	<u>4,520,474</u>
Excess	<u>\$ 608,294</u>

Pledged securities in Category 1 includes all insured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are considered unconditional loan (Category 1) 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.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 3 INVESTMENTS

State Statutes authorize the Sheriff to invest in direct obligations of the United States Treasury, United States government agency obligations, or certificates and time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in Louisiana.

All securities held on June 30, 1999 were issued or registered, or securities held by the Sheriff or its agent in the Sheriff's name (Category 1).

	Carrying Amount	Market Value
U. S. Government Securities	<u>\$ 293,080</u>	<u>\$ 293,880</u>

NOTE 4 AD VALOREM TAXES

The Sheriff is the ex-officio tax collector of the Parish and is responsible for the collection and distribution of ad valorem property taxes. Ad valorem taxes which are enforceable lien on property as of January 1, of each year. Taxes are levied by the parish government in June and are actually billed to the taxpayers by the Sheriff in November. Delinquent taxes are due by December 31, becoming delinquent on January 1 of the following year. The taxes are based on assessed values determined by the Tax Assessor of St. Mary Parish and are collected by the Sheriff. The taxes are levied to the appropriate taxing bodies net of deductions for assessor's compensation and personal fund contributions.

Ad valorem taxes are budgeted and presented in the year levied and billed. For the year ended June 30, 1999, law enforcement district taxes applicable to the Sheriff's General Fund, were levied at the rate of 8.08 mills on property.

On May 3, 1997, the voters of Law Enforcement Sub-District No. 1 of St. Mary Parish approved a proposition to reevaluate the 8.08 mill tax on all property subject to taxation in said district, beginning with the year 1998 and ending with the year 2002.

NOTE 5 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (vehicles, office furnishings, and equipment) follows:

Balance, July 1, 1998	\$ 1,589,814
Additions	585,881
Deductions	<u>(767,882)</u>
Balance, June 30, 1999	<u>\$ 1,407,813</u>

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 6 **DUES FROM OTHER GOVERNMENTAL UNITS**

Amounts due from other governmental units at June 30, 1999, consist of the following:

Federal grants	\$ 17,000
Federal governments	240,985
State grants	<u>82,881</u>
Total	<u>\$ 440,866</u>

NOTE 7 **PENSION PLANS**

Substantially all employees of the Sheriff's office are members of the Louisiana's Sheriff's Pension and Relief Fund ("System"), a multiple-employer (cost-sharing) public employer retirement system (PFRS), controlled and administered by a separate board of trustees.

Plan members are required to contribute 8.7% of their annual covered salary to the system while the Sheriff is required to contribute at the statutory rate of 5% of the total annual covered salary. The Sheriff's contribution to the system for the years ended June 30, 1998, 1999 and 1997 were \$176,086, \$138,836 and \$120,840, respectively, equal to the required contribution for each year.

A publicly available financial report that includes financial statements and required supplemental financial information may be obtained by writing to the Sheriff's Pension and Relief Fund, P. O. Box 3163, Monroe, Louisiana 71218.

NOTE 8 **CHANGES IN GENERAL LONG-TERM DEBT**

The following is a summary of the long-term debt (interest free) during the year:

	Balance at July 1, 1998	Additions	Reductions	Balance at June 30, 1999
Capital Leases	\$ 11,580	\$ -	\$ 8,250	\$ 3,330
Compensated Absences	88,433	49,278	-	137,711
Workman's Compensation	118,586	-	3,232	115,354
Due to Louisiana WRB&B and Fisheries	<u>47,433</u>	<u>-</u>	<u>-</u>	<u>47,433</u>
Total	<u>\$ 266,032</u>	<u>\$ 49,278</u>	<u>\$ 11,482</u>	<u>\$ 293,828</u>

In August 1996, the Sheriff entered into an agreement for the lease of equipment. The lease is paid in monthly installments, final payment is due in July 2002. The book value of the telephone equipment under capital lease at June 30, 1999 is capitalized in the General Fixed Assets Account Group in \$13,188.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 8: COMPENSATION BY GENERAL FUND - TERM THREE (CONTINUITY)

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of June 30, 1999:

Year ending June 30, 1999	\$ 3,384
Less: Amount representing interest	240
Present value of net minimum lease payments	<u>\$ 3,124</u>

Compensated absence consists of the portion of accumulated vacation and compensatory time of governmental funds that is not expected to require current financial resources.

On May 31, 1984, the Supreme Court of the State of Louisiana ruled that the St. Mary Parish Sheriff and the State of Louisiana were liable for the payment of death benefits under the Workmen's Compensation Act. Effective July 1, 1984, the widow and children of a deputy sheriff killed in the line of duty were entitled to \$148 per week until such time as one or more of the minor children reach the age of eighteen (twenty-one if enrolled as a full-time student) and/or such time as the widow dies or remarries. The Sheriff's liability (84 percent) is \$535.72 per month.

On January 1, 1995, both children were 18 or older and did not enroll in college; therefore, the monthly payments of \$535.72 were cut in half per H.S. 23:1232. The new monthly payments of \$267.86 began January, 1995. The Sheriff's liability as June 30, 1999 is \$116,904. This amount was computed using a "Period Life Table" issued by the Social Security Administration.

Due to Louisiana Wildlife and Fisheries represents a settlement, which provides that the Sheriff pay \$5,486 for the next five years. This settlement is the result of theft of funds in prior years by an employee of the St. Mary Parish Sheriff. The stolen funds were sporting license monies due to the Louisiana Wildlife and Fisheries Department.

NOTE 9: DEDICATION OF PROCEEDS AND FLOW OF FUNDS - SALES AND USE TAXES

The Sheriff collects sales taxes as follows:

On October 18, 1997, the citizens of St. Mary Parish passed a 5% sales and use tax. Proceeds of the tax levied by the Sheriff are accounted for in the General Fund and are dedicated to the following purposes:

Law enforcement purposes in St. Mary Parish; 50% for employment of deputies, training, salaries, benefits, equipment and automobile; 50% to be used by the Parish and the municipalities of the Parish on a per capita basis for any lawful law enforcement purpose described in the proposition.

NOTE 10: RESERVATION OF FUND BALANCE

Property in Law Enforcement Sub-District No. 1 is subject to a tax millage through the year 2002. The tax is in addition to the tax levied by the Law Enforcement District and collections are dedicated to providing increased patrols within Sub-District No. 1. Unexpended amounts at June 30, 1999 have been reserved in the General Fund for that purpose.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

Notes to Financial Statements

NOTE 11 CHANGES IN AGENCY FUND BALANCES

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

	Balance at July 1, 1998	Additions	Reductions	Balance at June 30, 1999
Sheriff Fund	\$ 34,882	\$ 653,808	\$ 656,495	\$ 32,195
Bond Fund	673,720	1,208,369	1,473,889	408,200
Prisoner Deposit Fund	6,568	187,825	181,844	5,751
Tax Collector Fund	<u>1,758,118</u>	<u>24,723,618</u>	<u>24,255,782</u>	<u>1,725,954</u>
Total	<u>\$ 2,493,288</u>	<u>\$ 26,773,620</u>	<u>\$ 26,473,208</u>	<u>\$ 2,211,124</u>

NOTE 12 TAXES PAID UNDER PROTECT

The asseted balances due to taxing bodies and others in the agency funds at June 30, 1999, include \$1,415,414 of taxes paid under protect plus interest earned to date on the investment of these funds totaling \$181,818. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

NOTE 13 LITIGATION AND CLAIMS

At June 30, 1999, the Sheriff is involved in several lawsuits claiming damages. In the opinion of the Sheriff's legal counsel, the only exposure to the Sheriff would be any costs in defense of the lawsuits with no liability to the Sheriff in excess of insurance coverage.

NOTE 14 EXPENDITURES OF THE SHERIFF'S OFFICE PAID BY THE PARISH COUNCIL

The Sheriff's office is located in a building owned by the Parish Council. Expenditures for operation and maintenance of the parish jail and building, as required by state statute, are paid by the St. Mary Parish Council and are not included in the accompanying general purpose financial statements.

NOTE 15 SELF-INSURANCE FUND

The Sheriff has established a limited risk management program for group health insurance. The Sheriff hired Insurance Management Administrators, Inc. as administrator for this program. During the fiscal year 1999, a total of \$497,256 was incurred in claims and administrative fees. The Sheriff purchases commercial insurance for individual claims in excess of \$20,000. Incurred but not paid claims of \$54,670 have been accrued as a liability in the General Fund.

SUPPLEMENTAL INFORMATION

SCHEDULES OF INDIVIDUAL FUNDS

FIDUCIARY FUND TYPE - AGENCY FUNDS

- Sheriff's Fund :** To account for funds held in connection with civil suits, sheriff's sales and garnishments and payment of these collect here to the Sheriff's General Fund and other recipients in accordance with applicable laws.
- Road Fund :** The Road Fund accounts for collections of bonds, fines and costs and payment of these collections to the recipients in accordance with applicable laws.
- 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 and fees. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.
- Inmate Deposit Fund -** To account for the receipts and disbursements made to the individual prisoners inmate accounts.

ST. MARY PARISH SHEET
 Franklin, Louisiana
 Fiduciary Fund Type - Agency Funds

Combining Balance Sheet
 June 30, 1999
 With Comparative Totals for June 30, 1998

	Sheriff's Fund	Bond Fund	Inmate Deposit Fund	Tax Collector Fund
ASSETS				
Cash	\$ 28,912	\$ 448,805	\$ 5,751	\$ 1,734,982
Due from General Fund	<u>1,881</u>	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 30,793</u>	<u>\$ 448,805</u>	<u>\$ 5,751</u>	<u>\$ 1,734,982</u>
LIABILITIES				
Due to taxing bodies, prisoners and others	\$ 30,793	\$ 448,805	\$ 5,751	\$ 1,734,982
Due to General Fund	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>\$ 30,793</u>	<u>\$ 448,805</u>	<u>\$ 5,751</u>	<u>\$ 1,734,982</u>

Totals	
<u>1908</u>	<u>1909</u>
\$ 2,207,658	\$ 1,996,751
<u>3,431</u>	<u>8,968</u>
<u>\$ 2,211,089</u>	<u>\$ 1,973,311</u>
\$ 2,211,131	\$ 1,964,800
<u> </u>	<u>8,481</u>
<u>\$ 2,211,131</u>	<u>\$ 1,973,281</u>

ST. MARY PARISH SHERIFF
 Franklin, Louisiana
 Primary Fund Type - Agency Funds

Combining Statement of Changes in Assets and Liabilities
 Year Ended June 30, 1999
 With Comparative Totals for Year Ended June 30, 1998

	Sheriff's Fund	Bond Fund	Inmate Deposit Fund
Balance, beginning of year	\$ 15,083	\$ 873,721	\$ 4,569
Additions:			
Deposits -			
Sheriff's Sales	365,786	-	-
Fines	-	1,233,567	-
Contributions	287,230	-	-
Inmate Deposit	-	-	100,000
Taxes, fees, etc., paid to Tax Collector	-	-	-
Interest	-	14,800	-
Total additions	652,896	1,248,367	100,000
Total	652,896	1,263,167	112,580
Reductions:			
Taxes, fees, etc., distributed to taxing bodies and others	-	-	-
Deposits settled to -			
Sheriff's General Fund	182,905	81,867	-
St. Mary Parish Council	-	88,178	-
District Attorney	-	323,849	-
St. Mary Parish Clerk of Court	33,867	53,866	-
St. Mary Parish Council	-	28,875	-
Indigent Defender Board	-	148,348	-
Acadian Crime Lab	-	71,168	-
Injury Trust Fund	-	28,978	-
Municipal Police Departments	-	48,282	-
Litigants	428,179	244,516	-
Other Settlements	59,344	157,699	-
Inmates	-	-	100,000
Total reductions	656,495	1,473,885	100,000
Balance, end of year	\$ 31,292	\$ 498,805	\$ 5,751

Tax Collector Fund	Total	
	1999	1998
<u>\$ 1,258,144</u>	<u>\$ 1,073,310</u>	<u>\$ 1,067,085</u>
-	363,786	278,154
-	1,253,567	8,215,749
-	287,226	286,840
-	807,835	26,176
24,612,939	24,612,939	23,000,880
<u>189,637</u>	<u>124,629</u>	<u>110,804</u>
<u>24,792,616</u>	<u>24,737,568</u>	<u>23,089,210</u>
<u>25,980,764</u>	<u>24,762,137</u>	<u>23,601,216</u>
34,795,782	24,795,782	22,933,345
-	184,873	181,178
-	88,176	85,665
-	522,049	291,621
-	86,110	82,385
-	29,875	28,160
-	146,348	127,132
-	31,368	63,985
-	26,978	27,820
-	49,282	33,689
-	783,899	348,824
-	217,844	138,986
<u>187,844</u>	<u>187,844</u>	<u>28,035</u>
<u>34,210,392</u>	<u>26,491,208</u>	<u>24,638,985</u>
<u>\$ 1,754,952</u>	<u>\$ 2,211,131</u>	<u>\$ 1,873,331</u>

**INTERNAL CONTROL, COMPLIANCE
AND
OTHER INFORMATION**

purpose financial statements. The reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs as Items 99-1, 99-2 and 99-3.

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 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. Our consideration of the internal control structure over financial reporting would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable conditions described above are material weaknesses.

This report is intended solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Danwall Allen & Finkbeiner
A Corporation of Certified Public Accountants

Monroe City, Louisiana
August 28, 1999

ST. MARY PARISH SHERIFF
Foudria, Louisiana

Summary Schedule of Prior Year Findings
Year Ended June 30, 1999

- 98-1 Finding: Inadequate Segregation of Accounting Functions
Status: This finding is unresolved. See current year finding 99-1.
- 98-2 Finding: Sheriff's Fund, Due to Orleans Subsidiary, should be Reconciled to the Cash Balance
Status: This finding is unresolved. See current year finding 99-2.

ST. MARY PARISH SHERIFF*
Franklin, Louisiana

Schedule of Findings and Questioned Costs
Year Ended June 30, 1999

Part I: Summary of Auditor's Results

FINANCIAL STATEMENTS

Auditor's Report

A qualified opinion has been issued on the St. Mary Parish Sheriff's financial statements as of and for the year ended June 30, 1999.

Reportable Conditions – Financial Reporting

Three reportable conditions in internal control over financial reporting were disclosed during the audit of the financial statements and are shown as items 99-1, 99-2 and 99-3 in Part 2 and are considered material weaknesses.

Material Noncompliance – Financial Reporting

There were no material instances of noncompliance material to the financial statements disclosed during the audit of the financial statements.

FEDERAL AWARDS

This section is not applicable for the year ended June 30, 1999.

Part 2: Findings Relating to an Audit in Accordance with Government Auditing Standards

99-1 Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of accounting personnel, the Sheriff did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the operation and the cost benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

ST. MARY PARISH SHERRIF
Franklin, Louisiana

Schedule of Findings and Questioned Costs (Continued)
Year Ended June 30, 1999

Part 2: Findings Relating to an Audit in Accordance with Government Auditing Standards (Continued)

98-2 Sheriff's Fund, Due to Others Subsidiary should be Reconciled to the Cash Balance

Finding:

The Due to Others Subsidiary in the Sheriff's Fund does not reconcile with the ending cash balance.

Recommendation:

Reconcile Due to Others Subsidiary in the Sheriff's Fund to the cash balance on a monthly basis.

99-3 Innate Deposit Fund, Due to Others Subsidiary should be Reconciled to the Cash Balance

Finding:

The Due to Others Subsidiary in the Innate Deposit Fund does not reconcile with the ending cash balance.

Recommendation:

Reconcile Due to Others Subsidiary in the Innate Deposit Fund to the cash balance on a monthly basis.

Part 3: Findings and Questioned Costs Relating to Federal Programs

At June 30, 1999, the St. Mary Parish Sheriff did not meet the requirements to have a single audit in accordance with OMB Circular #133, therefore this section is not applicable.

ST. MARY PARISH SHERIFF
Franklin, Louisiana

**Management's Corrective Action Plan For Current Year Findings
Year Ended June 30, 1999**

Response to Finding 98-1:

No response is considered necessary.

Response to Finding 98-2:

Per Susan Crochet, Chief Civil Deputy: The Sheriff's Fund Due to Others Subsidiary is now being reconciled to the cash balance on a monthly basis.

Response to Finding 98-3:

Per Susan Crochet, Chief Civil Deputy: The Income Deposit Fund Due to Others Subsidiary is now being reconciled to the cash balance on a monthly basis.