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LINCOLN PARISH SHERIFF  
Baton, Louisiana

General Purpose Financial Statements  
As of and for the Year Ended  
June 30, 1999

With Supplemental Information Schedule

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1-19-2000

**VERNON R  
COON**  
MISSISSIPPI PUBLIC ACCOUNTANT

LINCOLN PARISH SHERIFF

Ruston, Louisiana

General Purpose Financial Statements  
 With Independent Auditor's Report  
 As of and for the Year Ended June 30, 1999  
 With Supplemental Information Schedule

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## Independent Auditor's Report

HONORABLE WAYNE IRICK  
LINCOLN PARISH SHERIFF  
Bossier, Louisiana

I have audited the general purpose financial statements of the Lincoln Parish Sheriff, a component unit of the Lincoln Parish Police Jury, as of June 30, 1999, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Lincoln 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 Lincoln 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.

WAYNE ANDERSON  
MEMBER OF INDEPENDENT  
PUBLIC ACCOUNTANTS  
OFFICE OF THE SHERIFF  
COURT HOUSE BUILDING  
BOSSIER, LOUISIANA  
WAYNE ANDERSON IS  
LICENSED IN  
MISSISSIPPI, ALABAMA,  
AND PENNSYLVANIA

THE PROFESSIONAL FIRM,  
WAYNE ANDERSON,  
MEMBER OF INDEPENDENT  
PUBLIC ACCOUNTANTS  
TWO FOUR LAFAYETTE  
LANE BOSSIER, LOUISIANA  
FOUR EIGHT ZERO ONE  
FOUR EIGHT ZERO ONE

LINCOLN PARISH SHERIFF  
Baton, Louisiana  
Independent Auditor's Report,  
June 30, 1999

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 Lincoln Parish Sheriff. Such information, except for the schedule on the year 2000 issue which is marked unaudited, 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.

The year 2000 supplementary information on page 24 is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the Year 2000 supplementary information. However, I did not audit the information and do not express an opinion on it. In addition, I do not provide assurance that the Lincoln Parish Sheriff is or will be year 2000 compliant, that the Lincoln Parish Sheriff's automation efforts will be successful in whole or in part, or that parties with which the Lincoln Parish Sheriff does business are or will become year 2000 compliant.

In accordance with *Government Auditing Standards*, I have also issued reports dated December 29, 1999, on the Lincoln Parish Sheriff's compliance with laws, regulations, contracts, and grants, and my consideration of the agency's internal control.



West Monroe, Louisiana  
December 29, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

**LINCOLN PARISH SHERIFF**  
Baton Rouge, Louisiana  
**ALL FUND TYPES AND ACCOUNT GROUPS**

Combined Balance Sheet, June 30, 1999

	GOVERNMENTAL - FUND TYPE -			- ACCOUNT GROUPS -		TOTAL CHANGES/AMOUNT
	FUND TYPE			GENERAL	GENERAL	
	GENERAL FUNDS	SPECIAL REVENUE FUNDS	PROGRAM FUND-TYPE- AGENCY FUNDS	ORDER AGENCY	TRUST FUNDS	
<b>ASSETS</b>						
Cash and cash equivalents	\$265,598	\$47,890	\$493,468			\$766,956
Investments	1,831,889					1,831,889
Receivables	87,089					87,089
Due from other funds	358					358
Office furnishings and equipment				\$1,131,990		1,131,990
Amount to be provided for accretion of general long-term debt					\$71,280	71,280
<b>TOTAL ASSETS</b>	<u>\$2,184,834</u>	<u>\$47,890</u>	<u>\$493,468</u>	<u>\$1,131,990</u>	<u>\$71,280</u>	<u>\$3,889,862</u>
<b>LIABILITIES AND FUND EQUITY</b>						
<b>Liabilities:</b>						
Accounts payable	\$6,866					\$6,866
Salaries/wages/deferred payabls	30,474					30,474
Due to other funds			\$100			100
Due to taxing bodies and others			493,334			493,334
Compensated absence					\$79,280	79,280
<b>Total Liabilities</b>	<u>37,340</u>	<u>\$0,000</u>	<u>\$493,434</u>	<u>\$0,000</u>	<u>79,280</u>	<u>\$893,054</u>
<b>Fund Equity:</b>						
Investment in general fund assets				\$1,131,990		1,131,990
Fund balance - unrestricted - undesignated	2,148,390	\$47,890	\$0,034			2,196,314
<b>Total Fund Equity</b>	<u>2,148,390</u>	<u>\$47,890</u>	<u>\$0,034</u>	<u>1,131,990</u>	<u>\$0,000</u>	<u>3,288,314</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$2,184,834</u>	<u>\$47,890</u>	<u>\$493,468</u>	<u>\$1,131,990</u>	<u>\$71,280</u>	<u>\$3,889,862</u>

The accompanying notes are an integral part of this statement.

**LINCOLN PARISH SHERIFF**  
**Revere, Louisiana**  
**GOVERNMENTAL FUND TYPE - GENERAL FUND AND**  
**DRUG TASK FORCE SPECIAL REVENUE FUND**

**Combined Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances - Budget**  
**(GAAP Basis) and Actual**  
**For the Year Ended June 30, 1999**

	---GENERAL FUND---		VARIANCE FAVORABLE (UNFAVORABLE)	DRUG TASK FORCE ---SPECIAL REVENUE FUND---		
	BUDGET	ACTUAL		BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>						
Taxes - all sources	\$1,668,000	\$1,717,740	\$49,740			
Intergovernmental revenues:						
Federal grants	45,000	34,479	(10,521)			
State grants:						
State revenue sharing (net)	719,000	728,143	9,143			
State supplemental pay	108,000	118,998	10,998			
Video Poker						
DARE		72,064	72,064			
Other	28,000	5,274	(22,726)			
Local grants	12,500	25,990	13,490			
Fees, charges, and commissions for services:						
Commissions on licenses and taxes	158,000	158,822	822			
Civil and criminal fees	111,000	106,384	(4,616)			
Court attendance	8,000	18,500	10,500			
Transportation of prisoners	2,500	12,742	10,242			
Forklifts of school custodial						
Tax notices, etc.	12,000	28,958	16,958			
Other	48,000	27,000	(21,000)			
Use of money and property	93,000	117,543	24,543	\$1,500	\$1,750	\$250
Miscellaneous	8,500	8,208	(292)			
Total revenues	<u>3,075,500</u>	<u>3,782,745</u>	<u>707,245</u>	<u>1,500</u>	<u>1,750</u>	<u>250</u>
<b>EXPENDITURES</b>						
Public safety:						
Current:						
Personal services and related benefits	1,950,000	1,854,177	(95,823)			
Operating services	271,500	248,875	(22,625)	1,000	486	514
Materials and supplies	180,000	143,271	(36,729)	1,700	1,039	661
Travel and other charges	23,000	26,889	3,889	1,000	1,820	820
Capital outlay	251,000	242,184	(8,816)			
Intergovernmental	88,715	88,891	(176)			
Total expenditures	<u>3,785,215</u>	<u>3,544,007</u>	<u>(241,208)</u>	<u>2,700</u>	<u>1,325</u>	<u>1,125</u>

(Continued)

LINCOLN PARK SHERIFF  
 Bureau, Louisiana  
 ENVIRONMENTAL FUND TYPE - GENERAL FUND AND  
 DRUG TASK FORCE SPECIAL REVENUE FUND  
 Combined Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget  
 GAAP Basis and Actual, etc.

	GENERAL FUND			DRUG TASK FORCE SPECIAL REVENUE FUND		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(525,425)</u>	<u>\$128,466</u>	<u>\$445,889</u>	<u>(83,300)</u>	<u>(51,825)</u>	<u>\$41,377</u>
<b>OTHER FINANCING SOURCES</b>						
Proceeds from sale of fixed assets	3,758	5,018	1,260			
Commissions for loss of assets	<u>28,000</u>	<u>32,171</u>	<u>4,171</u>			
Total other financing sources	<u>31,758</u>	<u>37,189</u>	<u>5,431</u>	<u>50,941</u>	<u>50,941</u>	<u>50,941</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	<u>(501,670)</u>	<u>347,655</u>	<u>448,358</u>	<u>(32,359)</u>	<u>(1,884)</u>	<u>1,377</u>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>1,458,248</u>	<u>1,468,794</u>	<u>2,480</u>	<u>48,913</u>	<u>48,913</u>	
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$1,656,598</u>	<u>\$1,706,158</u>	<u>\$45,791</u>	<u>\$45,713</u>	<u>\$47,000</u>	<u>\$1,177</u>

(Continued)

The accompanying notes are an integral part of this statement.



LINCOLN PARISH SHERIFF  
Baton, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 1999

**I. 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 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, sportsman 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 Lincoln Parish Police Jury is the financial reporting entity for Lincoln 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 the 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 Lincoln Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria include:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its

## LINCOLN PARISH SHERIFF

Bossier, Louisiana

### Notes to the Financial Statements (Continued)

will on the 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 the sheriff's office and provides funds for various operations of the parish jail, the sheriff was determined to be a component unit of the Lincoln 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 its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial managers 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 debt) 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.

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

## LINCOLN PARISH SHERIFF

Bossier, Louisiana

### Notes to the Financial Statements (Continued)

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 as 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 only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

#### **General Fund**

The General Fund, as provided by Louisiana Revised Statute 15:1422, 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. 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.

#### **Drug Task Force**

##### **Special Revenue Fund**

The Drug Task Force Special Revenue Fund consists of a federal grant from the United States Department of Justice passed through the Louisiana Commission on Law Enforcement and Administration of Criminal Justice, and local matching grants. The purpose of the fund is to increase the apprehension, prosecution, adjudication, detention, rehabilitation, eradication, and treatment of persons who violate state and local laws relating to the production, possession, and transfer of controlled substances.

#### **Agency Funds**

The agency funds are used as depositories for civil suits, cash bonds, fines, 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 (no net equal liabilities) and do not involve measurement of results of operations.

## **C. FIXED ASSETS AND LONG-TERM DEBT**

General fixed assets are not capitalized in the fund used to acquire or construct

## LINCOLN PARISH SHERIFF

Baton Rouge, Louisiana

### Notes to the Financial Statements (Continued)

them. Instead, capital acquisitions are reflected as expenditures (capital outlay) in the governmental funds and the related assets are reported in the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded in the general fixed assets account group. Approximately 3 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 97 per cent are based on actual historical costs. Donated fixed assets are valued at their estimated fair market value on the date received. 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. Expenditures 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.

#### II. 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 all 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 recognizing and reporting 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 47:1983 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.

## LINCOLN PARISH SHERIFF

Baton Rouge, Louisiana

### Notes to the Financial Statements (Continued)

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 has been earned and the amount is determinable.

Substantially, all other revenues are recorded when they become available to the sheriff.

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

#### Expenditures

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

#### Other Financing Sources

Sale of fixed assets and compensation for loss or damage of assets are accounted for as other financing sources and are recognized when the underlying event has occurred.

## 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 Lincoln Parish 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 amounts and all subsequent amendments.

**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

**Notes to the Financial Statements (Continued)****F. CASH AND CASH EQUIVALENTS**

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, 1998, the sheriff has cash and cash equivalents (bank balances) totaling \$768,344, as follows:

Demand deposits	\$712,919
Party cash	3,423
Time deposits	<u>42,002</u>
Total	<u>\$768,344</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, 1998, are secured as follows:

Bank balances	\$1,054,047
Federal deposit insurance	<u>\$380,557</u>
Pledged securities	<u>2,334,398</u>
Total	<u>\$3,769,002</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. Further, LRS 39:1228 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 certificates. At June 30, 1998, the sheriff has investments in treasury market funds which have underlying investments consisting solely of and funded to securities of

## **LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

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

the United States government or its agencies totaling \$1,831,889. 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 I) under the provisions of GASB Codification C20.106.

## **III. LITVIED TAXES**

As provided by Louisiana Revised Statute 33:9001, a law enforcement district has been created for the purpose of providing financing to the office of the sheriff of Lincoln Parish. Louisiana Revised Statute 33:9003 requires the district to levy a tax on the assessed valuation of all property appearing on the 1977 and subsequent tax rolls in an amount that would produce for the district in the initial year the same revenue as that estimated to be produced by the sheriff's commission on ad valorem taxes for the fiscal year 1976-77. For the 1998 tax roll, the district levied 13.22 mills.

Louisiana Revised Statute 33:9003 also provides for the district to impose an additional millage when approved by a majority of the voters in the district. On July 18, 1992, an ad valorem tax of 8.30 mills was passed by a majority of the district voters. The additional millage is for a period of ten years and will expire with the 2001 tax roll.

## **I. VACATION AND SICK LEAVE**

After one year of service, all employees are granted 10 days of vacation leave each year. There is no formal policy on sick leave, as the authority to grant sick leave has been reserved by the sheriff. Vacation leave can be accumulated and carried forward to succeeding years.

## **J. RISK MANAGEMENT**

The sheriff is exposed to various risks of loss related to law enforcement liability; torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle risk of loss, the sheriff maintains commercial insurance covering: automobile liability; general liability; commercial crime; law enforcement; public officials liability; and worker's compensation and employer's liability. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

Notes to the Financial Statements (Continued)

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

The total column on the balance sheet is captioned Memorandum Only (insert view) 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. RECEIVABLES**

The receivables of \$87,088 at June 30, 1999, are as follows:

Fees, charges, and commissions for services:	
Civil and criminal fees	\$12,908
Commission on licenses	6,999
Ad valorem taxes	4,531
Tax returns, etc.	8,370
Intergovernmental revenues:	
Federal grants	10,413
State grants	10,719
Local grants	4,029
Transportation of prisoners	1,933
Court attendance	1,700
Other	<u>4,698</u>
Total	<u>\$87,088</u>

**3. DUE FROM/TO OTHER FUNDS**

Individual fund balances due from/to other funds at June 30, 1999, are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	<u>\$330</u>	
Agency Funds:		
Civil		\$019
Criminal		<u>211</u>
Total	<u>\$330</u>	<u>\$030</u>



**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

Notes to the Financial Statements (Continued)

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment for the year ended June 30, 1989, follows:

	<u>Balance</u> <u>July 1, 1988</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 1989</u>
Communication equipment	\$130,034	\$15,080		\$145,055
Office equipment	126,990	23,068		150,058
Public safety equipment	108,542	14,560		123,102
Weapons	14,239			14,239
Vehicles	564,824	179,534	(53,013)	691,485
Total	<u>\$944,569</u>	<u>\$322,184</u>	<u>(53,013)</u>	<u>\$1,213,740</u>

**5. PENSION PLAN**

Substantially all employees of the Lincoln 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 1989 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 joint months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

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

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 71230, or by calling (318) 362-3991.

Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the Lincoln Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 3.0 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 Lincoln Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:1165, 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 Lincoln Parish Sheriff's contributions to the System for the years ended June 30, 1989, 1990, and 1991 were \$86,322, \$67,955, and \$75,762, respectively, equal to the required contributions for each year.

#### **6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

The Lincoln Parish Sheriff provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the sheriff. The sheriff recognizes the cost of providing these benefits (sheriff's portion of premiums) as an expenditure when paid during the year, which was \$132,791 for the year ended June 30, 1989. Of that amount, \$9,953 was for retiree benefits.

#### **7. CHANGES IN GENERAL LONG-TERM DEBT**

The following is a summary of long-term debt transactions for the year ended June 30, 1989:

	Yankee	Commodity	
		Trust	Total
Compensated absences payable at June 30, 1988	\$46,685	\$4,517	\$51,202
Additions	34,232	8,774	63,036
Deductions	(39,728)	(6,568)	(46,296)
Adjustment*	2,823	485	3,318
Compensated absences payable at June 30, 1989	\$44,012	\$7,218	\$51,250

LINCOLN PARISH SHERIFF  
Baton Rouge, Louisiana  
Notes to the Financial Statements (Continued)

\*Since additions and deductions are calculated at the beginning hourly rate an adjustment has been made to reflect changes in the hourly rate at June 30, 1999. In addition, the June 30, 1998 balance for compensatory time has been adjusted to reflect an error in prior year computation.

8. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others for the year ended June 30, 1999, follows:

	Tax Collector Fund	Civil Fund	Criminal Fund	Total
Balance at June 30, 1998	\$199,602	\$92,835	\$100,524	\$392,961
Additions	12,672,717	648,482	989,896	14,311,155
Deductions	<u>(12,580,400)</u>	<u>(644,867)</u>	<u>(912,903)</u>	<u>(14,140,790)</u>
Balance at June 30, 1999	<u>\$291,919</u>	<u>\$96,450</u>	<u>\$177,517</u>	<u>\$565,886</u>

9. LITIGATION AND CLAIMS

At June 30, 1999, the Lincoln Parish Sheriff is involved in several lawsuits which are fully covered by the sheriff's liability insurance.

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

The Lincoln 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 Lincoln Parish Police Jury.

**SUPPLEMENTAL INFORMATION SCHEDULES**

**LINCOLN PARISH SHERIFF**  
Baton, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
As of and For the Year Ended June 30, 1999

**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, sportsman and occupational 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 and payment of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws.

**CRIMINAL FUND**

The Criminal Fund accounts for bonds, fines and costs, and payment of these collections to recipients in accordance with applicable laws.

LINCOLN PARISH SHERIFF  
Baton, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1989

	TAX COLLECTION FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>ASSETS</b>				
Cash	<u>\$288,889</u>	<u>\$56,447</u>	<u>\$108,318</u>	<u>\$453,654</u>
<b>LIABILITIES</b>				
Unsettled deposits due to:				
General Fund		\$319	\$211	\$530
Others	<u>\$288,889</u>	<u>\$5,928</u>	<u>\$88,807</u>	<u>\$343,624</u>
<b>TOTAL LIABILITIES</b>	<u>\$288,889</u>	<u>\$56,447</u>	<u>\$108,318</u>	<u>\$453,654</u>

LINCOLN PARISH SHERIFF  
Baton, 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, 1999

	TAX COLLECTOR FUND	LOCAL FUND	GRANDPRA FUND	TOTAL
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1998</b>	<u>\$199,617</u>	<u>\$52,813</u>	<u>\$110,524</u>	<u>\$362,954</u>
<b>ADDITIONS</b>				
Deposits:				
Sheriff's sales		429,804		429,804
Fines, bond forfeitures, and costs			803,543	803,543
Guarantees		151,992		151,992
Other deposits		85,668	6,453	92,121
Taxes, fees, etc. paid to tax collector:				
Ad valorem taxes	11,279,475			11,279,475
Prior year taxes	30,798			30,798
Protested taxes	145,342			145,342
Fire district fees	19,825			19,825
State revenue sharing	898,706			898,706
Spontaneous license	123,284			123,284
Insurance license	55,819			55,819
Interest on:				
New account	20,536			20,536
Delinquent taxes	12,438			12,438
Protested taxes held in escrow	5,407			5,407
Prior year taxes	7,139			7,139
Tax refunds, etc.	12,437			12,437
Redemptions	33,683			33,683
Collections for others	66,488			66,488
Total additions	<u>12,673,717</u>	<u>648,462</u>	<u>809,916</u>	<u>14,132,135</u>
Total	<u>12,873,334</u>	<u>701,282</u>	<u>1,020,908</u>	<u>14,595,524</u>

(Continued)

## LINCOLN PARISH SHERIFF

Bossier, Louisiana

## HIGHERY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled

Balances Due to Taxing Bodies and Others, 1999

	TAX COLLECTION FUND	LOCAL FUND	CRIMINAL FUND	TOTAL
<b>REDUCTIONS</b>				
Deposits, taxes, fees, etc. settled to:				
Louisiana Wildlife and Fisheries	\$136,970			\$136,970
Louisiana Tax Commission	3,757			3,757
Louisiana Forestry Commission	17,596			17,596
Sheriff's General Fund	2,005,049	\$109,523	\$109,000	2,223,642
Other Sheriff's		244		244
Police jury	2,129,419		280,697	2,410,106
School board	5,781,064			5,781,064
Assessor	373,614			373,614
State agencies			4,966	4,966
Municipalities			19,736	19,736
Law enforcement agencies			9,506	9,506
District Attorney			186,976	186,976
Clerk of Court	1,740	12,419	23,790	37,949
Judges' defender board			93,689	93,689
City of Bossier	814,837			814,837
Coroner			4,597	4,597
Litigants		369,470		369,470
Attorneys, appraisers, etc.		10,014		10,014
Clerk's Registry of Court Fund		138,989		138,989
Pension funds	289,160			289,160
Northwest Crime Lab			34,351	34,351
LA Commission on law enforcement			17,597	17,597
Judicial clerk			113,285	113,285
Fire Protection Service (District No. 3)	938,480			938,480
Victim's restitution			20,641	20,641
LA rehabilitation/social-optical injuries			9,714	9,714
Other settlements	66,481	4,508	6,324	77,313
Redemptions	29,573			29,573
Rebates	3,660		41,660	45,320
Total reductions	<u>12,563,636</u>	<u>644,967</u>	<u>912,393</u>	<u>14,140,786</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, June 30, 1999</b>				
	<u>\$288,059</u>	<u>\$56,328</u>	<u>\$158,307</u>	<u>\$492,324</u>

Continued



LINCOLN PARISH SHERIFF  
Baton, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULE  
As of and For the Year Ended June 30, 1999

**YEAR 2000 ISSUE (Unaudited)**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Lincoln Parish Sheriff has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the sheriff's office. The sheriff has identified the financial reporting and tax collection systems as requiring year 2000 remediation. All testing and validation of the systems has been performed.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the sheriff is or will be Year 2000 ready, that the sheriff's remediation efforts will be successful in whole or part, or that parties with whom the sheriff does business will be year 2000 ready.

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

The following independent auditor's report on compliance with laws, regulations and contracts, 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

### LINCOLN PARISH SHERIFF Baton Rouge, Louisiana

I have audited the general purpose financial statements of the Lincoln Parish Sheriff as of and for the year ended June 30, 1999 and have issued my report thereon dated December 29, 1999. 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 Lincoln Parish Sheriff's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with these 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 Lincoln Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

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**LINCOLN PARISH SHERIFF**

Bossier, Louisiana

**Independent Auditor's Report on Compliance**

*And Internal Control Over Financial Reporting, etc.*

June 30, 1999

This report is intended solely for the information and use of the Lincoln Parish Sheriff, management of the sheriff's office, and interested state agencies and is not intended to be and should not be used by anyone other than these specified parties.



West Monroe, Louisiana

December 29, 1999

LINCOLN PARISH SHERIFF  
Bossier, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2008

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Lincoln Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Lincoln Parish Sheriff were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control Structure.

**II. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

LINCOLN PARISH SHERIFF  
Baton Rouge, Louisiana

Summary Schedule of Price Audit Findings  
For the Year Ended June 30, 1999

There were no audit findings reported in the audit for the year ended June 30, 1999.