

STATE OF LOUISIANA  
LEGISLATIVE AUDIT  
DIVISION

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**LINCOLN PARISH OFFSHY**  
Bossier, Louisiana

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**General Purpose Financial Statements  
As of and for the Year Ended  
June 30, 1988  
With Supplemental Information Schedules**

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: DEC 5 1988

**VERNON R  
COON**  
LEGISLATIVE AUDITOR

LINCOLN PARISH SHERIFF  
Baton Rouge, Louisiana

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

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## Independent Auditor's Report

HONORABLE WAYNE BOUCE  
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, 1998, 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, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

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LINCOLN PARISH SHERIFF  
Baton, Louisiana  
Independent Auditor's Report  
June 30, 1998

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 has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, I have also issued reports dated November 18, 1998, 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  
November 18, 1998

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

**LIMITS OF FUNDING AGREEMENT**  
**Bozeman, Montana**  
**ALL FUND TYPES AND ACCOUNT GROUPS**

Continued Balance Sheet, June 30, 1998

	CLASSIFICATION - FUND TYPE			ACCOUNT GROUPS		TOTAL AMOUNT AVAILABLE
	GENERAL FUND	PROJECT SPECIAL SUPPORT FUND	SUBSIDIARY FUND TYPE - MUNICIPALITY SCHOOL	LONG TERM DEBT (LOCAL FUND)	GENERAL FUND ACCOUNT	
<b>ASSETS</b>						
Cash and cash equivalents	\$197,251	\$48,943	\$263,308			\$489,502
Investments	1,694,636					1,694,636
Receivables	44,812					44,812
Fund from other funds	378					378
Amounts to be provided for retirement of general long-term obligations				\$31,282		\$31,282
Office furnishings and equipment					\$947,647	\$947,647
<b>TOTAL ASSETS</b>	<u>\$1,832,058</u>	<u>\$48,943</u>	<u>\$263,308</u>	<u>\$31,282</u>	<u>\$947,647</u>	<u>\$1,383,238</u>
<b>LIABILITIES AND FUND EQUITY</b>						
<b>Liabilities</b>						
Accounts payable	\$24,058					\$24,058
Salaries payable	57,508					57,508
Due to other funds			\$378			\$378
Due to taxing bodies and others			\$62,049			\$62,049
Compensated absences				\$31,282		\$31,282
Total Liabilities	<u>79,574</u>	<u>79,574</u>	<u>\$62,427</u>	<u>\$31,282</u>	<u>79,574</u>	<u>\$251,437</u>
<b>Fund Equity</b>						
Investment in general fund assets					\$947,647	\$947,647
Fund balance - unrestricted - undesignated	<u>1,808,728</u>	<u>\$48,943</u>	<u>79,574</u>	<u>79,574</u>	<u>79,574</u>	<u>1,896,813</u>
Total Fund Equity	<u>1,808,728</u>	<u>\$48,943</u>	<u>79,574</u>	<u>79,574</u>	<u>947,647</u>	<u>1,876,466</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$1,832,058</u>	<u>\$48,943</u>	<u>\$263,308</u>	<u>\$31,282</u>	<u>\$947,647</u>	<u>\$1,383,238</u>

The accompanying notes are an integral part of this statement.

LINCOLN PARISH GOVERNMENT  
Baton, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND AND  
EMERGENCY 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, 1998

	--GENERAL FUND--			EMERGENCY FORCE --SPECIAL REVENUE FUND--		
			TREASURY REVENUE			TREASURY REVENUE
	BUDGET	ACTUAL	APPROPRIABLE	BUDGET	ACTUAL	APPROPRIABLE
<b>REVENUES</b>						
Taxes - ad valorem	\$1,658,000	\$1,684,271	\$34,271			
Intergovernmental revenue:						
Fuels and grants		13,674	13,674			
State grants:						
State revenue sharing (act)	183,000	182,997	997			
State supplemental pay	183,000	112,893	7,893			
Value Added	4,000	3,455	3,455			
FAMS	50,000	50,000	26,000			
Other	7,000	28,147	21,147			
Local grants	10,000	12,812	4,812			
Fees, charges, and commissions for services:						
Commissions on licenses and taxes	180,000	206,207	26,207			
Civil and criminal fees	158,000	117,671	6,671			
Court attendance	9,000	19,600	1,600			
Transportation of prisoners	5,000	10,800	6,800			
Fees/charges of civil complaint	50,000	66,004	7,004	\$17,000	\$71,523	\$5,523
Tax collect, etc.	18,000	23,843	15,843			
Other		15,980	15,980			
Use of money and property	70,000	94,762	24,762	1,000	1,000	800
Miscellaneous	3,000	3,272	272			
Total revenues	<u>2,415,000</u>	<u>2,626,072</u>	<u>211,332</u>	<u>13,000</u>	<u>89,523</u>	<u>6,523</u>
<b>EXPENDITURES</b>						
Public safety:						
Current:						
Personnel services and related benefits	1,899,680	1,888,698	130,692			
Operating services	260,000	275,118	44,454	2,700	2,700	140
Materials and supplies	120,000	153,007	(3,902)	2,760	1,760	504
Travel and other charges	25,000	20,912	3,088			
Capital outlay	181,000	128,187	52,813			
Intergovernmental	71,700	58,827	(12,873)			
Total expenditures	<u>2,548,380</u>	<u>2,626,817</u>	<u>(26,182)</u>	<u>5,460</u>	<u>4,460</u>	<u>914</u>

(Continued)

## LISCOT'S FINANCIAL STATEMENTS

Waynes, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND AND  
TRUST FUND (SPECIAL REVENUE FUND)Combined Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual, etc.

	GENERAL FUND			TRUST FUND		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>\$166,200</u>	<u>\$265,493</u>	<u>\$99,293</u>	<u>\$1,358</u>	<u>\$14,894</u>	<u>\$13,536</u>
<b>OTHER FINANCING SOURCES</b>						
Proceeds from sale of fixed assets		515	515			
Compensation for loss of assets	<u>11,800</u>	<u>10,470</u>	<u>(1,330)</u>			
Total other financing sources	<u>11,800</u>	<u>10,985</u>	<u>(815)</u>	<u>1,358</u>	<u>1,358</u>	<u>1,358</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER FINANCING OVER EXPENDITURES</b>	<u>\$178,000</u>	<u>\$276,478</u>	<u>\$98,478</u>	<u>2,716</u>	<u>\$16,252</u>	<u>\$13,894</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>1,338,273</u>	<u>1,338,273</u>		<u>34,869</u>	<u>34,869</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$1,476,273</u>	<u>\$1,614,751</u>	<u>\$138,478</u>	<u>\$37,585</u>	<u>\$51,121</u>	<u>\$13,536</u>

(Continued)

The accompanying notes are an integral part of this statement.



## LINCOLN PARISH SHERIFF

Baton Rouge, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 1998

### 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 exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing, ferrets, sportsmen licenses, and race, coin, 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 includes:

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

LINCOLN PARISH SHERIFF

Baton Rouge, Louisiana

Notes to the Financial Statements (Continued)

- 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 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 management by segregating transactions related to certain government functions or activities.

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

## LINCOLN PARISH SHERIFF

Ruston, Louisiana

### Notes to the Financial Statements (Continued)

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 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. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court appearance 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, reentry, 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, 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 DEBT**

General fixed assets are not capitalized in the fund used to acquire or construct them. Instead, capital expenditures 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 annual costs of like items, while the remaining 97 per cent are based on

## LINCOLN PARISH SHERIFF

Baton Rouge, Louisiana

### Notes to the Financial Statements (Continued)

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. Expensitures 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.

#### **D. BASIS OF ACCOUNTING**

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

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when measurable 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 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

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.

## LINCOLN PARISH SHERIFF

Bossier, Louisiana

### Notes to the Financial Statements (Continued)

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

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

## B. 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 expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Fundal 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.

## 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 in state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1988, the sheriff has cash and cash equivalents (book balances) totaling \$689,533, as follows:

**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

Notes to the Financial Statements (Continued)

Demand deposits	\$562,371
Posty cash	1,225
Time deposits	<u>45,737</u>
Total	<u>\$609,333</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, as the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities insured 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	<u>\$609,333</u>
Federal deposit insurance	\$180,478
Pledged securities	<u>3,034,750</u>
Total	<u>\$3,824,561</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 (20.108); 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 39:1224 states that securities held by a third party shall be deemed to be held in the sheriff's name.

**GL. 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 money market funds which have underlying investments consisting solely of and limited to securities of the United States government or its agencies totaling \$1,684,636. 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 2) under the provisions of GASB Codification (20.106).

## **II. LISTED TAXES**

As provided by Louisiana Revised Statute 53:5601, 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 53:5603 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 revenues as that estimated to be produced by the sheriff's commission and ad valorem taxes for the fiscal year 1976-77. For the 1993 tax roll, the district levied 13.22 mills.

Louisiana Revised Statute 53:5603 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 1.50 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; theft; 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.

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

The total column on the balance sheet is captioned Memorandum Only (overview) 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. Inscrutable eliminations have not been made in the aggregation of this data.

**LINCOLN PARISH SHERIFF**

Bossier, Louisiana

**Notes to the Financial Statements (Continued)****2. RECEIVABLES**

The receivables of \$44,812 at June 30, 1998, are as follows:

Fees, charges, and commissions for services:	
Civil and criminal fees	\$8,678
Commissions on incomes	35,568
All others taxes	687
Tax notices, etc.	1,128
Intergovernmental resources:	
State grants	12,884
Local grants	1,388
Transportation of prisoners	1,563
Court attendance	968
Other	623
Total	<u>\$44,812</u>

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

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

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$378	
Agency Funds:		
Civil		\$75
Criminal		253
Total	<u>\$378</u>	<u>\$328</u>

**4. CHANGES IN GENERAL FIXED ASSETS**

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



**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

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

	Balance <u>July 1, 1997</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30, 1998</u>
Communication equipment	\$127,534	\$3,399	(\$839)	\$130,094
Office equipment	125,880	3,876	(688)	132,968
Public safety equipment	78,305	28,010	(873)	105,442
Weapons	12,500	1,390		14,218
Vehicles	399,581	105,480	(127,636)	377,425
Total	<u>\$894,800</u>	<u>\$148,155</u>	<u>(236,036)</u>	<u>\$806,919</u>

Total additions for the year exceed capital outlay, as reported on Statement B, by \$14,547. The difference is due to assets acquired through equal trade, assets acquired from old school vehicles through court auction and the excess of fair market value over the amount paid after trade-in of old assets.

**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 of 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 1317 of 1995 increased the accrual rate by 0.25 percent for all service rendered on or after January 1, 1990). In any case, the retirement benefit cannot exceed 100 percent 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 employer contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriff's Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71228, or by calling (518) 362-3191.

**LINCOLN PARISH SHERIFF**

Baton Rouge, Louisiana

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

Plan members are required by state statute to contribute 5.7 percent of their annual covered salary and the Lincoln Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.8 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 11:103, the employer-contributions are determined by actuarial valuation and are subject to change each year based on the result of the valuation for the prior fiscal year. The Lincoln Parish Sheriff's contributions to the System for the years ended June 30, 1998, 1997, and 1996 were \$67,935, \$75,762, and \$67,786, 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 his 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 premium) as an expenditure when paid during the year, which was \$349,383 for the year ended June 30, 1998. Of these amounts, \$11,324 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, 1998:

	Original	Compensatory	Total
	Amount	Time	
Compensated absences payable at June 30, 1997	\$58,993	\$15,725	\$74,718
Additions	37,430	16,482	53,912
Deductions	(52,126)	(21,848)	(73,974)
Adjustment*	2,476	148	2,624
Compensated absences payable at June 30, 1998	<u>\$46,873</u>	<u>\$11,517</u>	<u>\$58,390</u>

\*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, 1998. In addition, the June 30, 1997 balance for compensatory time has been adjusted to reflect an error in prior year computations.

## 8. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing, fees and others for the year ended June 30, 1998, follows:

	<u>Tax Collector Fund</u>	<u>Civil Fund</u>	<u>Criminal Fund</u>	<u>Total</u>
Balance at June 30, 1997	\$275,478	\$32,938	\$122,734	\$431,150
Additions	12,794,697	475,938	822,164	14,093,799
Reductions	(11,898,564)	(458,334)	(834,366)	(13,191,264)
Balance at June 30, 1998	<u>\$171,611</u>	<u>\$50,542</u>	<u>\$110,532</u>	<u>\$332,685</u>

## 9. LITIGATION AND CLAIMS

At June 30, 1998, 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 33:6715, is paid by the Lincoln Parish Police Jury.

**SUPPLEMENTAL INFORMATION SCHEDULES**

**LINCOLN PARISH SHERIFF**  
Bossier, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
As of and For the Year Ended June 30, 1988

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**TAX COLLECTOR FUND**

Article V, Section 17 of the Louisiana Constitution of 1974, provides that the sheriff will serve as the collector of state and parish taxes, spartan 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  
Bossier, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1998

	<u>T&amp;E COLLECTOR FUND</u>	<u>GEN. FUND</u>	<u>CRIMINAL FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash	<u>\$199,612</u>	<u>\$52,908</u>	<u>\$130,819</u>	<u>\$383,339</u>
<b>LIABILITIES</b>				
Direct led deposits due to:				
General Fund		579	\$29	\$170
Others	<u>\$199,612</u>	<u>\$2,832</u>	<u>130,524</u>	<u>\$382,968</u>
<b>TOTAL LIABILITIES</b>	<u>\$199,612</u>	<u>\$32,908</u>	<u>\$130,819</u>	<u>\$383,339</u>

LINCOLN PARISH SHERIFF  
Baton Rouge, 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, 1997

	TAX COLLECTOR FUND	GEN. FUND	GENERAL FUND	Total
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1997</b>	<u>\$173,479</u>	<u>\$32,028</u>	<u>\$122,704</u>	<u>\$428,132</u>
<b>ADDITIONS</b>				
Deposits:				
Sheriff's sales		362,628		362,628
Fines, bond forfeitures, and costs			801,227	801,227
Grants/income		150,337		150,337
Other deposits		77,983	20,877	98,860
Trans. fees, etc. paid to tax collector:				
All valorem taxes	11,351,125			11,351,125
Prior year taxes	111,226			111,226
Protected taxes	42,975			42,975
Fire district fees	12,848			12,848
State revenue sharing	868,544			868,544
Sportsman licenses	126,271			126,271
Insurance licenses	32,921			32,921
Interest on:				
New account	25,167			25,167
Delinquent taxes	20,324			20,324
Delinquent fire fees	9,391			9,391
Protected taxes held in escrow	3,882			3,882
Prior year taxes	9,918			9,918
Bankruptcies	1,668			1,668
Tie notices, etc.	26,232			26,232
Redemptions	20,686			20,686
Collection for others	31,691			31,691
Total additions	<u>12,714,897</u>	<u>477,936</u>	<u>872,704</u>	<u>14,065,537</u>
Total	<u>13,008,176</u>	<u>858,847</u>	<u>944,878</u>	<u>14,852,901</u>

(Continued)

## LINCOLN PARISH SHERIFF

Ruston, Louisiana

## FUNDARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled

Balances Due to Taxing Bodies and Others, 1988

	TAX COLLECTOR FUNDS	CIVIL FUNDS	CRIMINAL FUNDS	TOTAL
<b>REDUCTIONS</b>				
Deposits, taxes, fees, etc. settled to:				
Louisiana Wildlife and Fisheries	\$124,000			\$124,000
Louisiana Tax Commission	15,186			15,186
Louisiana Poverty Commission	17,000			17,000
Sheriff's General Fund	1,983,149	\$47,078	\$125,563	2,155,790
Other Sheriff's		755		755
Police jury	2,111,656		279,557	2,391,213
School board	5,992,600			5,992,600
Assessor	383,887			383,887
State agencies			8,129	8,129
Municipalities			13,991	13,991
District Attorney			92,544	92,544
Clerk of Court	1,363	62,296	23,826	65,485
Indigant defender board			72,285	72,285
City of Ruston	799,017			799,017
Coroner			4,413	4,413
Litigants		294,543		294,543
Attorneys, appraisers, etc.		1,758		1,758
Penitentiary	288,809			288,809
Neurologist Crime Lab			32,089	32,089
LA Commission on law enforcement			18,981	18,981
Judicial clerk			103,788	103,788
Fire Protection Service District No. 1	838,810			838,810
Victim restitution			10,749	10,749
Domestic abuse			321	321
LA rehabilitation/head-spinal injuries			9,304	9,304
Other settlements		7,196	9,924	17,120
Redemptions	16,394			16,394
Refund of protested taxes	78,619			78,619
Records	82,385		56,790	139,175
Total reductions	<u>12,808,344</u>	<u>474,024</u>	<u>834,383</u>	<u>14,116,751</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, July 30, 1988</b>				
	<u>\$189,613</u>	<u>\$52,013</u>	<u>\$110,524</u>	<u>\$352,150</u>

(Continued)



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

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



**Independent Auditor's Report on Compliance 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, 1998 and have issued my report thereon dated November 18, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Governor's 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 *Governor's 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 reflect 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 operations that I consider to be material weaknesses.

**VERNON R. COON**  
CERTIFIED PUBLIC ACCOUNTANT

**MEMBER OF AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS**

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LINCOLN PARISH SHERIFF  
Baton Rouge, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
June 30, 1998

This report is intended for the information of the Lincoln 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

LINCOLN PARISH SHERIFF  
Bastou, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 1988

**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.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

LINCOLN PARISH SHERIFF  
Baton Rouge, Louisiana

Schedule 4

Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 1993

There were no audit findings reported in the audit for the year ended June 30, 1993.