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WASHINGTON PARISH SHERIFF
Franklinton, Louisiana

*General-Purpose Financial Statements,
Supplemental Information, and Independent Auditor's Reports*

As of and for the Year Ended June 30, 1998

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

Release Date 1-13-99

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

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**AUDIT REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITOR'S REPORT ON THE
GENERAL PURPOSE FINANCIAL STATEMENTS**

*Honorable Dewayne Blain
Washington Parish Sheriff
Franklinton, Louisiana*

I have audited the accompanying general-purpose financial statements of the Washington Parish Sheriff, as of and for the year ended June 30, 1998, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Washington 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 the standards applicable to financial audits contained in *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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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 Washington Parish Sheriff, as of June 30, 1998, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The supplemental information listed 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 Washington 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 stated 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 my report dated October 21, 1998 on my consideration of the Washington Parish Sheriff's internal control over financial reporting, and my tests of compliance with certain provisions of laws, regulations, contracts, and grants.



Certified Public Accountant

Bogalusa, Louisiana
October 21, 1998

WASHINGTON PARISH SHERIFF
Terrebonne, Louisiana

ALL FUND TYPES AND ACCOUNT GROUPS
Combined Balance Sheet, June 30, 1988

	GOVERNMENTAL FUNDS		FIDUCIARY FUNDS		ACCOUNT GROUPS		Total (Memoranda Debit)
	General Fund	Special Revenues Fund	Agency Trust	Agency Trust	General Fund Assets	General Long-Term Debt	
Cash and cash equivalents	\$ 114,823	\$ 74,340	\$ 124,358	\$	\$	\$	\$ 313,561
State tax receivable	167,260						167,260
Federal grant receivable		14,475					14,475
Other receivables	157,875						157,875
Prepaid expenses	53,118				1,667,918		21,318
Fund assets							1,667,918
Amount to be provided for retirement of general long-term debt						400,782	400,782
Total Assets and Other Debits	\$ 479,918	\$ 88,815	\$ 124,358	\$	\$ 1,667,918	\$ 400,782	\$ 2,861,809

(Continued)
The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
 Ferriday, Louisiana

ALL FUND TYPES AND ACCOUNT GROUPS
 Combined Balance Sheet, June 30, 1999

	GOVERNMENTAL FUNDS		FIDUCIARY FUNDS		ACCOUNT GROUPS		Total (Non-transaction) Debt
	General Fund	Special Revenue Fund	Agency Fund	General Fund Assets	General Long-Term Debt		
\$ 120,010	\$	\$	\$ 204,208	\$	\$	\$ 120,010	
					38,375	324,388	
					162,422	38,375	
					480,789	362,403	
						845,188	
				1,667,910		1,667,910	
	212,824	58,462				443,281	
	252,824	58,462		1,667,910		2,138,611	
	\$ 475,614	\$ 116,922	\$ 204,208	\$ 1,667,910	\$ 480,789	\$ 2,961,459	

LIABILITIES AND FUND EQUITY

Liabilities:
Accounts payable
Due to taxing bodies and others
Compensated absences payable
Contributions of individuals payable
Total liabilities
Equity and other credits:
Investments in general fund assets
Fund balances:
Unreserved, undesignated
Total equity and other credits
Total Liabilities and Fund Equity

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

ALL GOVERNMENTAL FUND TYPES
Combined Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended June 30, 1998

	General Fund	Special Revenue Fund	Total (Memorandum Only)
REVENUES			
Ad valorem taxes	\$ 873,315	\$	\$ 873,315
Sales tax	1,711,940		1,711,941
Licenses and permits	1,682		1,682
Intergovernmental revenue:			
Federal grants	123,250	51,460	174,710
State grants:			
State revenue sharing	124,856		124,856
State supplemental pay	171,528		171,528
Other state grants	67,304		67,104
Drug seizure forfeitures		5,079	5,079
Fees, charges, and commissions			
for services:			
Courts/committees	253,571		253,571
Civil and criminal fees	87,990		87,990
Court attendance	6,795		6,795
Transporting prisoners	19,855		19,855
Feeding and keeping prisoners	334,728		334,728
Fines and forfeitures	61,852		61,852
Interest	25,579	2,160	27,742
Miscellaneous	123,799		123,799
Total revenues	<u>3,586,332</u>	<u>58,732</u>	<u>4,085,064</u>
EXPENDITURES			
Current:			
Personnel services and benefits	2,555,794	5,468	2,555,794
Operating services	486,494		486,494
Contracted services	145,693		145,693
Material and supplies	521,135	16,418	537,553

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

ALL GOVERNMENTAL FUND TYPES
Combined Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended June 30, 1998

	General Fund	Special Revenue Fund	Total (Miscellaneous Fund)
EXPENDITURES(Cont'd)			
Current:			
Continuing education	\$ 70,480	\$ 470	\$ 70,950
Miscellaneous	15,204		15,204
Debt service-principal	130,296		130,296
Debt service-interest	12,972		12,972
Capital outlay	<u>328,143</u>	<u>24,581</u>	<u>352,724</u>
Total expenditures	<u>4,336,732</u>	<u>47,221</u>	<u>4,383,953</u>
Excess (deficiency) of revenues over expenditures	<u>(264,363)</u>	<u>11,460</u>	<u>(252,903)</u>
OTHER FINANCING SOURCES			
Proceeds of certificates of indebtedness	197,820		197,820
Sale on fixed assets	<u>7,434</u>		<u>7,434</u>
Total other financing sources	<u>205,254</u>	<u>---</u>	<u>205,254</u>
Excess of revenues and other sources over expenditures and other uses	<u>(49,109)</u>	<u>11,460</u>	<u>(37,649)</u>
Fund balance at beginning of year	<u>389,936</u>	<u>71,537</u>	<u>461,473</u>
Fund balance at end of year	\$ <u>340,827</u>	\$ <u>83,002</u>	\$ <u>423,829</u>

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1998

	Budget	Actual	Variance- Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$ 868,800	\$ 873,315	\$ 4,515
Sales tax	1,658,800	1,711,940	53,140
Licenses and permits		1,082	1,082
Inter-governmental revenues:			
Federal grant		123,250	123,250
State grants:			
State revenue sharing	124,000	124,016	16
State supplemental pay	170,000	171,528	1,528
Other state grants		63,304	63,304
Fees, charges, and commissions for services:			
Commissions	340,000	253,571	(86,429)
Civil and criminal fees	280,000	87,586	(192,414)
Court attendance		6,785	6,785
Transporting prisoners		19,835	19,835
Feeding and keeping prisoners	324,000	324,728	728
Fines and forfeitures		61,852	61,852
Interest		25,579	25,579
Miscellaneous	120,000	123,260	3,260
Total revenues	<u>3,827,000</u>	<u>3,986,332</u>	<u>159,332</u>
EXPENDITURES			
Current:			
Personnel services and benefits	2,500,000	2,550,204	(50,204)
Operating services		666,494	(666,494)
Contractual services	100,000	145,693	(45,693)
Materials and supplies	900,000	921,135	(21,135)

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

GENERAL FUNDS

Statement of Revenues, Expenditures, and Changes in Fund Balance
 Budget (GAAP Basis) and Actual
 For the Year Ended June 30, 1988

	Budget	Actual	Variance Favorable (Unfavorable)
EXPENDITURES (cont'd)			
Current:			
Continuing education	\$ 66,000	\$ 79,498	\$ (13,498)
Miscellaneous		15,204	(15,204)
Debt service - principal	134,000	120,298	9,704
Debt service - interest	13,000	12,972	2,028
Capital outlay	369,000	328,143	(28,143)
Total expenditures	<u>4,058,000</u>	<u>4,230,213</u>	<u>(173,222)</u>
Excess (deficiency) of revenues over expenditures	<u>(228,000)</u>	<u>(244,292)</u>	<u>(16,292)</u>
OTHER FINANCING SOURCES			
Proceeds of sale/lease of installments	197,829	197,829	
Sale of fixed assets		7,434	7,434
Total other financing sources	<u>197,829</u>	<u>205,263</u>	<u>7,434</u>
Excess of revenues and other sources over expenditures and other uses	(36,171)	(79,022)	(8,961)
Fund balance at beginning of year	<u>398,035</u>	<u>389,014</u>	<u>—</u>
Fund balance at end of year	<u>\$ 361,864</u>	<u>\$ 309,992</u>	<u>\$ (8,961)</u>

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

SPECIAL REVENUE FUND
(Washington Parish Drug Task Force)

Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Intergovernmental revenue:			
Federal grant	\$ 45,000	\$ 51,459	\$ 6,459
Drug seizure forfeitures	3,000	5,075	75
Interest	<u>2,000</u>	<u>2,163</u>	<u>163</u>
Total revenues	<u>\$ 50,000</u>	<u>\$ 58,712</u>	<u>\$ 8,712</u>
EXPENDITURES			
Current:			
Salaries and benefits	3,000	5,400	(2,400)
Miscellaneous supplies	14,000	16,418	(2,418)
Educational expenses	500	433	67
Capital outlay	<u>33,500</u>	<u>24,961</u>	<u>8,539</u>
Total expenditures	<u>\$ 51,000</u>	<u>\$ 47,212</u>	<u>\$ 3,788</u>
Excess (deficiency) of revenues over expenditures	—	11,400	11,400
Fund balance at beginning of year	<u>56,888</u>	<u>73,537</u>	<u>16,649</u>
Fund balance at end of year	<u>\$ 56,888</u>	<u>\$ 84,937</u>	<u>\$ 28,049</u>

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

Notes to the General-Purpose Financial Statements
For the Year Ended June 30, 1998

INTRODUCTION

As provided by Article V, Section 27 of 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, and serving subpoenas.

As the chief law enforcement officer of the parish, the sheriff has the responsibility for enforcing state and local laws and ordinances within the territorial boundaries of the parish. The sheriff provides protection to the residents of the parish through on-site patrols and investigations and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. In addition, when requested, the sheriff 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, sporting licenses, and fines, costs, and bond forfeitures imposed by the district court.

In addition, the sheriff was selected by the Washington Parish Sales and Use Tax Constitutional Commission to collect all sales and use taxes (except auto dealers) in Washington Parish beginning July 1, 1996.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Washington Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

WASHINGTON PARISH SHERIFF

Funklinon, Louisiana

Notes to the General-Purpose Financial Statements (Continued)

B. REPORTING ENTITY

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Washington 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
 - 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 provides certain physical facilities and pays certain operating expenditures, the sheriff was determined to be a component unit of the Washington 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.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana
Notes to the General-Purpose Financial Statements (Continued)

C. 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the sheriff are classified into two categories: governmental and fiduciary (Agency Funds). These funds are described as follows:

Governmental Funds

Governmental funds are used to account for all or most of the sheriff's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

1. **General Fund** -- is provided by Louisiana Revised Statute 13:5422, and 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 sales tax and an ad valorem tax levied by the law enforcement district. Other sources of revenue include contributions 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.
2. **Special revenue funds** -- account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana
Notes to the General-Purpose Financial Statements (Continued)

Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from these 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.

II. 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 General Fund is accounted for using a flow of current financial resources measurement focus. The accompanying general-purpose financial statements have been prepared on the modified accrual basis of accounting, (except for the fiduciary funds, which are prepared on the cash basis of accounting). The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1593 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

Sales and use taxes are recognized as revenues when collected by the merchant.

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

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

In accordance with the above criteria, fees, charges, and commissions for services and intergovernmental revenues are considered susceptible to accrual at year-end.

WASHINGTON PARISH SHERIFF

Franklin, Louisiana

Notes to the General-Purpose Financial Statements (Continued)

Expenditures

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

Other Financing Sources (Uses)

Proceeds from the sale of fixed assets are accounted for as other financing sources when received. Fixed assets acquired through capital leases are recorded as expenditures and other financing sources at the time of acquisition. Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) when the transfer is authorized by the sheriff.

E. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from these estimates.

F. BUDGET PRACTICES

The proposed budgets were prepared on the modified accrual basis of accounting, and were legally adopted as follows:

	Year ending 6/30/98
Published in official journal	
General Fund	6/23/97
Drug Task Force	6/23/97
Public hearing for comments from taxpayers	
General Fund	6/23/97
Drug Task Force	6/23/97

The budgets were amended as necessary.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balances.

WASHINGTON PARISH SHERIFF

Franklinton, Louisiana

Notes to the General-Purpose Financial Statements (Continued)

Neither accrual-basis accounting, nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are made. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Under state law, the sheriff may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

H. FIXED ASSETS

Fixed assets are recorded at expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

I. COMPENSATED ABSENCES

The sheriff's department adopted the following policy regarding vacation and sick leave effective January 1, 1996, and was amended effective August 15, 1997.

Vacation: pay does not accumulate, but is paid on termination.

8 hour workers - 80 hours per calendar year

12 hour workers - 84 hours per calendar year

Sick leave: does accumulate without limitation, but is not paid on termination.

8 hour worker - 80 hours per calendar year

12 hour worker - 84 hours per calendar year

WASHINGTON PARISH SHERIFF

Franklin, Louisiana

Notes to the General-Purpose Financial Statements (Continued)

A. LONG-TERM DEBT

Long-term debt expected to be financed from the General Fund are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term debt are recognized in the General Fund when due.

K. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only 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.

2. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes:

	Levied Millage	Expiration Date
General operations	02.90	Indefinite

3. SALES AND USE TAX

On October 3, 1992, the voters of Washington Parish approved (for an indefinite period) a 5/100 sales tax to be effective January 1, 1993. The sales and use tax was collected and remitted to the sheriff by an independent collecting agent for a monthly fee for the year ended June 30, 1996. Beginning July 1, 1996 the sheriff began collecting the tax as the central sales tax collection agency for Washington Parish. The net proceeds of the tax are dedicated to the following exclusive uses:

- Forty (40) percent to the salaries of criminal law enforcement deputies.
- Twenty (20) percent to the support of criminal law enforcement deputies, including the hiring and training of additional criminal law enforcement personnel, consisting of criminal patrol deputies, juvenile officers, burglary and narcotics detectives.

WASHINGTON PARISH SHERIFF

Franklin, Louisiana

Notes to the General Purpose Financial Statements (Continued)

- Forty (40) percent to the purchase, maintenance and support of law-enforcement vehicles and equipment.

The sheriff is required to publish semi-annually, in the official parish journal, an accounting of the actual expenditures.

4. CASH AND CASH EQUIVALENTS

At June 30, 1998, the sheriff had cash and cash equivalents (bank balances) totaling \$532,961.

These deposits are stated at cost, which approximates market. Under state law, time 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 deposits with the fiscal agent. 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. At June 30, 1998, the Sheriff had \$473,329 in deposits (collected bank balances). These deposits were secured from risk by \$180,080 of federal deposit insurance and \$1,032,417 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

5. OTHER RECEIVABLES

The following is a summary of the other receivables at June 30, 1998:

<u>Class of Receivable</u>	<u>General Fund</u>
Intergovernmental -	
Federal	\$ 13,862
State	70,110
Local	93,668
Other	<u>32,965</u>
Total	<u>\$ 150,535</u>

WASHINGTON PARISH SHERIFF
 Franklinton, Louisiana
 Notes to the General-Purpose Financial Statements (Continued)

6. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance July 1, 1997	Additions	Deletions	Balance June 30, 1998
Vehicles	\$ 914,954	\$ 279,881	\$	\$1,194,835
Office furniture and equipment	146,567	11,999	_____	158,566
Other	267,845	46,569	_____	314,414
Total	\$1,329,366	\$338,449	\$_____	\$1,667,815

7. PENSION PLAN

Plan Description. Substantially all employees of the Washington Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a cost-sharing, a 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 18 or older 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.

Service earned before 1989 is computed as follows:

12 years, but less than 15 years -	21 2/3% per year
15 years, but less than 20 years -	21 2/3% per year
20 or more years	- 3% per year

Service earned 1989 and after is computed as follows (effective July 1, 1995):

12 years, but less than 15 years -	21 2/3% per year
15 years, but less than 20 years -	3% per year
20 or more years	- 3 1/2% per year

WASHINGTON PARISH SHERIFF
Franklin, Louisiana
Notes to the General-Purpose Financial Statements (Continued)

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 35 consecutive or jointed 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 50 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 71220, or by calling (318) 362-3191.

Funding Policy. Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the Washington Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0 percent of annual covered payroll. Contributions to the 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 Washington Parish Sheriff are established and may be amended by state statute. As provided by R. S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Washington Parish Sheriff's contributions to the System for the years ending June 30, 1998, 1993, and 1990, were \$1,623, \$96,518, and \$85,315, respectively, equal to the required contributions for each year.

B. LONG-TERM LOAN

On March 21, 1996, the Washington Parish Law Enforcement District received permission from the Louisiana Bond Commission to incur debt and borrow an amount not to exceed in the aggregate the sum of \$1,000,000, at an interest rate not to exceed 7½ per annum, to be repaid June 30, 2000.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana
Notes to the General-Purpose Financial Statements (Continued)

The following is a summary of the loan transactions for the year ended June 30, 1998:

Balance July 1, 1997	\$ 284,872
Amounts borrowed	197,829
Amounts paid	<u>120,796</u>
Balance June 30, 1998	\$ 361,895

9. COMPENSATED ABSENCES

Employees of the sheriff's department had accumulated accrued vacation benefits of \$18,375 at June 30, 1998. The benefits were computed in accordance with GASB Codification Section 260. The accumulated benefits are recorded within the general long-term debt account group.

10. JOINT VENTURE

The Sheriff of Washington Parish together with the City of Bogalusa Police Department comprise the Washington Parish Drug Task Force, which was created to combat drug problems in their joint jurisdictions. The operations of the task force are funded by federal grants from the United States Department of Justice through the Louisiana Commission on Law Enforcement and Administration of Criminal Justice, together with contributions from the two law enforcement agencies.

11. LITIGATION AND CLAIMS

At June 30, 1998, the sheriff is involved in a number of lawsuits. In the opinion of the sheriff's legal counsel, resolution of these lawsuits would not create a liability to the sheriff in excess of insurance coverage.

RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT • CERTIFIED GOVERNMENT FINANCIAL MANAGER

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS**

**Honorable Doree Blair
Washington Parish Sheriff
Franklin, Louisiana**

I have audited the financial statements of Washington Parish Sheriff as of and for the year ended June 30, 1998, and have issued my report thereon dated October 21, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Washington 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 statement 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 Washington 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.

This report is intended for the information of the Washington Parish Sheriff and the office of the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.



Certified Public Accountant

Bogalusa, Louisiana
October 21, 1998

SUPPLEMENTAL INFORMATION

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULE
As of and for the Year Ended June 30, 1998

FEEDUARY FUND TYPE - AGENCY FUNDS

SHERIFF'S FUND:

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments. It also 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. A separate audit report of this fund can be obtained from the sheriff's office.

SALES TAX COLLECTOR FUND:

The sheriff was selected by the Washington Parish Sales and Use Tax Certification Commission to collect all sales and use taxes (except auto dealers) in Washington Parish beginning July 1, 1996. This fund accounts for the collection of these taxes and the remittance thereof to the various taxing bodies. A separate audit report of this fund can be obtained from the sheriff's office.

BOND FUND:

The Bond Fund accounts for the collection of such bonds and payment of these collections to the eligible recipients in accordance with applicable laws.

INMATE FUND:

The Inmate Fund accounts for individual prisoner account balances. Funds are deposited in the name of the prisoner and payable upon request. Balances in the individual prisoner accounts are returned upon completion of their jail sentence.

CANTIER FUND:

The Cantier Fund account is for sales of snacks, cold drinks, personal care items, etc. to prisoners. Profits are, generally, used for jail operational expenditures.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

FIDUCIARY FUNDS - AGENCY FUNDS

Combining Balance Sheet

June 30, 1998

	Balance July 1, 1997	Additions	Deductions	Balance June 30, 1998
Sheriff's Fund				
ASSETS				
Cash and cash equivalents	\$ 13,805	\$ 591,432	\$ 588,248	\$ 16,989
LIABILITIES				
Due to taxing bodies and others	\$ 13,805	\$ 591,432	\$ 588,248	\$ 16,989
Tax Collector Agency Fund				
ASSETS				
Cash and cash equivalents	\$ 71,868	\$ 9,813,127	\$ 9,813,633	\$ 77,254
LIABILITIES				
Due to taxing bodies and others	\$ 71,868	\$ 9,813,127	\$ 9,813,633	\$ 77,254
Sales Tax Collector Agency Fund				
ASSETS				
Cash and cash equivalents	\$ _____	\$ 12,092,268	\$ 12,092,083	\$ 7,185
LIABILITIES				
Due to taxing bodies and others	\$ _____	\$ 12,092,268	\$ 12,092,083	\$ 7,185
Bond Fund				
ASSETS				
Cash and cash equivalents	\$ 170,648	\$ 257,595	\$ 228,434	\$ 199,811
LIABILITIES				
Due to taxing bodies and others	\$ 170,648	\$ 257,595	\$ 228,434	\$ 199,811

(Continued)

See accompanying auditor's report.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

FIDUCIARY FUNDS - AGENCY FUNDS
Comparing Balance Sheet
June 30, 1998

	Balance July 1, 1997	Additions	Deductions	Balance June 30, 1998
Investor Fund				
ASSETS				
Cash and cash equivalents	\$ 1,582	\$ 113,645	\$ 102,736	\$ 5,328
LIABILITIES				
Due to taxing bodies and others	\$ 1,582	\$ 113,645	\$ 102,736	\$ 5,328
Centers Fund				
ASSETS				
Cash and cash equivalents	\$ 20,829	\$ 76,731	\$ 73,612	\$ 48,128
LIABILITIES				
Due to taxing bodies and others	\$ 20,829	\$ 76,731	\$ 73,612	\$ 18,738
Total				
ASSETS				
Cash and cash equivalents	\$ 280,902	\$ 22,188,612	\$ 22,123,123	\$ 224,188
LIABILITIES				
Due to taxing bodies and others	\$ 280,902	\$ 22,188,612	\$ 22,123,123	\$ 224,188

(Continued)

See accompanying auditor's report.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

SCHEDULE OF FINDINGS
For the Year Ended June 30, 1998

I have audited the financial statements of the Washington Parish Sheriff as of and for the year ended June 30, 1998, and have issued my report thereon dated October 21, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Governance Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 1998 resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Compliance

Compliance Material to Financial Statements Yes No

Section II - Financial Statement Findings

No current year findings were noted.

WASHINGTON PARISH SHERIFF
Franklin, Louisiana

SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 1998

Section I Internal Control and Compliance Material to the Financial Statements	
W-1 Bid Law - All sheriff employees involved in the procurement process should become familiar with and comply with the public bid law.	Resolved, no current year findings were noted.