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**TANGIPAHOA PARISH SHERIFF  
AMITE, LOUISIANA**

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**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 1999**

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 Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date FEB 09 2000

TANGIPAHOA PARISH SHERIFF  
AMITE, LOUISIANA

General Purpose Financial Statements  
With Supplemental Information Schedules  
As of and For the Year Ended June 30, 1999

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TANGIPAHOA PARISH SHERIFF  
AMITE, LOUISIANA

General Purpose Financial Statements  
With Supplemental Information Schedules  
As of and For the Year Ended June 30, 1999

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TANGIPAHOA PARISH SHERIFF  
AMITE, LOUISIANA

General Purpose Financial Statements  
With Supplemental Information Schedules  
As of and For the Year Ended June 30, 1999

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Sheriff, J. Edward Layrisson  
Parish of Tangipahoa  
Amite, Louisiana

We have audited the accompanying general purpose financial statements of the Tangipahoa Parish Sheriff, a component unit of the Tangipahoa Parish Council as of and for the year ended June 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Tangipahoa Parish Sheriff. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our 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 we 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. We believe that our audit provides a reasonable basis for our opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. The Tangipahoa Parish Sheriff has included such disclosures in Note 15. 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. Accordingly, insufficient audit evidence exists to support the Tangipahoa Parish Sheriff's disclosures with respect to the year 2000 issue made in Note 15. Further, we do not provide assurance that the Tangipahoa Parish Sheriff is or will be successful in whole or in part, or that parties with which the Tangipahoa Parish Sheriff does business will be year 2000 ready.


In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Tangipahoa Parish Sheriff, as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 7, 1999, on our consideration of the Tangipahoa Parish Sheriff's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts and grants.

**BRUCE HARRELL & CO.**  
CERTIFIED PUBLIC ACCOUNTANTS  
A Professional Accounting Corporation

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Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the Tangipahoa Parish Sheriff taken as a whole. The combining and individual fund and account group financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Tangipahoa Parish Sheriff. Also, the accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the general purpose financial statements of the Tangipahoa Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

  
Bruce Harrell and Company, CPAs  
A Professional Accounting Corporation

Kentwood, Louisiana  
December 7, 1999

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

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

	Governmental Fund Types			Fiduciary Fund Type
	General	Special Revenue	Debt Service	Trust and Agency
<b>ASSETS AND OTHER DEBITS</b>				
Assets:				
Cash and Cash Equivalents	\$ 253,519	\$ 93,130	\$ 40,530	\$ 532,410
Other Receivables	9,784	150	-	-
Prepaid Insurance	74,844	-	-	-
Inventories	12,469	-	-	-
Due From Other Funds	96,443	-	-	37,570
Due From Other Governments	580,930	12,874	-	-
Fixed Assets	-	-	-	-
Other Debits - Amount to be Provided for Retirement of General Long-term Debt	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 1,027,989</b>	<b>\$ 106,154</b>	<b>\$ 40,530</b>	<b>\$ 569,980</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>				
Liabilities:				
Accounts Payable	\$ 196,790	\$ 11,734	\$ -	\$ -
Accrued Vacation Payable	81,795	-	-	-
Payroll Withholdings Payable	38,886	-	-	-
Due to Other Funds	14,604	13,125	-	106,284
Due to Taxing Bodies and Others	-	8,334	-	403,159
Deferred Revenue	453,441	-	-	-
Lease Payables	-	-	-	-
Bonds Payable	-	-	-	-
<b>Total Liabilities</b>	<b>785,516</b>	<b>33,193</b>	<b>-</b>	<b>509,443</b>
Equity and Other Credits:				
Investment in General Fixed Assets	-	-	-	-
Fund Balance				
Reserved	87,314	41,341	40,530	60,537
Unreserved	155,159	31,620	-	-
<b>Total Equity and other credits</b>	<b>242,473</b>	<b>72,961</b>	<b>40,530</b>	<b>60,537</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 1,027,989</b>	<b>\$ 106,154</b>	<b>\$ 40,530</b>	<b>\$ 569,980</b>

The accompanying notes are an integral part of these statements.

Statement A

Account Groups		
General Fixed Assets	General Long-term Debt	Total (Memorandum Only)
\$ -	\$ -	\$ 919,589
-	-	9,934
-	-	74,844
-	-	12,469
-	-	134,013
-	-	593,804
2,786,382	-	2,786,382
-	1,403,078	1,403,078
<u>\$ 2,786,382</u>	<u>\$ 1,403,078</u>	<u>\$ 5,934,113</u>
\$ -	\$ -	\$ 208,524
-	-	81,795
-	-	38,886
-	-	134,013
-	-	411,493
-	-	453,441
-	33,078	33,078
-	1,370,000	1,370,000
-	1,403,078	2,731,230
2,786,382	-	2,786,382
-	-	229,722
-	-	186,779
<u>2,786,382</u>	<u>-</u>	<u>3,202,883</u>
<u>\$ 2,786,382</u>	<u>\$ 1,403,078</u>	<u>\$ 5,934,113</u>

The accompanying notes are an integral part of these statements.



**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

Statement B

**Combined Statement of Revenues, Expenditures and Changes in Fund  
Balances - All Governmental Fund Types and Expendable Trust Fund  
Year Ended June 30, 1999**

	Governmental Fund Types			Fiduciary Fund Type	Total (Memorandum Only)
	General	Special Revenue	Debt Service	Expendable Trust	
<b>REVENUES</b>					
Taxes - Ad Valorem	\$ 3,215,906	\$ -	\$ -	\$ -	3,215,906
Intergovernmental:					
Federal Grants	553,961	84,540	-	-	638,501
State Grants:					
State Revenue Sharing	285,288	-	-	-	285,288
State Supplemental Pay	440,444	-	-	-	440,444
Fee Charges & Commissions for Services:					
Civil and Court Fees	605,600	-	-	-	605,600
Court Attendance	7,792	-	-	-	7,792
Security Guard Service	317,576	-	-	-	317,576
Transportation of Prisoners	159	-	-	-	159
Feeding and Keeping of Prisoners	3,579,061	-	-	240,643	3,819,704
Commissions on State Revenue Sharing	263,421	-	-	-	263,421
Commissions From Tax Collector Services	236,079	-	-	-	236,079
Video Poker	229,416	-	-	-	229,416
Pay Phone	123,664	-	-	-	123,664
Interest Earned	92,284	3,522	-	5,287	101,093
Seized Assets	8,190	110,832	-	-	119,022
Local Match	-	28,180	-	-	28,180
Miscellaneous	250,256	7,000	-	16,253	273,509
<b>TOTAL REVENUES</b>	<u>10,209,097</u>	<u>234,074</u>	<u>-</u>	<u>262,183</u>	<u>10,705,354</u>
<b>EXPENDITURES</b>					
Public Safety:					
Salaries	5,904,536	103,000	-	-	6,007,536
Employee Benefits	1,152,889	-	-	-	1,152,889
Office Expenditures	276,367	-	-	-	276,367
Law Enforcement	1,978,212	130,452	-	184,224	2,292,888
Professional Services	127,676	-	-	-	127,676
Interest	81,270	-	-	-	81,270
Miscellaneous	210,927	-	-	33,609	244,536
Capital Outlays	150,246	2,515	-	-	152,761
Debt Service:					
Principal Retirement	85,057	-	180,000	-	265,057
Interest	4,254	-	92,940	-	97,194
<b>TOTAL EXPENDITURES</b>	<u>9,971,434</u>	<u>235,967</u>	<u>272,940</u>	<u>217,833</u>	<u>10,698,174</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>237,663</u>	<u>(1,893)</u>	<u>(272,940)</u>	<u>44,350</u>	<u>7,180</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfers In	83,494	-	267,000	-	350,494
Operating Transfers Out	(267,000)	-	-	(75,022)	(342,022)
Sale of Fixed Assets	35,072	-	-	-	35,072
Proceeds from Capital Leases	12,940	-	-	-	12,940
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(135,494)</u>	<u>-</u>	<u>267,000</u>	<u>(75,022)</u>	<u>56,484</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER (USES)</b>	102,169	(1,893)	(5,940)	(30,672)	63,664
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>140,304</u>	<u>74,854</u>	<u>46,470</u>	<u>91,209</u>	<u>352,837</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 242,473</u>	<u>\$ 72,961</u>	<u>\$ 40,530</u>	<u>\$ 60,537</u>	<u>\$ 416,501</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

Statement C

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

	GENERAL FUND			SPECIAL REVENUE FUND		
	Budget	Actual	Variance- Favorable (Unfavorable)	Budget	Actual	Variance- Favorable (Unfavorable)
<b>REVENUES</b>						
Taxes - Ad Valorem	\$ 3,170,500	\$ 3,215,906	\$ 45,406	\$ -	\$ -	\$ -
Intergovernmental:						
Federal Grants	837,318	553,961	(283,357)	84,540	84,540	-
State Grants:						
State Revenue Sharing	255,000	285,288	30,288	-	-	-
State Supplemental Pay	430,000	440,444	10,444	-	-	-
Fee Charges and Commissions for Services:						
Civil and Court Fees	625,000	605,600	(19,400)	-	-	-
Court Attendance	8,000	7,792	(208)	-	-	-
Security Guard Service	511,000	317,576	(193,424)	-	-	-
Transportation of Prisoners	26,000	159	(25,841)	-	-	-
Feeding and Keeping of Prisoners	3,549,000	3,579,061	30,061	-	-	-
Commissions on State Revenue Sharing	359,500	263,421	(96,079)	-	-	-
Commissions from Tax Collector Services	214,000	236,079	22,079	-	-	-
Video Poker	272,000	229,416	(42,584)	-	-	-
Pay Phone	130,000	123,664	(6,336)	-	-	-
Interest Earned	105,108	92,284	(12,824)	2,000	3,522	1,522
Seized Assets	15,000	8,190	(6,810)	110,000	110,832	832
Local Match	-	-	-	28,180	28,180	-
Miscellaneous	217,250	250,256	33,006	7,000	7,000	-
<b>TOTAL REVENUES</b>	<u>10,724,676</u>	<u>10,209,097</u>	<u>(515,579)</u>	<u>231,720</u>	<u>234,074</u>	<u>2,354</u>
<b>EXPENDITURES</b>						
Public Safety:						
Salaries	6,208,000	5,904,536	303,464	103,000	103,000	-
Employee Benefits	1,046,000	1,152,889	(106,889)	-	-	-
Office Expenditures	252,500	276,367	(23,867)	-	-	-
Law Enforcement	2,086,840	1,978,212	108,628	130,513	130,452	61
Professional Services	140,000	127,676	12,324	-	-	-
Interest	63,000	81,270	(18,270)	-	-	-
Miscellaneous	287,000	210,927	76,073	-	-	-
Capital Outlay	311,000	150,246	160,754	2,520	2,515	5
Debt Service:						
Principal	90,000	85,057	4,943	-	-	-
Interest	7,000	4,254	2,746	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>10,491,340</u>	<u>9,971,434</u>	<u>519,906</u>	<u>236,033</u>	<u>235,967</u>	<u>66</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>233,336</u>	<u>237,663</u>	<u>4,327</u>	<u>(4,313)</u>	<u>(1,893)</u>	<u>2,420</u>
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating Transfer In	134,000	83,494	(50,506)	-	-	-
Operating Transfer Out	(283,000)	(267,000)	16,000	-	-	-
Sale of Fixed Assets	50,000	35,072	(14,928)	-	-	-
Bad Debts	-	-	-	-	-	-
Proceeds From Capital Leases	-	12,940	12,940	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(99,000)</u>	<u>(135,494)</u>	<u>(36,494)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER (USES)</b>	<u>134,336</u>	<u>102,169</u>	<u>(32,167)</u>	<u>(4,313)</u>	<u>(1,893)</u>	<u>2,420</u>
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<u>140,304</u>	<u>140,304</u>	<u>-</u>	<u>74,854</u>	<u>74,854</u>	<u>-</u>
<b>FUND BALANCE, END OF YEAR</b>	<u>\$ 274,640</u>	<u>\$ 242,473</u>	<u>\$ (32,167)</u>	<u>\$ 70,541</u>	<u>\$ 72,961</u>	<u>\$ 2,420</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

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

**INTRODUCTION**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four-year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, and serving subpoenas.

As chief law enforcement officer of the parish, the sheriff has the responsibility of 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, fines, costs, and bond forfeitures imposed by the district court.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying general purpose financial statements of the Tangipahoa 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.

**B. REPORTING ENTITY**

The sheriff is an independent elected official; however, the sheriff is fiscally dependent on the Tangipahoa Parish Council. The council maintains and operates the parish courthouse in which the sheriff's office is located. Because the sheriff is fiscally dependent on the council, the sheriff was determined to be a component unit of the Tangipahoa Parish Council, 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 council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**C. FUND ACCOUNTING**

The sheriff uses funds and account groups to report on its financial position and the results of 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.

**Tangipahoa Parish Sheriff**  
**Amite, Louisiana**  
**Notes to the Financial Statements(Continued)**

Funds of the sheriff are classified into two fund types and four generic funds. These funds are described as follows:

**Governmental Fund Types**

These are the funds through which most governmental functions typically are financed. The funds included in this category are as follows:

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the sheriff's office and accounts for the operations of the sheriff's office. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

**Special Revenue Fund**

The Special Revenue Fund is established to account for the proceeds of specific revenue sources other than special assessments, expendable trust, or major capital projects that are legally restricted to expenditures for specified purposes.

**Debt Service Fund**

The Debt Service Fund is established to account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.

**Fiduciary Fund Type**

These funds account for assets held by the sheriff as a trustee or agent for individuals, private organizations, and other governmental units. These funds are as follows:

**Expendable Trust and Agency Funds**

The Expendable Trust and Agency Funds are used as depositories for collection of civil suits, cash bonds, taxes, fees, et cetera. Deductions from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. The Expendable Trust and Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**D. 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 measurements made, regardless of the

**Tangipahoa Parish Sheriff**  
**Amite, Louisiana**  
**Notes to the Financial Statements(Continued)**

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 Tax Collector Agency Fund, which is prepared on the cash basis of accounting, which approximates the modified accrual basis of accounting). The General Fund uses the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January and February of the fiscal year. Commissions earned from the related State Revenue Sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed.

Intergovernmental revenues are recorded when the sheriff is entitled to the funds.

Substantially all other revenues are recorded when received.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is prepaid insurance premiums, billed and paid in advance, which are amortized over the life of the policy.

**Other Financing Sources (Uses)**

Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized 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. BUDGET PRACTICES**

The proposed budget for 1999 was made available for public inspection on June 15, 1998. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal 14 days prior to the public hearing, which was held at the Tangipahoa Parish Sheriff's office on June 29, 1998, for comments from taxpayers. The budget is legally adopted and amended, as necessary, by the sheriff.

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.

Encumbrance accounting is not used. However, formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**Tangipahoa Parish Sheriff**  
**Amite, Louisiana**  
**Notes to the Financial Statements(Continued)**

**F. CASH AND CASH EQUIVALENTS AND INVESTMENTS**

Cash includes amounts in demand deposits and interest bearing demand deposit accounts. Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal office in Louisiana. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

Investments are limited by Louisiana RS 33:2955 and the Sheriff's investment policy. If the original maturities of investments exceed ninety days, they are classified as investments; however, if the original maturities are ninety days or less, they are classified as cash equivalents.

The Sheriff maintains some investments in the Louisiana Asset Management Pool (LAMP), a non-profit corporation formed by an initiative of the state treasurer and organized under the laws of Louisiana to operate as a local government investment pool. LAMP invests its assets only in securities and other obligations permissible under Louisiana law for local governments.

LAMP is an external investment pool that is not registered with the SEC as an investment company, but nevertheless operates in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. GASB-31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, requires the reporting of investment positions in 2a7-like pools (such as LAMP) be based on the pool's share price.

**G. INVENTORY**

Inventory at June 30, 1999, consists of commodities received from the United States Department of Agriculture (USDA) through the Louisiana Department of Agriculture and Forestry, as provided by the Food Distribution Program (CFDA 10.550). Inventory items are valued at unit prices established by the USDA and are recorded as expenditures under the purchase method using the first-in, first-out (FIFO) cost flow assumption. Reported inventory is equally offset by a fund balance reserve that implicates it does not constitute available spendable resources even though it is a component of net current assets.

**II. FIXED ASSETS**

Fixed assets are recorded as 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 council 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 or estimated cost if historical cost is not available.

**I. COMPENSATED ABSENCES**

The sheriff's office has the following policy relating to vacation and sick leave:

All regular employees of the sheriff's office earn one day of vacation leave and one day of sick leave each month. Vacation leave may be accumulated up to five days a year. Sick leave may be accumulated; however, upon resignation or retirement, unused sick leave lapses.

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund. At June 30, 1999, the employees of the sheriff had accumulated and vested \$81,795 in vacation leave privileges.

**J. LONG-TERM OBLIGATIONS**

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

**K. FUND EQUITY**

**Reserves**

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

**L. 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:

	Authorized	Levied	Expiration
	<u>Millage</u>	<u>Millage</u>	<u>Date</u>
Sheriff Operational	7.80	7.80	N/A
Law Enforcement	10.26	10.26	12/31/01

**3. CASH, CASH EQUIVALENTS AND INVESTMENTS**

At June 30, 1999, the sheriff has cash and cash equivalents (book balances) totaling \$919,589, as follows:

Demand deposits	\$ 1,200
Interest bearing demand deposits	888,192
LAMP	30,197
Total	<u><u>\$ 919,589</u></u>

**Tangipahoa Parish Sheriff**  
**Amite, Louisiana**  
**Notes to the Financial Statements(Continued)**

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. 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, 1999, the sheriff has \$2,145,499 in deposits (collected bank balances). These deposits are secured from risk by \$119,270 of federal deposit insurance and \$2,026,229 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, 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.

At June 30, 1999, all investments held by the sheriff are classified as cash equivalents.

**4. RECEIVABLES**

The receivables of \$9,934 at June 30, 1999, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Special Revenue</u>	<u>Tax Collector</u>	<u>Total</u>
Due from Others	<u>\$ 9,784</u>	<u>\$ 150</u>	<u>\$ -</u>	<u>\$ 9,934</u>

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

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

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General	\$ 96,443	\$ 14,604
Special Revenue	-	13,125
Bond	-	32,664
Civil	-	33,834
Inmate Asset	14,604	23,703
Inmate Council	22,966	-
Tax Collector	-	16,083
Total	<u>\$ 134,013</u>	<u>\$ 134,013</u>



**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

**6. DUE FROM OTHER GOVERNMENTS**

The individual balances due the General and Special Revenue Funds from other governmental units at June 30, 1999, are as follows:

	General Fund	Special Revenue Fund	Total
United States:			
Social Security Administration	\$ 3,000	\$ -	\$ 3,000
Immigration and Naturalization Service	162,058	-	162,058
U.S. Marshall	85,451	-	85,451
DEA	1,453	-	1,453
State of Louisiana:			
Lallie Kemp	14,336	-	14,336
CET Environmental	457	-	457
Department of Corrections	183,077	-	183,077
Commission on Law Enforcement	35,689	12,874	48,563
Video Poker	48,698	-	48,698
Welfare Department	2,366	-	2,366
Tangipahoa Parish :			
Parish Council	35,273	-	35,273
School Board	1,687	-	1,687
Judges	4,886	-	4,886
Other Governmental Units	2,499	-	2,499
Total	<u>\$580,930</u>	<u>\$ 12,874</u>	<u>\$593,804</u>

**7. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Balance July 1, 1998	Additions	Deletions	Balance June 30, 1999
Vehicles	\$1,642,882	\$ 53,526	\$ 90,251	\$ 1,606,157
Office furniture and equipment	143,177	22,005	21,310	143,872
Law enforcement weapons & equipment	893,930	75,348	33,057	936,221
Data processing equipment	100,077	1,882	1,827	100,132
Total	<u>\$2,780,066</u>	<u>\$ 152,761</u>	<u>\$ 146,445</u>	<u>\$ 2,786,382</u>

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

**8. PENSION PLAN**

*Plan Description.* Substantially all employees of the Tangipahoa Parish Sheriff's office are members of the Louisiana Sheriffs Pension and Relief Fund (System), a cost-sharing, multiple-employer defined 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 1995 increased the accrual rate by 0.25 percent for all services 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 joined 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 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 Sheriffs 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 Tangipahoa Parish Sheriff is required to contribute at an actuarially determined rate. That 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 Tangipahoa Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:1103, 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 Tangipahoa Parish Sheriff's contributions to the System for the years ended June 30, 1999, 1998, and 1997, were \$252,095, \$222,846, and \$252,905, respectively, equal to the required contribution for each year.

**Deferred Compensation Plan:**

The Tangipahoa Parish Sheriff also offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all sheriff employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the sheriff (without being restricted to the provisions of the benefits under the plan), subject only to the claims of the sheriff's general creditors. Participants' rights under the plan are equal to those of general creditors of the sheriff in an amount equal to the fair market value of the deferred account for each participant.

The sheriff has the duty of due care that would be required of an ordinary prudent investor. The sheriff believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

**9. COMPENSATED ABSENCES**

At June 30, 1999, employees of the sheriff have accumulated and vested \$81,795 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$81,795 is recorded as an obligation of the General Fund, and no amount is recorded within the general long-term obligations account group.

**10. LEASES**

The sheriff records assets acquired through capital leases as an asset and an obligation in the accompanying financial statements. The purpose of the leases was to purchase vehicles. The following is an analysis of capital leases:

Type	Recorded Amount
Equipment	\$ 12,980
Vehicles	173,388
Total	\$ 186,368

Future minimum lease payments under capital leases, together with the present value of net minimum lease payments, as of June 30, 1999, are scheduled as follows:

	Equipment	Vehicles
Fiscal year:		
1999-2000	\$ 4,822	\$ 22,489
2000-2001	3,214	3,912
2001-2002	-	-
Total minium lease payments	8,036	26,401
Less - amount representing interest	387	972
Present value of net minium lease payments	\$ 7,649	\$ 25,429

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

**11. CHANGES IN AGENCY FUND BALANCES**

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

	Balance at Beginning of Year	Additions	Deletions	Balance at End of Year
Agency funds:				
Civil	\$ 24,167	\$ 1,479,934	\$ 1,472,057	\$ 32,044
Bond	200,824	1,902,763	1,881,979	221,608
Advance Deposit	117,788	126,474	113,166	131,096
Inmate Asset	63,323	424,341	419,487	68,177
Tax Collector	65,257	17,243,002	17,251,741	56,518
Total	<u>\$ 471,359</u>	<u>\$21,176,514</u>	<u>\$ 21,138,430</u>	<u>\$ 509,443</u>

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

The following is a summary of long-term obligation transactions during the year:

	Bonds Payable	Capital Leases (Note 10)
Long-term obligations payable at July 1, 1998	\$ 1,550,000	\$ 108,335
Additions	-	9,800
Deletions	180,000	85,057
Long-term obligations payable at June 30, 1999	<u>\$ 1,370,000</u>	<u>\$ 33,078</u>

**Refunding Bonds:**

\$1,650,000, Refunding Bonds, Series 1994, due in annual installments of principal and semi-annual installments of interest through March 1, 2005; interest at 5.80%

\$1,270,000

The 7.80 millage ad valorem tax is dedicated to the repayment of this bond.

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

A schedule of the outstanding Refunding Series 1994, Bonds and the interest and principal requirements by dates is as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
September 1, 1999	\$ -	\$ 36,830	\$ 36,830
March 1, 2000	90,000	36,830	126,830
September 1, 2000	-	34,220	34,220
March 1, 2001	205,000	34,220	239,220
September 1, 2001	-	28,275	28,275
March 1, 2002	215,000	28,275	243,275
September 1, 2002	-	22,040	22,040
March 1, 2003	240,000	22,040	262,040
September 1, 2003	-	15,080	15,080
March 1, 2004	250,000	15,080	265,080
September 1, 2004	-	7,830	7,830
March 1, 2005	270,000	7,830	277,830
Total	<u>\$ 1,270,000</u>	<u>\$ 288,550</u>	<u>\$ 1,558,550</u>

The Bond was issued for the purpose of refunding certain of the sheriff's obligations to the Parish of Tangipahoa with respect to reimbursement contracts with the State of Louisiana dated February 9, 1982, June 18, 1982 and September 3, 1985.

Certificates of Indebtedness:

\$500,000, 1994 Certificates of Indebtedness serial bonds due in annual installments of principal and semi-annual installments of interest through March 1, 2000; interest at 7.40% \$ 100,000

The 10.26 millage ad valorem tax is dedicated to the repayment of this bond.

A schedule of outstanding Certificates of Indebtedness, Series 1994 Bonds, interest and principal requirements by dates is as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
September 1, 1999	\$ -	\$ 3,700	\$ 3,700
March 1, 2000	100,000	3,700	103,700
Total	<u>\$ 100,000</u>	<u>\$ 7,400</u>	<u>\$ 107,400</u>

**Tangipahoa Parish Sheriff  
Amite, Louisiana  
Notes to the Financial Statements(Continued)**

The Certificates were issued for the purpose of acquiring and improving additional jail and detention facilities for the sheriff.

**13. LITIGATION**

The Tangipahoa Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, resolution of these lawsuits would not involve a substantial liability to the sheriff.

**14. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

During the year ended June 30, 1999, the Tangipahoa Parish Sheriff had the following on-bchalf payments, which were recorded as revenues when received and expenditures when the cost was incurred, as required by GASB Statement 24:

Funding Source	Amount
State Supplemental Pay	\$ 440,444
Federal Grants	638,501
State Revenue Sharing	285,288
Total On-Bchalf Payments	<u>\$ 1,364,233</u>

**15. YEAR 2000**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the sheriff's operations as early as fiscal year 1999.

The sheriff has performed a preliminary inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue, and has taken significant action to achieve year 2000 compliance. The sheriff has ordered the hardware and operating system components and software to achieve year 2000 compliance, and is in the process of implementation and testing.

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

COMBINING AND INDIVIDUAL FUND AND ACCOUNT  
GROUP FINANCIAL STATEMENTS AND SCHEDULES

## FIDUCIARY FUND TYPE - EXPENDABLE TRUST AND AGENCY FUNDS

### **CIVIL FUND**

The Civil Fund accounts for funds held for disposition in connection with civil suits, sheriff's sales and garnishments. Reductions from the fund are made to the General Fund, to litigants and to others for costs incurred in settlement of suits.

### **BOND FUND**

The Bond Fund accounts for bonds deposited and held until the courts have determined the costs applicable to the bond deposits. Reductions from the fund are made to the General Fund, to various parish agencies and, in certain cases, to the depositors of bonds.

### **ADVANCE DEPOSIT FUND**

The Advance Deposit Fund accounts for deposits made by litigants in civil suits to cover advertising costs mandated by law.

### **INMATE COUNCIL FUND**

The Inmate Council Fund accounts for the collection of commissions from the pay telephone, the purchases of commissaries by the prisoners and the one dollar per prisoner per day allowance paid by the U.S. Department of the Treasury for federal prisoners. The cash collected is used to purchase new commissaries and recreational equipment for the prisoners.

### **INMATE ASSET FUND**

The Inmate Asset Fund accounts for the deposits of inmate's cash and the inmate's use of their cash during the duration of the inmates incarceration at the parish jail. Upon release from the parish jail, the inmates remaining cash is returned.

### **TAX COLLECTOR**

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.

### **PECAN GROVE**

*The Pecan Grove Fund accounts for the excess of revenues and expenses of the Pecan Grove Apartments. These funds were being held in trust by the sheriff because of a decree handed down by the courts until a judgement is rendered in this matter. This matter was settled by year end.*



**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**FIDUCIARY FUNDS**  
**Combining Schedule of**  
**Assets and Liabilities**  
**June 30, 1999**

	EXPENDABLE TRUST FUND			AGENCY FUNDS		
	Pecan Grove	Dare Scholarship Account	Inmate Council Account	Civil	Bond	Advance Deposits
<b>ASSETS</b>						
Cash	\$ -	\$ 13,981	\$ 23,590	\$ 32,044	\$ 221,608	\$ 131,096
Other Receivables	-	-	-	-	-	-
Due from Other Funds	-	-	22,966	-	-	-
<b>Total Assets</b>	<u>\$ -</u>	<u>\$ 13,981</u>	<u>\$ 46,556</u>	<u>\$ 32,044</u>	<u>\$ 221,608</u>	<u>\$ 131,096</u>
<b>LIABILITIES</b>						
Liabilities:						
Due to Other Funds	\$ -	\$ -	\$ -	\$ 32,023	\$ 32,664	\$ 1,811
Due to Taxing Bodies and Others	-	-	-	21	188,944	129,285
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>32,044</u>	<u>221,608</u>	<u>131,096</u>
<b>FUND BALANCES</b>						
Reserved	-	13,981	46,556	-	-	-
<b>Total Liabilities and Fund Balances</b>	<u>\$ -</u>	<u>\$ 13,981</u>	<u>\$ 46,556</u>	<u>\$ 32,044</u>	<u>\$ 221,608</u>	<u>\$ 131,096</u>

The accompanying notes are an integral part of these statements.

Schedule 1

AGENCY FUNDS		TOTAL
Inmate Asset Account	Tax Collector	June 30, 1999
\$ 53,573	\$ 56,518	\$ 532,410
-	-	-
14,604	-	37,570
\$ 68,177	\$ 56,518	\$ 569,980
\$ 23,703	\$ 16,083	\$ 106,284
44,474	40,435	403,159
68,177	56,518	509,443
-	-	60,537
\$ 68,177	\$ 56,518	\$ 569,980

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

Schedule 2

**FIDUCIARY FUND TYPE - AGENCY FUNDS**  
**Schedule of Changes in Balance Due to General Fund,**  
**Taxing Bodies and Others**  
**For the Year Ended June 30, 1999**

	Civil Fund	Criminal Bond Fund	Advance Deposits Fund	Inmate Assets Account	Tax Collector Fund	Total Memorandum Only
<b>BALANCES AT BEGINNING OF YEAR \$</b>	24,167	200,824	117,788	63,323	65,257	471,359
<b>ADDITIONS</b>						
Collections:						
Civil Suits, Sales and Seizures (Schedule 3)	1,479,934	-	-	-	-	1,479,934
Cash Appearance Bonds (Schedule 4)	-	1,902,763	-	-	-	1,902,763
Advertising Costs (Schedule 5)	-	-	126,474	-	-	126,474
Inmate Assets Received	-	-	-	424,341	-	424,341
Taxes, Fees, etc. paid to Tax Collector (Schedule 6)	-	-	-	-	17,243,002	17,243,002
<b>Total Additions</b>	<b>1,479,934</b>	<b>1,902,763</b>	<b>126,474</b>	<b>424,341</b>	<b>17,243,002</b>	<b>21,176,514</b>
<b>REDUCTIONS</b>						
Settlements:						
Civil Suits, Sales and Seizures Distributed To Taxing Bodies and Others (Schedule 3)	1,472,057	-	-	-	-	1,472,057
Cash Appearance Bonds Distributed To Taxing Bodies and Others (Schedule 4)	-	1,881,979	-	-	-	1,881,979
Advertising Costs (Schedule 5)	-	-	113,166	-	-	113,166
Inmate Council Account	-	-	-	240,643	-	240,643
Inmate Assets Returned	-	-	-	169,509	-	169,509
Miscellaneous	-	-	-	9,335	-	9,335
Taxes, Fees, etc. Distributed To Taxing Bodies and Others (Schedule 6)	-	-	-	-	17,251,741	17,251,741
<b>Total Reductions</b>	<b>1,472,057</b>	<b>1,881,979</b>	<b>113,166</b>	<b>419,487</b>	<b>17,251,741</b>	<b>21,138,430</b>
<b>BALANCE AT END OF YEAR</b>	<b>\$ 32,044</b>	<b>\$ 221,608</b>	<b>\$ 131,096</b>	<b>\$ 68,177</b>	<b>\$ 56,518</b>	<b>\$ 509,443</b>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 3**

**FIDUCIARY FUND TYPE - AGENCY - CIVIL FUND**  
**Schedule of Civil Suits, Sales and Seizure**  
**Collections and Settlements**  
**For the Year Ended June 30, 1999**

**CIVIL SUITS, SALES AND SEIZURE COLLECTIONS**

Civil Suits, Sales and Seizures	\$ 1,379,384
Civil Fees	<u>100,550</u>
Total Collections	<u>\$ 1,479,934</u>

**CIVIL SUITS, SALES AND SEIZURE SETTLEMENTS**

Proceeds and Sales	\$ 597,213
Garnishments	309,212
Sheriff's Cost	287,462
Tax Collector	49,326
Sheriff's General Fund	89,918
Clerk of Court	65,706
Keeper Fees	34,051
Appraisals	16,485
Out of Parish	10,553
Attorney Fees	9,014
Refunds	1,253
Advertising	1,730
Miscellaneous	<u>134</u>
Total Settlements	<u>\$ 1,472,057</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

Schedule 4

**FIDUCIARY FUND TYPE - AGENCY - CRIMINAL BOND FUND**  
**Schedule of Cash Appearance Bond**  
**Collections and Settlements**  
**For the Year Ended June 30, 1999**

**CASH APPEARANCE BOND COLLECTIONS**

Cash Appearance Bonds	\$ 1,889,415
Interest Earned on Now Account	12,359
Miscellaneous Revenue	989
	_____
Total Collections	\$ <u>1,902,763</u>

**CASH APPEARANCE BOND SETTLEMENTS**

Bond Fee	847
Cash Bond Escrow	9,797
Clerk of Court Cost	126,113
Contempt of Court	36,206
Coroner	7,762
Crime Victim Reparation Fund	16,524
Disrict Attorney Fines	98,886
District Attorney Court Cost	124,713
Florida Parish Juvenile Cost	31,655
Forfeitures	16,919
Hammond	1,866
Head & Spinal Cord Fund	28,775
Interest Distributed	17,976
Judge's Secretaries Reimbursement	117,920
Judical District Fund	63,641
Kentwood DWI Fine	3,283
Law Enforcement Officers Fund	76,321
Non-Support	13,021
Other Agencies	7,706
Parish Council	496,452
Peace Officer Training	12,442
Ponchatoula DWI Fines	400
Public Defender	159,572
Refunds	168,678
Restitution	57,879
Sheriff's 2% POST	284
Sheriff's Breath Test	3,187
Sheriff's Cost	51,013
Sheriff's DWI Fund	21,183
Sheriff's DWI Instrument Use	7,548
Sheriff's Fines	77,292
SLU Campus Police	125
State Police	12,047
Tickfaw	1,340
Traffic Court Case Management	12,381
Transfers	184
Wildlife's	41
	_____
Total Settlements	\$ <u>1,881,979</u>

The accompanying notes are an integral part of these statements.

TANGIPAHOA PARISH SHERIFF  
Amite, Louisiana

Schedule 5

FIDUCIARY FUND TYPE - AGENCY - ADVANCE DEPOSITS FUND  
Schedule of Advertising, Cost, Collections and Settlements  
For the Year Ended June 30, 1999

**ADVERTISING COST COLLECTIONS**

Advance Deposits	\$	122,186
Civil Fees		-
Interest		<u>4,288</u>
Total Collections	\$	<u>126,474</u>

**ADVERTISING COST SETTLEMENTS**

Civil	\$	69,675
Refunds		20,735
Advertising		9,101
Wrecker		5,935
Other		1,680
Miscellaneous		4,411
Civil Fees		875
Public Safety		<u>754</u>
Total Settlements	\$	<u>113,166</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

Schedule 6

**FIDUCIARY FUND TYPE - AGENCY - TAX COLLECTOR FUND**  
**Schedule of Tax Collections and Settlements**  
**For the Year Ended June 30, 1999**

**TAX COLLECTIONS**

Ad Valorem Taxes	\$ 13,897,751
Prior Year Taxes	44,081
Clerk of Court	6,462
Advance Sportsman Account	266,503
Parish License	381,108
Interest on Delinquent Taxes	51,446
State Revenue Sharing	2,000,034
Hotel - Motel Tax Collections	184,692
Tax Notices, Costs, etc.	111,508
Refunds and Redemptions	242,219
Interest Earned on Now Accounts	27,022
Protested Taxes	25,929
Louisiana Tax Commission	4,247
	<hr/>
Total Collections	\$ <u><u>17,243,002</u></u>

**TAX SETTLEMENTS**

Louisiana Wildlife and Fisheries Commission	\$ 206,236
Louisiana Forestry Commission	18,949
Tangipahoa Parish:	
Parish Council	1,786,127
School Board	3,814,297
Sheriff	3,984,036
Assessor	961,383
Tourist Commission	189,557
Clerk of Court	6,462
Drainage District	868,158
Recreation District	421,167
Fire Protection District	1,747,769
Library	1,100,958
Health Unit	400,780
Port Commission	345,652
Hammond Development District	99,892
Florida Parish Juvenile District	595,585
Refunds and Redemptions	282,398
Pension Funds	409,394
Protested Taxes	8,687
Louisiana Tax Commission	4,254
	<hr/>
Total Settlements	\$ <u><u>17,251,741</u></u>

The accompanying notes are an integral part of these statements.

GENERAL FIXED ASSETS ACCOUNT GROUP

To account for fixed assets not used in proprietary fund operations or accounted for in Trust Funds.



**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 7**

**SCHEDULE OF GENERAL FIXED ASSETS**  
**June 30, 1999**

**GENERAL FIXED ASSETS**

Office Furniture & Equipment	\$ 143,872
Data Processing Equipment	100,132
Law Enforcement Equipment	936,221
Vehicles	<u>1,606,157</u>

Total General Fixed Assets \$ 2,786,382

**INVESTMENT IN GENERAL FIXED ASSETS FROM:**

General Fund	\$ 2,593,767
State Grants	29,357
Federal Grants	<u>163,258</u>

Total Investments in General Fixed Assets \$ 2,786,382

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

Schedule 8

**Schedule of General Fixed Assets**  
**(By Function and Activity)**  
June 30, 1999

	<u>Office Furniture and Equipment</u>	<u>Data Processing Equipment</u>	<u>Law Enforcement Equipment</u>	<u>Vehicles and Boats</u>	<u>Total</u>
<b>FUNCTION AND ACTIVITY</b>					
Public Safety:					
Police	\$ <u>143,872</u>	\$ <u>100,132</u>	\$ <u>936,221</u>	\$ <u>1,606,157</u>	\$ <u>2,786,382</u>
Total Public Safety	<u>143,872</u>	<u>100,132</u>	<u>936,221</u>	<u>1,606,157</u>	<u>2,786,382</u>
<b>TOTAL GENERAL FIXED ASSETS ALLOCATED TO FUNCTIONS AND ACTIVITIES</b>	<u>\$ 143,872</u>	<u>\$ 100,132</u>	<u>\$ 936,221</u>	<u>\$ 1,606,157</u>	<u>\$ 2,786,382</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

Schedule 9

**Schedule of Changes in General Fixed Assets**  
**(By Function and Activity)**  
**For the Year Ended June 30, 1999**

	<u>General Fixed Assets June 30, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>General Fixed Assets June 30, 1999</u>
<b>FUNCTION AND ACTIVITY</b>				
Public Safety:				
Police	\$ <u>2,704,733</u>	\$ <u>152,761</u>	\$ <u>71,112</u>	\$ <u>2,786,382</u>
Total Public Safety	<u>2,704,733</u>	<u>152,761</u>	<u>71,112</u>	<u>2,786,382</u>
 <b>TOTAL GENERAL FIXED ASSETS ALLOCATED TO FUNCTIONS AND ACTIVITIES</b>	 <u>\$ 2,704,733</u>	 <u>\$ 152,761</u>	 <u>\$ 71,112</u>	 <u>\$ 2,786,382</u>

The accompanying notes are an integral part of these statements.

GENERAL LONG-TERM DEBT ACCOUNT GROUP

To account for unmatured principal amounts on general long-term debt and capital leases expected to be financed from general fund revenues. Payments of maturing obligations, including interest, are accounted for in the general fund.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 10**

**SCHEDULE OF GENERAL LONG-TERM DEBT**  
**June 30, 1999**

**AMOUNT TO BE PROVIDED FOR THE  
RETIREMENT OF GENERAL LONG-TERM DEBT:**

Amount to be Provided in Future Years From:

General Fund - General Revenues	\$ 33,078
General Fund - 10.26 mills tax	100,000
General Fund - 7.80 mills tax	<u>1,270,000</u>

Total Amount to be Provided For	<u>\$ 1,403,078</u>
---------------------------------	---------------------

**GENERAL LONG-TERM DEBT PAYABLE:**

Leases Payable	\$ 33,078
1994 Certificate of Indebtedness	100,000
1994 Refunding Bond	<u>1,270,000</u>

Total General Long-term Debt Payable	<u>\$ 1,403,078</u>
--------------------------------------	---------------------

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
**For the Year Ended June 30, 1999**

**GENERAL**

**EXPENDITURES OF FEDERAL AWARDS  
AND AUDIT FINDINGS RESOLUTION**

In accordance with Office of Management and Budget Circular A-133, schedules of expenditures of federal awards, follow-up and corrective action taken on prior audit findings, and corrective action plan for current year audit findings are presented.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 11**

**Schedule of Expenditures of Federal Awards**  
**For the Year Ended June 30, 1999**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM OR CLUSTER TITLE	Federal CFDA Number	Pass-through Grantor's Number	Federal Expenditures
<b>U.S. Department of Agriculture</b>			
Passed through Louisiana Department of Agriculture and Forestry:			
Food Distribution	10.550	N/A	\$ <u>26,722</u>
<b>U.S. Department of Justice</b>			
Direct Programs:			
Public Safety and Community Policing Grants	16.710	95-CC-WX-0204	6,136
	16.710	97-WX-0045	276,344
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice	16.540	97J050J300228	2,956
	16.540	98J050J300221	3,710
	16.540	97J050J300209	5,421
	16.540	98J050J00309	5,824
	16.548	W98-5-001	10,561
	16.575	97C050V400320	16,092
	16.575	98C050V400335	32,092
	16.579	97B050B050G20	19,771
	16.579	98B050B020H16	71,666
	16.579	97B050B070060	6,535
	16.579	98B050B070102	4,876
	16.579	E98-5-006	6,033
	16.579	E99-5-006	32,562
	16.588	96M050M030401	5,415
	16.588	97M050M030409	13,795
Total U.S. Department of Justice			<u>519,789</u>
<b>U.S. Department of Transportation</b>			
Passed through Louisiana Highway Safety Commission	20.600	9990-49	1,960
	20.600	9928	14,940
Total U.S. Department of Transportation			<u>16,900</u>
<b>U.S. Federal Emergency Management Agency</b>			
Federal Emergency (FEMA)	83.544	FEMA 1246 DR-LA	33,642
Total Expenditure of Federal Awards			<u>\$ 597,053</u>

Notes to the Schedule of Expenditures of Federal Awards

Note 1. Basis of Presentation

This schedule of expenditures of federal awards includes the federal grant activity of the Tangipahoa Parish Sheriff and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Note 2. Deferred Revenue

At June 30, 1999, the Tangipahoa Parish Sheriff's Office recorded the following amounts as deferred revenue:

U.S. Department of Justice - Local Law Enforcement Block Grant (CFDA 16.592)	\$ 175,030
U.S. Department of Justice - COPS Universal Hiring Program (CFDA 16.710)	278,412
Total Deferred Revenue	<u>\$ 453,442</u>

Funds received under the Local Law Enforcement Block Grant were expended subsequent to fiscal year end. Review of the COPS Universal Hiring Program indicated that there was duplicate funding for two requests for funds in the amounts of \$186,547 and \$92,077. Total expenditures listed in the Schedule of Federal Awards are \$276,444, with the balance of deferred revenue to be expended in the fiscal year ending June 30, 2000.

The accompanying notes are an integral part of these statements.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 12**

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

**Section I - Internal Control and Compliance Material to the Financial Statements:**

**Reference Number: 98-C1**

**Description of Finding:**

As of June 30, 1998, the Tangipahoa Parish Sheriff's had adequately funded the "Sinking Fund" account for the Refunding Bond, Series 1994, and the Series 1994 Certificates of Indebtedness, of the Law Enforcement District of the Parish of Tangipahoa, State of Louisiana. However, the applicable bond resolution requires that the "Sinking Fund" be fully funded upon receipt of property tax proceeds. Specifically, the resolutions state..."Upon receipt of the proceeds of the Tax, the District has the responsibility for the deposit of such receipts and for the investment and reinvestment of such receipts and the servicing of the Bonds and any other limited tax bonds of the District. Pursuant to the Bond Resolution, the District shall establish no funds for the payment of the bonds, but shall continue to maintain a special fund (the "Sinking Fund"), into which the District shall deposit, as provided in the proceeding sentence, all the proceeds of the Tax." Although the "Sinking Fund" account was fully funded at June 30, 1998, the account was underfunded by \$96,382, at February 28, 1998, after tax proceeds had been received. We recommend that the "Sinking Fund" account be funded as the tax proceeds are received, as required by Bond Resolution.

**Corrective Action Taken: Yes**

**Description of Corrective Action Taken:**

The amount required for the sinking fund was maintained in a separate general ledger account.

**Section II-Internal Control and Compliance Material to Federal Awards**

No Findings for Section II

**Section III - Management Letter**

**Reference Numbers: 95-M1**

**Fiscal Year Finding Initially Occurred: June 30, 1995**

**Description of Findings:**

We noted in prior year audits, that the programming changes required to record all collections of the "Taxes Other" account of the Tax Collector Agency Fund, had not been implemented. Management had requested that the changes be made, but changes were not completed by the programmer. Response by management was that they would give



**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 12**  
**(Continued)**

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

the programmer a final deadline for completing the required programming changes, but that since they were implementing a new general ledger system, the changes for the "Taxes Other" program would likely only be completed by fiscal year end.

As of the date of this audit report, programming changes for the "Taxes Other" account have not been fully implemented. Recommendations are the same as in prior fiscal years.

**Correction Action Taken: Partial**

**Description of Partial Correction Action Taken:**

During the fiscal year ending June 30, 1999, we implemented numerous programs, including a new general ledger package. Because of the time required for these programs, and year 2000 updates, we were unable to finalize the changes for the "Taxes Other" program. This will be a priority for fiscal year 2000.

**Reference Numbers: 96-M2**

**Fiscal Year Finding Initially Occurred: June 30, 1996**

**Description of Findings:**

For the fiscal year ending June 30, 1998, we noted that fixed asset purchases were not being reconciled on a timely basis to general ledger expenditure control accounts. In addition, it did not appear that a policy had been implemented requiring department supervisors to immediately notify the fixed asset management supervisor of any changes in asset disposition. We recommended a monthly report be submitted to the Tangipahoa Parish Sheriff, showing compliance to these recommendations.

For the fiscal year ending June 30, 1999, we were able to more easily reconcile fixed asset additions and deletions at fiscal year end. Records were maintained to support transactions within the fixed asset management system. These records were copies of invoices, based on review of purchases made by the Sheriff's office. However, purchases were not reconciled to the general ledger expenditure control accounts. Also, we saw no written documentation requiring that supervisors notify the fixed asset administrator of any changes in asset disposition.

The recommendation, to require supervisors to notify the fixed asset administrator of any changes in asset disposition, is the same for this fiscal year. The recommendation to reconcile fixed asset additions and deletions is incorporated into current year management recommendation 99-M1, relating to improvements required for the newly implemented general ledger system.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 12**  
**(Continued)**

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

**Correction Action Taken: Partial**

**Description of Partial Correction Action Taken:**

We will notify departmental heads and supervisors, in writing, that they must report any changes in fixed asset disposition.

**Reference Number: 98-M1**

**Description of Finding:**

This finding was one of two findings in the prior fiscal year related to federal grant programs. This finding (98-M1) related to record keeping requirements; whereas finding "98M2" described below, related to financial controls for the receipt, expenditure, and reporting of federal grant transactions. For this finding (98-M1), we noted that files for federal grant programs, requested for audit review, were often in separate locations or being worked on. The supporting documentation to support grant expenditures was after review, available, but not on a timely basis. It was often difficult to determine who was in charge of specific grants. We recommended that at a minimum, the files listed below be maintained in the grant coordinator's office. The filing system may be kept in greater detail or added to, but these files should be well organized and easily accessible. If files must be removed from the office, copies should be made, with the original files remaining in one location. We recommended, at a minimum, that the following files be maintained:

1. **Grant Application/Award File.** This file should contain the original application, the grant award, and all subsequent budget amendments and approvals, all filed in date order.
2. **Requests for Funds.** All requests for funds should be kept in a separate folder in date order. A copy of the original request for funds should be kept and either replaced with the approved request or stapled to the back of the approved request. Documentation should also be included to support all requests for funds. Documentation would be in the form of invoices or payroll registers, since all requests will generally be for reimbursement of funds. This documentation may be filed in a separate folder, if necessary, depending on the extent of the documentation required. We recommend that documentation for expenditures be compiled on a monthly basis, and that requests for funds not be made until documentation is on file.
3. **Financial/Performance Reports.** Required financial reports and performance reports (as required by the grantor) should be filed in a separate folder, with the exception of requests for funds noted above, that are used as a report of expenditures to-date.
4. **Grants Management Reports.** These are internal reports, such as the ledger for keeping track of funds requested, and the balance of federal funds available. These reports are described in more detail below in Finding 98-M2.

**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

**Schedule 12**  
**(Continued)**

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

We noted that for the fiscal year ending June 30, 1999, that files requested were obtained, but were not filed in the format recommended above. Substantial time was required to locate required files for audit review. Our recommendations for organization of federal grant files are the same as in the prior fiscal year.

**Corrective Action Taken: Partial**

**Description of Partial Corrective Action Taken:**

Management of the Tangipahoa Parish Sheriff's Office has met with the coordinator for federal grants administration, and records will be organized as recommended.

**Reference Number: 98-M2**

**Description of Finding:**

During the financial audit for fiscal year ending June 30, 1998, we noted that a centralized record is not maintained of federal funds requested and received, and that documentation for expenditures and local matches for federal grant programs is either located at numerous locations or only compiled when requested. Since there has been significant growth in federal funding for the Tangipahoa Parish Sheriff's Office, we recommended that secondary controls, consisting of review and approval by a separate financial officer, be added for grants management, as follows:

- 1) **Grant approvals.** Copies of all grant awards and subsequent budget amendments should be forwarded to the financial officer.
- 2) **Requests for Funds.** We recommended that all requests for funds be approved and initialed by the financial officer. As with grant approvals, all copies of approved documents, consisting of approved requests for funds, copies of checks, and/or proof of transfer of funds, be forwarded to the financial officer.
- 3) **Grants Management Reports.** We recommended that a control ledger be maintained for each grant, consisting of a record of the funds approved, funds requested, funds received, and funds expended. The control ledger should be supported by and easily traceable to documentation, such as monthly payroll registers. Financial reports should also be maintained documenting expenditures to meet the local match requirement. Management of the Tangipahoa Parish Sheriff's Office should specify the employee(s) responsible for preparing the required financial reports, but all financial reporting should be centralized through the designated financial officer.

For the fiscal year ending June 30, 1999, we noted that a separate control system had been developed for tracking grant receipts. Copies of requests for funds must be forwarded to the financial officer, who in turn posts receipts to a control ledger. However, we noted that in several cases, copies of the requests for funds had not been forwarded to the financial officer, and records of grant receipts were not current. In addition, review of budget-to-actual was not reviewed in the month following the expenditures, since payroll expenditures are recorded in a central payroll account. Payroll related expenditures must be summarized per grant and posted

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 12**  
**(Continued)**

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

to the control ledger to determine the status of federal programs. Compliance findings do not generally occur, since many of the federal programs have been funded for several years at the same level, with the Sheriff's office funding pay increases and thereby exceeding the local match requirement.

"Financial Reporting" is one of the main compliance requirements for federal programs. With the increase in funding for the Tangipahoa Parish Sheriff's Office, the general ledger system should accurately report activity for federal grants on a monthly basis. In addition, GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis-for State and Local Governments*, requires implementation within the next two years. This Statement will require classification and reporting and disclosure of "restricted" receipts and expenditures per activity, including federal grant programs. We recommend the following:

- 1) Continue to implement audit recommendations above for Item 1 (Grant approvals) and for Item 2 (Requests for Funds).
- 2) Segregate federal grant programs in a separate "special revenue" fund, recording the receipts and expenditures separately (departmentalizing) for each fund. The payroll system should post to separate general ledger accounts, including separate payroll accounts, per federal grant program. This will allow more timely monitoring of budget-to-actual, and will prepare the client for reporting standards that will apply under GASB Statement No. 34. Separate special revenue funds should continue to be maintained for certain activities, such as grants funding undercover operations.

**Corrective Action Taken: Partial**

**Description of Partial Corrective Action Taken:**

Management of the Tangipahoa Parish Sheriff's Office will continue to implement recommendations (1) and (2) relating to grant approvals and requests for funds. We will begin the process of recording federal grant programs in separate special revenue funds.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 13**

**Corrective Action Plan for Current Year Audit Findings**  
**For the Year Ended June 30, 1999**

**Section I - Internal Control and Compliance Material to the Financial Statements**

**Reference Number: 99-C1**

**Description of Finding:**

It was noted within Footnote 15 (Year 2000 Issue) of the *Notes to the Financial Statements*, that the Tangipahoa Parish Tax Collector has performed a preliminary inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue, and that the Tax Collector's Office is dependent in large part on property tax billings administered by the Tangipahoa Parish Assessor's Office, with payment of taxes, licenses, and fees, made by numerous third party vendors and governmental agencies. Management of the Tangipahoa Parish Sheriff's Office has upgraded the AS-400 computer system for year 2000, and has indicated that the programmer for the Tangipahoa Parish Sheriff's Office has updated AS-400 software packages for year 2000 compliance. Software and computer systems of other parties providing services to the Tax Collector's Office and Tangipahoa Parish Sheriff's Office have not been inventoried to determine year 2000 compliance. It is unknown, as of June 30, 1999, what effects, if any, failing to remediate any such systems will have upon the Tax Collector's or the Tangipahoa Parish Sheriff's Office's operations and financial reporting. We recommend immediate action for the following:

16. Complete the evaluation of any remaining stand-alone computer systems and other electronic equipment to determine year 2000 compliance, and make any necessary changes or upgrades immediately.
17. Maintain contact with agencies providing billing services, and for which the Tax Collector is dependent upon for collection of taxes, to ensure that third party systems are year 2000 compliant.

**Corrective Action Planned (Response by Management):**

The Tangipahoa Parish Tax Collector will take immediate action to complete the inventory all data processing equipment and systems for year 2000 compliance, and will maintain contact with all agencies providing key services to the Tax Collector.

**Anticipated Completion Date:**

Review of year 2000 compliance will continue through December 31, 1999, and into the next calendar year, as required.

**Name of Contact Person:**

Sissy Daigle, Chief Financial Officer  
Tangipahoa Parish Sheriff's Office  
(504) 748-8147

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 13**  
**(Continued)**

**Corrective Action Plan for Current Year Audit Findings**  
**For the Year Ended June 30, 1999**

**Reference Number: 99-C2**

**Description of Finding:**

During internal control testing for the current fiscal year, we noted one deposit of over \$500 held and not deposited for a five-day period. State law requires deposit of public funds on a daily basis. We recommend that all supervisors again be notified of the importance of making daily deposits, and that deposit requirements be monitored closely.

**Corrective Action Planned (Response by Management):**

The deposit in question occurred when a supervisor was on vacation. We will notify all employees that deposits are required on a daily basis and will more closely monitor the deposit of funds when immediate supervisors are not at work.

**Anticipated Completion Date:**

We will comply to this recommendation immediately.

**Name of Contact Person:**

Sissy Daigle, Chief Financial Officer  
Tangipahoa Parish Sheriff's Office  
(504) 748-8147

**TANGIPAHOA PARISH SHERIFF**  
Amite, Louisiana

**Schedule 13**  
**(Continued)**

**Corrective Action Plan for Current Year Audit Findings**  
**For the Year Ended June 30, 1999**

**Section II - Internal Control and Compliance Material to Federal Awards**

**No Section II Findings.**

**Section III - Management Letter**

**Reference Number: 99-M1**

**Description of Finding:**

During the fiscal year ending June 30, 1999, management of the Tangipahoa Parish Sheriff's Office implemented a new general ledger system. Significant audit time was required at fiscal year end to reclassify receipts and expenditures, and to reconcile general ledger control accounts. As is the case with implementation with new accounting programs, controls must be increased to standardize and improve financial reporting. We recommend immediate action on the following:

- 1) Complete bank reconciliations as bank statements are received, and require review and approval by the Chief Financial Officer.
- 2) Standardize postings (coding of general ledger transactions) to minimize excessive reclassification entries. Cash receipts registers, now maintained manually, can be reviewed for accuracy and then summarized as a guide for posting to ensure consistent application by new personnel.
- 3) Maintain monthly subsidiary ledgers for receivables accounts, and reconcile to receivables general ledger control accounts.
- 4) Record capital expenditures in correct accounts, and reconcile the general ledger capital expenditure control account monthly to additions in the fixed asset management system.
- 5) Segregate any "restricted activity" as a departmental activity within the general fund, and report federal grant programs in separate special revenue funds. In this context, "restricted activity" refers to revenue sources that must be legally expended for specific purposes. Under new reporting standards to be implemented within the next two years (*GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis-for State and Local Governments*) the government-wide statement of activities should be presented in a format that reports expenses reduced by program revenues, resulting in a measurement of "net (expense) revenue for each of the government's functions.

**Corrective Action Planned:**

We will begin implementation of the above recommendations immediately. Bank reconciliations are now completed on a timely basis through the use of a programmed spreadsheet.

**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 13**  
**(Continued)**

**Corrective Action Plan for Current Year Audit Findings**  
**For the Year Ended June 30, 1999**

**Name of Contact Person:**

Sissy Daigle, Chief Financial Officer  
Tangipahoa Parish Sheriff's Office  
(504) 748-8147

**Anticipated Completion Date:**

The above recommendations will be implemented during the remainder of the current fiscal year.

**Reference Number:** 99-M2

**Description of Finding:**

As a result of testing and review of payroll transactions, we noted the following:

- 1) Forms L-4 (Louisiana Employee Withholding form) and I-9s (Employee Eligibility Verification) are in many cases not being maintained in payroll files.
- 2) Supervisors are often signing time sheets one time for numerous payroll periods (time sheets sometimes cover the entire fiscal year).
- 3) Deferred compensation contributions, and cafeteria plan contributions were improperly reported on forms 941 and W-2. Taxable income wages should have been reduced by employee deferred compensation contributions, and social security and taxable wages reduced by cafeteria plan contributions.

We recommend the forms noted in (1) above be maintained in employee payroll files. For item (2), we recommend supervisors be required to sign or initial time sheets for each time period. For item (3), amended or corrected 941s and W-2s should be filed to correct the errors noted, and to collect any refund of social security and medicare taxes due.

**Corrective Action Planned:**

We will comply to the above recommendations.

**Name of Contact Person:**

Sissy Daigle, Chief Financial Officer  
Tangipahoa Parish Sheriff's Office  
(504) 748-8147

**Anticipated Completion Date:**

Compliance to the above recommendations was begun during the financial audit, and will be completed within the next quarter.



**TANGIPAHOA PARISH SHERIFF**  
**Amite, Louisiana**

**Schedule 14**

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

**I. Type of Report Issued on the Financial Statements.**

A qualified opinion was issued on the financial statements for the Tangipahoa Parish Sheriff's Office. The opinion was qualified because of year 2000 disclosures, and required by GASB TB 99-1.

**II. Disclosure of Reportable Conditions in Internal Control.**

Reportable Conditions were disclosed within the Correction Action Plan for Current Year Audit Findings Reference 99-C1, and as Reference 99-C2. None of the Reportable Conditions noted were material weaknesses

**III. Disclosure of noncompliance material to the financial statements.**

There were no material instances of noncompliance, material to the financial statements, disclosed by the audit of the financial statements of the Tangipahoa Parish Sheriff's Office.

**IV. Disclosure of Reportable Conditions in Internal Control over Major Programs.**

There were no Reportable Conditions for Major Programs for the Tangipahoa Parish Sheriff's Office, for the fiscal year ending June 30, 1999.

**V. Type of Report Issued for Major Programs.**

Unqualified.

**VI. Disclosure of Audit Findings Required to be Reported under *S\_\_\_ .510 Audit Findings*.**

No findings to be reported under *S\_\_\_ .510 Audit Findings*.

**VII. Identification of Major Programs.**

The Major Program identified for the Tangipahoa Parish Sheriff's Office, for the fiscal year ending June 30, 1999, was the U.S. Department of Justice COPS Ahead Program (CFDA # 16.710).

**VIII. Dollar Threshold to Distinguish Between Type "A" and Type "B" programs.**

Expenditures of \$300,000.

**IX. Statement as to Whether the Auditee qualified as Low-Risk Auditee under *S\_\_\_ .530*.**

Yes. The Tangipahoa Parish Sheriff's Office qualified as a low-risk auditee under the provisions of *S\_\_\_ .530*.

**X. Findings which must be Reported in accordance with GAGAS.**

Findings were disclosed within the Correction Action Plan for Current Year Audit Findings as Reference 99-C1, and as Reference 99-C2.

**XI. Findings and Questioned Costs for Federal Awards.**

There were no findings or questioned costs for Tangipahoa Parish Sheriff's office for year ending June 30, 1999.

Bruce C. Harrell, CPA

Warren A. Wool, CPA  
Michael P. Estay, CPA  
Dale H. Jones, CPA  
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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Honorable Sheriff, J. Edward Layrisson  
Parish of Tangipahoa  
Amite, Louisiana

We have audited the financial statements of Tangipahoa Parish Sheriff, a component unit of the Tangipahoa Parish Council, as of and for the year ended June 30, 1999, and have issued our report thereon dated December 7, 1999, which was qualified because insufficient audit evidence exists to support the Tangipahoa Parish Sheriff's disclosure with respect to the year 2000 issue. Except as discussed in the preceding sentence, we conducted our 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 Tangipahoa Parish Sheriff's financial statements are free of material misstatement, we 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 those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards*, which are described in the accompanying schedule of findings and questioned costs as item 99-C1 and 99-C2.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Tangipahoa Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting which are described in the accompanying schedule of findings and questioned costs as item 99-M1 and 99-M2.

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This report is intended for the information of management, the Legislative Auditor, and the Federal Cognizant Agent. However, this report is a matter of public record and its distribution is not limited.

  
Bruce Harrell and Company, CPAs  
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Kentwood, Louisiana  
December 7, 1999

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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133**

The Honorable Sheriff, J. Edward Layrisson  
Parish of Tangipahoa  
Amite, Louisiana

**Compliance**

We have audited the compliance of the Tangipahoa Parish Sheriff, a component unit of the Tangipahoa Parish Council, with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 1999. The Tangipahoa Parish Sheriff's major federal programs are identified in the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Tangipahoa Parish Sheriff's management. Our responsibility is to express an opinion on the Tangipahoa Parish Sheriff's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Tangipahoa Parish Sheriff's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Tangipahoa Parish Sheriff's compliance with those requirements.

In our opinion, the Tangipahoa Parish Sheriff complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1999. However, the results of our auditing procedures disclosed immaterial instances that are described as management recommendations in the accompanying Corrective Action Plan for Current Year Audit Findings as items 98-M1 and 98-M2.

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### **Internal Control Over Compliance**

The management of the Tangipahoa Parish Sheriff is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Tangipahoa Parish Sheriff's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of management, the Legislative Auditor, and the Federal Cognizant Agent. However, this report is a matter of public record and its distribution is not limited.



Bruce Harrell and Company, CPAs  
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Kentwood, Louisiana  
December 7, 1999