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**EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana**

**GENERAL-PURPOSE FINANCIAL STATEMENTS**

**As of and for the year ended  
June 30, 1999**

**(With Accountant's Report Thereon)**

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 2-2-00 .

**Jerrold A. Black  
Certified Public Accountant**



EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana

Reports on Compliance  
As of and for the year ended  
June 30, 1999

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**INDEPENDENT AUDITOR'S REPORT**

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana

I have audited the accompanying general-purpose financial statements of the East Baton Rouge Parish Sheriff as of and for the year ended June 30, 1999, as listed in the foregoing table of contents. These general-purpose financial statements are the responsibility of the East Baton Rouge Parish Sheriff's management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

Except as discussed in the following paragraphs, I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. East Baton Rouge Parish Sheriff has included such disclosures in Note 13. 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 East Baton Rouge Sheriff disclosures with respect to the year 2000 issue made in Note 13. Further, I do not provide assurance that East Baton Rouge Sheriff is or will be year 2000 ready, that East Baton Rouge Sheriff year 2000 remediation efforts will be successful in whole or in part, or that parties with which East Baton Rouge Sheriff does business will be year 2000 ready.

The general-purpose financial statements referred to above include the financial data of the East Baton Rouge Parish Sheriff as Ex-Officio Parish Tax Collector, whose financial statements are on a basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles. That basis differs from generally accepted accounting principles because it does not recognize accounts receivable or payables.

In my opinion, except for the effects on the financial statements of the East Baton Rouge Parish Sheriff as Ex-Officio Parish Tax Collector whose financial statements are prepared using another comprehensive basis of accounting preparing its financial statements on the basis of cash receipts and disbursements described in the first preceding paragraph, and except for the effects of such adjustments, if any, as might have been determined to be necessary had I been able to examine evidence regarding year 2000 disclosures as discussed in the second preceding paragraph, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the East Baton Rouge Parish Sheriff as of June 30, 1999, and the results of operations for the year ended June 30, 1999, in conformity with generally accepted accounting principles. In accordance with *Government Auditing Standards*, I have also issued my report dated December 10, 1999, on my consideration of the East Baton Rouge Parish Sheriff internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations and grants.

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
INDEPENDENT AUDITOR'S REPORT  
December 10, 1999

*My audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis, and the schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and are not a required part of the general-purpose financial statements of the East Baton Rouge 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.*

Baton Rouge, LA  
December 10, 1999



EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet  
June 30, 1999

	GOVERNMENTAL FUND TYPE		
	GENERAL FUND	PARISH CANTEEN SPECIAL REVENUE FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS
<b>ASSETS AND OTHER DEBITS</b>			
Assets:			
Cash and cash equivalents (Note 3)	\$20,398,140	328,959	2,525,007
Cash restricted (Note 3)	269,359		2,165,395
Receivables (Note 4)	1,211,738	10,719	136,557
Due from other funds (Note 5)	243,796	17,783	
Inventory		36,055	
Land, buildings, and equipment (Note 6)			
Other	32,507		
Other debits - amount to be provided for retirement of general long-term obligations (Note 9)			
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<u>\$22,155,541</u>	<u>393,516</u>	<u>4,826,959</u>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>			
Liabilities:			
Accounts payable	\$834,988	49,610	
Payroll taxes payable	320,158		
Compensated absences payable (Note 9)			
Due to State of Louisiana			17,252
Due to other funds (Note 5)			261,579
Due to E.M.S.			48,304
Due to others			2,136,271
Restricted liabilities			2,237,627
Deferred revenues			51
Protested taxes (Note 10)			125,875
Reserve deputy - equipment deposits	12,300		
	<u>1,167,446</u>	<u>49,610</u>	<u>4,826,959</u>
Equity and Other Credits:			
Investment in general fixed assets (Note 6)			
Fund balances:			
Reserved for inventory		36,055	
Reserved for insurance deductible (Note 11)	269,359		
Unreserved - undesignated	20,718,736	307,852	
<b>Total Equity and Other Credits</b>	<u>20,988,096</u>	<u>343,906</u>	
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<u>\$22,155,541</u>	<u>393,516</u>	<u>4,826,959</u>

The accompanying notes are an integral part of this statement.



## STATEMENT A

<u>ACCOUNT GROUPS</u>		
<u>GENERAL FIXED ASSETS</u>	<u>GENERAL LONG-TERM OBLIGATIONS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
		23,252,105
		2,434,754
		1,359,015
		261,579
		36,055
14,845,278		14,845,278
		32,507
	1,473,196	1,473,196
<u>14,845,278</u>	<u>1,473,196</u>	<u>43,694,489</u>
		884,598
		320,158
	1,473,196	1,473,196
		17,252
		261,579
		48,304
		2,136,271
		2,237,627
		51
		125,875
		12,300
	<u>1,473,196</u>	<u>7,517,210</u>
14,845,278		14,845,278
		36,055
		269,359
		<u>21,026,588</u>
<u>14,845,278</u>		<u>36,177,280</u>
<u>14,845,278</u>	<u>1,473,196</u>	<u>43,694,489</u>

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
GOVERNMENTAL FUND TYPE

STATEMENT B

Statements of Revenues, Expenditures  
and Changes in Fund Balances  
For the Year Ended June 30, 1999

	<u>GENERAL FUND</u>	<u>PRISON CANTEEN SPECIAL REVENUE FUND</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
REVENUES			
Ad valorem taxes	\$23,528,941		23,528,941
Licenses and permits	447,373		447,373
Intergovernmental revenues:			
Federal grants	1,604,591		1,604,591
State grants:			
State supplemental pay	1,348,337		1,348,337
Miscellaneous	121,342		121,342
Fees, charges and commissions for services:			
Commissions and state revenue sharing	794,979		794,979
Civil and criminal fees	2,927,324		2,927,324
Court attendance	97,200		97,200
Transporting prisoners	0		0
Feeding and keeping prisoners	3,375,907		3,375,907
Sales of merchandise		917,296	917,296
Fines and forfeitures	165,815		165,815
Other	1,126,162		1,126,162
Interest income	904,485	15,965	920,451
Miscellaneous	248,761	10,719	259,481
Total revenues	<u>36,691,216</u>	<u>943,980</u>	<u>37,635,197</u>
EXPENDITURES:			
Public safety:			
Personnel services and related benefits	23,172,644		23,172,644
Operating services	2,938,954	208,503	3,147,457
Materials and supplies	3,395,630	707,747	4,103,377
Travel and other charges	338,918	48,756	387,674
Capital outlay	4,543,735	1,758	4,545,493
Total expenditures	<u>34,389,882</u>	<u>966,763</u>	<u>35,356,645</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>2,301,334</u>	<u>(22,783)</u>	<u>2,278,553</u>
OTHER FINANCING SOURCES (USES)			
Sale of fixed assets	281,155		281,155
Total other financing sources (uses)	<u>281,155</u>		<u>281,155</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	2,582,489	(22,783)	2,559,708
FUND BALANCES AT BEGINNING OF YEAR	18,136,248	385,203	18,521,451
Decrease in inventory reserve		(18,514)	(18,514)
Increase in reserve for insurance deductible	269,359		
FUND BALANCES AT END OF YEAR	<u>\$20,988,096</u>	<u>343,906</u>	<u>21,062,645</u>

The accompanying notes are an integral part of this statement.



EAST BATON ROUGE PARISH SHERIFF  
 Baton Rouge, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL AND  
 PRISON CANTEEN SPECIAL REVENUE FUNDS

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

	GENERAL FUND		VARIANCE FAVORABLE (UNFAVORABLE)
	BUDGET	ACTUAL	
REVENUES			
Ad valorem taxes	\$23,789,934	23,528,941	(260,993)
Licenses and permits	404,650	447,373	42,723
Intergovernmental revenues:			
Federal grants	1,913,702	1,604,591	(309,111)
State grants:			
State supplemental pay	1,348,370	1,348,337	(33)
Miscellaneous	105,327	121,342	16,015
Fees, charges and commissions for services:			
Commissions and state revenue sharing	803,151	794,979	(8,172)
Civil and criminal fees	2,811,650	2,927,324	115,674
Court attendance	97,600	97,200	(400)
Transporting prisoners	57,385	0	(57,385)
Feeding and keeping prisoners	3,610,687	3,375,907	(234,780)
Sales of merchandise			
Fines and forfeitures	146,085	165,815	19,730
Other	1,088,610	1,126,162	37,552
Interest income	807,940	904,485	96,545
Miscellaneous	261,241	248,761	(12,480)
Total revenues	<u>37,246,332</u>	<u>36,691,216</u>	<u>(555,116)</u>
EXPENDITURES:			
Public safety:			
Personnel services and related benefits	23,284,304	23,172,644	111,660
Operating services	3,042,420	2,938,954	103,466
Materials and supplies	3,482,341	3,395,630	86,711
Travel and other charges	340,810	338,918	1,892
Capital outlay	4,920,190	4,543,735	376,455
Total expenditures	<u>35,070,065</u>	<u>34,389,882</u>	<u>680,183</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>2,176,267</u>	<u>2,301,334</u>	<u>125,067</u>
OTHER FINANCING SOURCES (USES)			
Sale of fixed assets	218,674	281,155	62,481
Total other financing sources (uses)	<u>218,674</u>	<u>281,155</u>	<u>62,481</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	2,394,941	2,582,489	187,548
FUND BALANCES AT BEGINNING OF YEAR	18,136,248	18,405,607	269,359
Decrease in inventory reserve			
FUND BALANCES AT END OF YEAR	<u>\$20,531,189</u>	<u>20,988,096</u>	<u>456,907</u>

The accompanying notes are an integral part of this statement.

PRISON CANTEEN SPECIAL REVENUE FUND		
<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
923,550	917,296	(6,254)
15,790	15,965	175
10,610	10,719	109
<u>949,950</u>	<u>943,980</u>	<u>(5,969)</u>
214,445	208,503	5,942
721,100	707,747	13,353
51,917	48,756	3,161
27,000	1,758	25,242
<u>1,014,462</u>	<u>966,763</u>	<u>47,699</u>
<u>(64,512)</u>	<u>(22,783)</u>	<u>41,730</u>
<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u>	<u>          </u>	<u>          </u>
(64,512)	(22,783)	41,730
385,202	385,202	0
	(18,513)	(18,513)
<u>320,690</u>	<u>343,906</u>	<u>23,217</u>

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana

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

## INTRODUCTION

As provided in 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 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, state revenue sharing funds, 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 East Baton Rouge Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

#### B. REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Codification Section 2100, the sheriff includes all funds, account groups, activities, et cetera, that are controlled by the sheriff as an independently elected parish official. As an independently elected parish official, the sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the sheriff's office that are paid or provided by the city-parish council as required by Louisiana law, the sheriff is financially independent. Accordingly, the sheriff is a separate governmental reporting entity. Certain units of local government over which the sheriff exercises no oversight responsibility, such as the city-parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish sheriff.

### 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 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 (General Fund, Prison Canteen Special Revenue Fund) and fiduciary (Agency Funds). These funds are described 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.

#### Prison Canteen Special Revenue Fund

The Prison Canteen Special Revenue Fund accounts for sales of personal items to prisoners in the parish jail. Revenues are used to compensate ministers who visit the prison, to purchase office supplies, directly associated personnel services and related benefits and to provide for other inmate benefits, et cetera.

#### Fiduciary Fund Type - 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.

### 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 related 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 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 and the related state revenue sharing are recorded in the year taxes are due and payable. The calendar for the 1998 tax roll was as follows:

Levy date	January 1, 1998
Due date	December 31, 1998
Lien date	January 1, 1999
Collection date	December 1, 1998



D. BASIS OF ACCOUNTING (Continued)

Revenues (Continued)

Licenses, permits, fees, charges, and commissions for services are recorded when earned.

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

Interest income on time deposits is recorded when the interest is earned.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Compensated absences are recognized as expenditures when leave is actually taken or when the employees (or heirs) are paid for accrued leave upon termination or death, while the cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

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 1998-99 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 ten (10) days prior to the public hearing, which was held at the East Baton Rouge Parish Sheriff's office on June 25, 1998, for the comments from taxpayers. The budgets are legally adopted and amended, as necessary, by the sheriff.

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

Neither encumbrance accounting nor formal integration of the budget into the accounting records are employed as a management control device. However, periodic comparisons of budget and actual amounts are made. (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.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after the fiscal year end and other investments with original maturities of 90 days or less. 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 under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Notes to the Financial Statements, (Continued)

F. CASH AND CASH EQUIVALENTS, (Continued)

Under state law, the sheriff may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days. However, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. INVENTORY

Inventory at June 30, 1999, consists of merchandise for resale in the Prison Canteen Special Revenue Fund. Inventory items are valued at cost and are recorded as expenditures, using the first-in, first-out (FIFO) cost flow assumption for valuing inventory. Reported inventory is equally offset by a fund balance reserve that indicates it does not constitute available spendable resources even though it is a component of net current assets.

H. 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. They are valued at historical cost or estimated cost if historical cost is not available. Approximately 90 per cent of the assets are valued at historical cost and 10 per cent are valued at estimated cost based on vendor estimates of prices at the time of purchase. No depreciation has been provided on general fixed assets.

I. COMPENSATED ABSENCES

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

Employees of the sheriff's office earn from 8 to 14 hours of annual leave semi-monthly and from 8 to 12 hours of sick leave each work period, depending on their length of service. Maximum accrual of annual leave is 156 to 273 hours, depending on length of service, and maximum accrual of sick leave is 1092 hours. Upon termination of employment, employees are paid for accrued annual leave up to the maximum accrual authorized. All accumulated sick leave lapses upon termination of employment. The plan assets remain the property of the sheriff's office until paid or made available to participants, subject only to claims of the employer's general creditor.

The cost of leave privileges is recognized as a current-year expenditure in the General Fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

J. ESTIMATES

The preparation of the general-purpose financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

K. TOTAL COLUMN ON STATEMENTS

The total column on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position in conformity with generally accepted accounting principles or results of operations. Neither is such data comparable to a consolidation.



EAST BATON ROUGE PARISH SHERIFF  
 Baton Rouge, Louisiana  
 Notes to the Financial Statements, (Continued)

2. LEVIED TAXES

	<u>AUTHORIZED MILLAGE</u>	<u>LEVIED MILLAGE</u>	<u>EXPIRATION DATE</u>
Special law enforcement	4.36	4.36	None
Additional special law enforcement	3.73	3.73	12/31/2000
Additional special law enforcement	6.90	6.90	12/31/2003

3. CASH AND CASH EQUIVALENTS

At June 30, 1999, the sheriff had cash and cash equivalents (book balances) totaling \$23,252,105 as follows:

Cash - Tax Collection Agency Fund	\$ 2,349,984
Demand deposits	700,271
Time deposits	20,200,000
Petty cash	<u>1,850</u>
	23,252,105
Restricted cash	<u>2,434,754</u>
Total	\$25,686,859 =====

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 time 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 deposits are adequately secured from risk by 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.

Restricted cash

These funds represent payments for litigation settlements, and a reserve to cover the deductible for insurance losses for June 30, 1999, and are held in these accounts until disbursed to their respective eligible claimants.

4. RECEIVABLES

Receivables as of June 30, 1999, are as follows:

<u>Class of Receivable</u>	<u>GENERAL FUND</u>	<u>AGENCY FUNDS</u>	<u>CANTEEN FUND</u>	<u>TOTAL</u>
Licenses and permits	\$ 55,574	-	-	55,574
Feeding, keeping and transporting prisoners	409,447	-	-	409,447
Other fees, charges and commissions	746,717	-	10,719	757,437
Suits, successions, etc.	-	<u>136,557</u>	-	<u>136,557</u>
Totals	<u>\$1,211,738</u>	<u>136,557</u>	<u>10,719</u>	<u>1,359,015</u> =====

EAST BATON ROUGE PARISH SHERIFF  
 Baton Rouge, Louisiana  
 Notes to the Financial Statements, (Continued)

5. DUE FROM/TO OTHER FUNDS

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

<u>FUND</u>	<u>DUE FROM OTHER FUNDS</u>	<u>DUE TO OTHER FUNDS</u>
General fund	\$ 243,796	-
Prison Canteen Special Revenue Fund	17,783	-
Agency funds:		
Sheriff's	-	62,764
Prison Inmate	-	17,783
Tax Collector	-	181,031
Total	<u>\$ 261,579</u>	<u>261,579</u>
	=====	=====

6. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets for the year ended June 30, 1999, follows:

	<u>BALANCE JUNE 30, 1998</u>	<u>ADDITIONS</u>		<u>DELETIONS</u>	<u>BALANCE JUNE 30, 1999</u>
		<u>GENERAL FUND</u>	<u>CANTEEN FUND</u>		
Land	\$ 43,560	-	-	-	43,560
Buildings	641,590	-	-	-	641,590
Vehicles	6,042,974	2,513,270	-	1,395,148	7,161,096
Office:					
Furniture	251,849	45,491	-	14,592	282,748
Equipment	1,373,775	404,586	1,758	270,221	1,509,898
Maintenance equipment	79,250	7,040	-	28,111	58,179
Law enforcement:					
Weapons	277,530	168,826	-	142,604	303,752
Equipment	3,252,601	1,394,168	-	37,237	4,609,532
Prison recreational equipment	2,065	-	-	-	2,065
Telephone equipment	143,627	12,925	-	-	156,552
Gas tanks/pumps	76,305	-	-	-	76,305
Total	<u>\$ 12,185,126</u>	<u>4,546,306</u>	<u>1,758</u>	<u>1,887,913</u>	<u>14,845,278</u>
	=====	=====	=====	=====	=====

Any differences between the general fixed asset additions and the capital outlays are due to narcotics seizures.

7. PENSION PLAN

Plan Description. Substantially all employees of the East Baton Rouge Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS) deferred 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 if employed prior to January 1, 1991, and not less than five hundred fifty dollars if employed subsequent to December 31, 1990, and who are 18 years or older at the time of original employment are eligible to participate in the System. Employees are eligible to retire at or after age 55 with at least twelve 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 twelve but less than fifteen years, 2.75 per cent for each year if total service is at least fifteen but less than twenty years, and 3 per cent for each year if total service is at least twenty years. 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 twelve 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 East Baton Rouge 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 East Baton Rouge Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The East Baton Rouge Parish Sheriff's contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$ 969,993, \$792,124, and \$928,811, respectively, equal to the required contributions for each year.

8. CHANGES IN AGENCY FUND BALANCES

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

	<u>Sheriff's Fund</u>	<u>Prison Inmate</u>	<u>Tax Collector Fund</u>	<u>Holiday Helpers</u>	<u>Honor Fund</u>
Balance, June 30, 1998	\$1,769,298	83,879	1,711,425	54	1,320
Additions	8,264,329	1,411,846	175,264,394	-	29,800
Reductions	<u>7,796,000</u>	<u>1,404,041</u>	<u>174,806,866</u>	<u>54</u>	<u>29,560</u>
Balance June 30, 1999	\$2,237,627	91,684	2,168,953	0	1,560
	=====	=====	=====	=====	=====



9. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligations during the fiscal year ended June 30, 1999:

	<u>Compensated Absences</u>
Balance, June 30, 1998	\$ 1,064,178
Additions	493,451
Reductions	<u>84,433</u>
Balance, June 30, 1999	\$ 1,473,196 =====

10. TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the Agency Funds at June 30, 1999, amounting to \$125,875 as reflected in Statement A, include \$122,673 of taxes paid under protest, plus interest earned to date on the investments of their funds, totaling \$3,202. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

11. RESERVE FOR INSURANCE DEDUCTIBLE

With the change from a self-insured Public Liability policy to a non-self-insured type policy, management was required to establish reserves for estimated future losses to cover the deductible under the policy. In prior years this deductible amounted to \$5,000 per individual claim. Effective for the fiscal year 1998, and subsequent years, the deductible was decreased to \$2,500 per individual claim. An insurance agency has established a trust fund in the name of the East Baton Rouge Parish Sheriff for the purpose of depositing funds and establishing a reserve estimating the deductible that will be paid on known losses as well as losses incurred but not reported for the fiscal year then ended. At June 30, 1999, the reserve balance amounted to \$269,359.

12. RISK MANAGEMENT

The Sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Sheriff maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Sheriff.

13. YEAR 2000 ISSUE "unaudited"

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the Sheriff's department operations.

The Sheriff's department has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the Sheriff's operations. The Sheriff's management has identified the following systems requiring year 2000 remediation:

*Financial Reporting, general ledger, accounts payable, checks and registers and payment processing for property taxes.* The Sheriff's department contracts these services through a third party vendor. According to the vendor both hardware and software are Y2K compliant.

*Payroll and employee benefits.* The City Parish of East Baton Rouge provides this service. Validation and testing of these systems have been completed.

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Notes to the Financial Statements, (Continued)

13. YEAR 2000 ISSUE "unaudited", (Continued)

*Jail management system.* This software is provided by a third party vendor. The present IMS system is not Y2K compliant. An upgraded version, JMS, is Y2K compliant according to the vendor. Validation and testing are currently being performed with the intent to install the software prior to December 31, 1999.

*PC's and related servers.* The Sheriff's management has remediated its hardware and software with Y2K test and fix programs obtained from a third party vendor. Validation and testing has been completed.

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

14. LITIGATION AND CLAIMS

The Sheriff is a defendant in various litigations as of the close of business on June 30, 1999. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Sheriff's legal counsel, resolution of these matters would not create a liability in excess of insurance coverage, or in the case of uninsured claims, have material adverse effect on the financial condition of the East Baton Rouge Parish Sheriff.

The cost of litigation and claims settled during the current year amounted to \$200,090. This amount has been recorded as a current year expenditure in the general fund.

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana

Supplemental Information Schedules  
As of and for the year ended June 30, 1999

FIDUCIARY FUNDS - 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.

PRISON INMATE FUND

This fund accounts for deposits made by and for the inmates and for authorized withdrawals.

TAX COLLECTOR AGENCY 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 accounts for the collection and distribution of these taxes and fees to the appropriate taxing bodies.

HOLIDAY HELPERS FUND

This fund receives donations from individuals. These funds are used to purchase gifts, food, clothing and mentoring and educational needs to eligible individuals. The distribution of these funds usually occurs during various holidays.

HONOR FUND

This fund receives donations from employees and retirees for the payment of death benefits to eligible members. The benefit amount paid is equivalent to the amount donated.



EAST BATON ROUGE PARISH SHERIFF  
 Baton Rouge, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheets  
 June 30, 1999

	<u>SHERIFF'S</u>	<u>PRISON INMATE</u>	<u>TAX COLLECTOR AGENCY FUND</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$	175,023	2,349,984
Cash - restricted	2,163,835		
Receivables	136,557		
<b>TOTAL ASSETS</b>	<u>\$2,300,392</u>	<u>175,023</u>	<u>2,349,984</u>
 <b>LIABILITIES</b>			
Due to State of Louisiana	\$	17,252	
Due to other funds	62,764	17,783	181,031
Due to E.M.S.		48,304	
Due to taxing bodies and others:			
Due to taxing bodies and others	0	91,684	2,043,027
Restricted liabilities	2,237,627		
Deferred revenues			51
Protested taxes			125,875
Total due taxing bodies and others	<u>2,237,627</u>	<u>91,684</u>	<u>2,168,953</u>
<b>TOTAL LIABILITIES</b>	<u>\$2,300,392</u>	<u>175,023</u>	<u>2,349,984</u>

<u>HONOR FUND</u>	<u>HOLIDAY HELPERS</u>	<u>TOTALS</u>
	0	2,525,007
1,560		2,165,395
		136,557
<u>1,560</u>	<u>0</u>	<u>4,826,959</u>
		17,252
		261,579
		48,304
1,560		2,136,271
		2,237,627
		51
		125,875
<u>1,560</u>	<u>0</u>	<u>4,499,824</u>
<u>1,560</u>	<u>0</u>	<u>4,826,959</u>

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Schedule of Changes in Balances Due  
to Taxing Bodies and Others  
For the Year Ended June 30, 1999

	<u>SHERIFF'S</u>	<u>PRISON INMATE</u>	<u>TAX COLLECTOR AGENCY FUND</u>
BALANCES AT BEGINNING OF YEAR	<u>\$1,769,298</u>	<u>83,879</u>	<u>1,711,425</u>
ADDITIONS:			
Deposits:			
Suits, successions, etc.	5,244,866		
Garnishments	1,821,828		
Bonds	290,801		
Request for notice of seizures	16,117		
Bond forfeitures	212,224		
Fees:			
Clerk of Court	665,649		
Civil services	12,844		
Taxes, fees, etc. paid to tax collector			174,480,204
Interest on investments			784,190
Other additions:			
Prisoner deposits		1,411,846	
Donations			
Total additions	<u>8,264,329</u>	<u>1,411,846</u>	<u>175,264,394</u>
Total	10,033,627	1,495,725	176,975,819
REDUCTIONS:			
Taxes, fees, etc. distributed to taxing bodies and others			174,806,866
Payments to litigants, etc.	4,362,085		
Fees to sheriff's General Fund	2,789,821		
Bond forfeitures	215,014		
Cash bond refunds	429,080		
Prisoner canteen purchases		917,296	
Refunds to released inmates and prisoner authorized disbursements		438,441	
Authorized program disbursements		48,304	
Total reductions	<u>7,796,000</u>	<u>1,404,041</u>	<u>174,806,866</u>
BALANCE AT END OF YEAR	<u>\$2,237,627</u>	<u>91,684</u>	<u>2,168,953</u>

<u>HONOR FUND</u>	<u>HOLIDAY HELPERS</u>	<u>TOTALS</u>
<u>1,320</u>	<u>54</u>	<u>3,565,922</u>
		5,244,866
		1,821,828
		290,801
		16,117
		212,224
		665,649
		12,844
		174,480,204
20		784,210
		1,411,846
<u>29,780</u>		<u>29,780</u>
<u>29,800</u>	<u>0</u>	<u>184,970,369</u>
31,120	54	188,536,291
		174,806,866
		4,362,085
		2,789,821
		215,014
		429,080
		917,296
		438,441
<u>29,560</u>	<u>54</u>	<u>77,864</u>
<u>29,560</u>	<u>54</u>	<u>184,036,467</u>
<u>1,560</u>	<u>0</u>	<u>4,499,824</u>

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana

Schedule of Expenditures of Federal Awards  
For the year ended June 30, 1999

<u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM OR CLUSTER TITLE</u>	<u>FEDERAL CFDA NUMBER</u>	<u>PASS-THROUGH ENTITY IDENTIFYING NUMBER</u>	<u>FEDERAL EXPENDITURES</u>
U.S. Department of Justice:			
Office of Justice Programs:			
Universal Hiring	16.71	97-UL-WX-0026	\$ 199,610
COPS More	16.71	98-CL-WX-0146	127,000
Pass-through programs from:			
Parish of East Baton Rouge:			
Local Law Enforcement Block Grant	16.592	97-LB-VX-5231	1,257,522
Division of the Bureau of Justice Department			
Louisiana Commission on			
Law Enforcement and Administration			
of Criminal Justice:			
Street Gang Reduction	16.592	98-B5B070070	45,482
Integrated Criminal Apprehension	16.592	98-B5B070060	45,462
Intelligence Unit	16.592	98-B5B070049	43,294
Evidence/Records Preservation	16.592	98-B5B070050	13,528
Narcotics Response Team (97)	16.592	97-B5B070079	4,543
Narcotics Response Team (98)	16.592	98-B5B070048	<u>12,099</u>
Total U.S. Department of Justice			1,748,540
Office of Academic Programs:			
Governor's Safe and Drug Free	84.186	N/A	13,042
Executive Office of the President:			
High Intensity Drug Trafficking Area	07.999	I8PGCP510	38,560
High Intensity Drug Trafficking Area	07.999	I9PGCP510	<u>5,650</u>
Total Expenditures of Federal Awards			\$ 1,805,792 =====

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 East Baton Rouge Parish Sheriff and is presented on the modified accrual basis. 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*.

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Schedule 3 (Continued)

Note 2. Universal Hiring

The following is a reconciliation of funds expended through June 30, 1999, regarding the universal hiring grant:

Total funds expended since inception April 1, 1997	\$ 457,112
Recorded expenditures for the prior years ended June 30, 1997 and 1998	<u>(257,502)</u>
Amount expended during the current year ended June 30, 1999	\$ 199,610 =====



EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Summary Schedule of Prior Year Findings  
For the Year Ended June 30, 1999

<u>Ref.No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
		None		
Section II - Internal Control and Compliance Material to Federal Awards:				
		None		
Section III - Management Letter:				
<u>ML98-1</u>	<u>6/30/98</u>	<u>Reconciliation of cash receipts and disbursement ledger to bank accounts and Treasurers' reports</u>	<u>Yes</u>	<u>Properly train bookkeeping personnel to perform reconciliation procedures</u>
<u>ML98-2</u>	<u>6/30/98</u>	<u>Undercollateralized bank balances in excess of FDIC limits</u>	<u>Yes</u>	<u>One individual monitors all bank balances for the Sheriff's department</u>
<u>ML98-3</u>	<u>6/30/98</u>	<u>Tax refund lacked documentation of notification</u>	<u>Yes</u>	<u>Computer service bureau developed reports and correspondence regarding credit balances &amp; refunds</u>
<u>ML98-4</u>	<u>6/30/98</u>	<u>Delay in depositing funds and processing tax payments of multiple types of property taxes</u>	<u>Yes</u>	<u>An expediter was assigned to process large payments for multiple sections &amp; wards, and new computerized cash registers were installed and activated for the 1999 tax period</u>

EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Corrective Action Plan For  
Current Year Audit Findings  
For the Year Ended June 30, 1999

<u>Ref.No.</u>	<u>Description of Findings</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				

None

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

None

Section III - Management Letter:

None

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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**

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
BATON ROUGE, LOUISIANA

I have audited the general-purpose financial statements of East Baton Rouge Sheriff as of and for the year ended June 30, 1999, and have issued my report thereon dated December 10, 1999, which was qualified because the Tax Collector's Financial Statements are prepared on the basis of cash receipts and disbursements and insufficient audit evidence exists to support East Baton Rouge Parish Sheriff's disclosures with respect to the year 2000 issue. Except as discussed in the preceding sentence, 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 East Baton Rouge Parish Sheriff's general-purpose 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 those 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 East Baton Rouge Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general-purpose 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 general-purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
BATON ROUGE LOUISIANA

Report on Compliance and on Internal Control Over Financial Reporting Based on a  
Audit of Financial Statements Performed in Accordance With *Government Auditing Standards* (Continued)

This report is intended for the information of the management of East Baton Rouge Parish Sheriff, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



Baton Rouge, Louisiana  
December 10, 1999

**JERROLD A. BLACK**  
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**Report on Compliance With Requirements Applicable to Each Major Program  
and on Internal Control Over Compliance in Accordance With OMB Circular A-133**

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
BATON ROUGE, LOUISIANA

Compliance

I have audited the compliance of East Baton Rouge Parish Sheriff 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. East Baton Rouge Parish Sheriff's major federal programs are identified in the summary of auditor's results section of 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 East Baton Rouge Parish Sheriff's management. My responsibility is to express an opinion on East Baton Rouge Parish Sheriff's compliance based on my audit.

I conducted my 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 I 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 East Baton Rouge Parish Sheriff's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination of East Baton Rouge Parish Sheriff's compliance with those requirements.

In my opinion, East Baton Rouge 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.

Internal Control Over Compliance

The management of East Baton Rouge Parish Sheriff is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing my audit, I considered East Baton Rouge 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 my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

HONORABLE ELMER B. LITCHFIELD  
EAST BATON ROUGE PARISH SHERIFF  
BATON ROUGE, LOUISIANA

Report on Compliance With Requirements Applicable to Each Major Program  
and on Internal Control Over Compliance in Accordance With OMB Circular A-133 (continued)

My 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. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended for the information of the management of East Baton Rouge Parish Sheriff, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



Baton Rouge, Louisiana  
December 10, 1999



EAST BATON ROUGE PARISH SHERIFF  
Baton Rouge, Louisiana  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 1999

**SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses a qualified opinion (with regards to the Tax Collector's Financial Statements prepared on the basis of cash receipts and disbursements and with regards to the year 2000 issue) on the general-purpose financial statements of East Baton Rouge Parish Sheriff.
2. No reportable conditions relating to the audit of the financial statements are reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of East Baton Rouge Parish Sheriff were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs are reported in the Report on Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133.
5. The auditor's Report on Compliance expresses an unqualified opinion.
6. There were no audit findings relative to major federal award programs for East Baton Rouge Parish Sheriff.
7. The programs tested as major programs include:

<u>NAME</u>	<u>CFDA Nos.</u>
Universal Hiring	16.71
Local Law Enforcement Block	16.592
8. The threshold for distinguishing Type A and B programs was \$300,000.
9. The East Baton Rouge Parish Sheriff was not determined to be a low-risk auditee.

**FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAM AUDIT**

Questioned Costs

None