

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Financial Report

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 NOV 24 1999

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INDEPENDENT AUDITORS' REPORT

The Honorable Willy J. Martin, Jr.
St. James Parish Sheriff
Convent, Louisiana

We have audited the accompanying general purpose financial statements of the St. James Parish Sheriff, as of June 30, 1999, and for the year then ended. These general purpose financial statements are the responsibility of the St. James Parish Sheriff. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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 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 general purpose financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. James 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 a report dated September 17, 1999 on our consideration of the St. James Parish Sheriff's internal control structure and its compliance with laws, regulations, contract and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information listed as "Supplemental Information" on pages 17-29 is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the St. James 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 respects in relation to the general purpose financial statements taken as a whole. The year 2000 supplemental information on page 18 is not a required part of the general purpose

financial statements, but is supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted primarily of inquiries of management regarding the methods of measurement and presentation of the supplemental information; however, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that St. James Parish Sheriff is or will become year 2000 compliant, that the St. James Parish Sheriff's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Sheriff does business are or will become year 2000 compliant.

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for that year in which we expressed an unqualified opinion on the general purpose financial statements.

Kolder, Champagne, Slaven & Rainey, LLC
Certified Public Accountants

Lafayette, Louisiana
September 17, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)**

ST. JAMES PARISH SHERIFF
Convent, Louisiana

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

	Governmental Fund Type - General Fund	Fiduciary Fund Type - Agency Funds	Account Group General Fixed Assets	Totals (Memorandum Only)	
				1999	1998
ASSETS					
Cash	\$ 8,516	\$ 11,017	\$ -	\$ 19,533	\$ 15,121
Interest-bearing deposits	6,412,232	566,084	-	6,978,316	3,093,285
Investments	-	-	-	-	2,561,646
Receivables:					
Accrued interest	67,460	-	-	67,460	40,430
Other	6,128	-	-	6,128	11,512
Due from other funds	10,279	-	-	10,279	7,560
Due from other governments	75,089	-	-	75,089	96,554
Prepaid expenditures	-	-	-	-	14,369
Vehicles, office furniture and equipment	-	-	1,930,750	1,930,750	1,560,200
Total assets	<u>\$6,579,704</u>	<u>\$ 577,101</u>	<u>\$ 1,930,750</u>	<u>\$9,087,555</u>	<u>\$7,400,677</u>
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$ 10,342	\$ -	\$ -	\$ 10,342	\$ 16,827
Accrued liabilities	119,042	-	-	119,042	-
Leases payable	-	-	-	-	8,185
Due to other funds	-	10,279	-	10,279	7,560
Due to taxing bodies and others	-	251,758	-	251,758	513,688
Due to plan participants	-	311,826	-	311,826	272,515
Due to inmates	-	3,238	-	3,238	1,545
Total liabilities	<u>129,384</u>	<u>577,101</u>	<u>-</u>	<u>706,485</u>	<u>820,320</u>
Fund equity:					
Investment in general fixed assets	-	-	1,930,750	1,930,750	1,560,200
Fund balance:					
Reserved	-	-	-	-	14,369
Unreserved	6,450,320	-	-	6,450,320	5,005,788
Total fund equity	<u>6,450,320</u>	<u>-</u>	<u>1,930,750</u>	<u>8,381,070</u>	<u>6,580,357</u>
Total liabilities and fund equity	<u>\$6,579,704</u>	<u>\$ 577,101</u>	<u>\$ 1,930,750</u>	<u>\$9,087,555</u>	<u>\$7,400,677</u>

The accompanying notes are an integral part of this statement.

ST JAMES PARISH SHERIFF
Convent, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund Type - General Fund
Budget (GAAP Basis) and Actual
Year Ended June 30, 1999
With Comparative Actual Amounts for Year Ended June 30, 1998

	1999		Variance - Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
Revenues:				
Ad valorem taxes	\$4,701,801	\$4,713,616	\$ 11,815	\$4,554,281
Intergovernmental revenues -				
Federal grants	126,270	128,047	1,777	84,932
State grants - state revenue sharing (net)	145,504	145,504	-	143,570
State supplemental pay	152,500	153,923	1,423	225,375
State grants - bridge	110,000	110,583	583	105,792
Video poker commissions	38,000	39,907	1,907	37,176
Fees charges and commissions for services -				
Civil and criminal fees	183,502	198,163	14,661	219,292
Court attendance	5,000	6,150	1,150	5,300
Transporting prisoners	2,000	1,501	(499)	2,907
Feeding and keeping prisoners	251,000	262,732	11,732	242,965
Interest income	202,500	209,412	6,912	216,490
Miscellaneous	58,556	82,115	23,559	80,526
Total revenues	<u>5,976,633</u>	<u>6,051,653</u>	<u>75,020</u>	<u>5,918,606</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	2,860,000	2,943,314	(83,314)	2,562,112
Operating services	643,406	652,304	(8,898)	676,883
Operations and maintenance	575,843	589,787	(13,944)	597,232
Travel and other charges	4,950	5,721	(771)	5,014
Capital outlay	441,884	430,364	11,520	249,373
Total expenditures	<u>4,526,083</u>	<u>4,621,490</u>	<u>(95,407)</u>	<u>4,090,614</u>
Excess of revenues over expenditures	1,450,550	1,430,163	(20,387)	1,827,992
Fund balance, beginning	<u>5,020,157</u>	<u>5,020,157</u>	<u>-</u>	<u>3,192,165</u>
Fund balance, ending	<u>\$6,470,707</u>	<u>\$6,450,320</u>	<u>\$ (20,387)</u>	<u>\$5,020,157</u>

The accompanying notes are an integral part of this statement.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the St. James Parish Sheriff (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, serving subpoenas, et cetera.

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

The accounting and reporting policies of the St. James Parish Sheriff conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial reporting purposes, 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 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 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.

ST. JAMES PARISH SHERIFF
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Notes to Financial Statements (Continued)

B. Fund Accounting

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. An account group, on the other hand, 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 are classified into two categories: governmental and fiduciary. Each category is further divided into separate "fund types". The funds presented in the financial statements 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 state revenue sharing, state supplemental pay for deputies, civil and criminal fees, and fees for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, inmate funds, commissary receipts, 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.

C. General Fixed Assets and Long-Term Obligations

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. 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 purchased fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. Estimated amounts are immaterial in relation to total fixed assets.

Long-term obligations expected to be financed from governmental funds are accounted for in the general long-term debt account group, not in the General Fund. All long-term obligations have been paid as of June 30, 1999.

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Notes to Financial Statements (Continued)

The two account groups are not funds. They are concerned only with the measurement of financial position 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 the measurements made, regardless of the measurement focus applied. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting, except for the Tax Collector Agency Fund that is prepared on the cash basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year 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.

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

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. 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, except that principal and interest on general long-term obligations are recognized when due. Purchases of various operating supplies are regarded as expenditures at the time purchased.

Other Financing Sources

General fixed assets acquired through capital lease agreements are recognized as other financing sources and capital outlay expenditures at the time of acquisition. Also, proceeds from long-term loans are recognized as other financing sources when received.

ST. JAMES PARISH SHERIFF
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Notes to Financial Statements (Continued)

E. Budget and Budgetary Accounting

The Sheriff follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The chief administrative deputy prepares a proposed budget and submits it to the sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

F. Interest-Bearing Deposits

Interest-bearing deposits are stated at cost, which approximates market.

G. Vacation and Sick Leave

Employees of the Sheriff's office earn from 5 to 10 days of vacation leave each year, depending on their length of service. Vacation leave must be taken in the year it is earned. Employees with 0-9 years service to the St. James Parish Sheriff's office earn

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Notes to Financial Statements (Continued)

ten (10) days per year. Sick leave is not compensable if an employee leaves the service of the St. James Parish Sheriff's office. Sick leave may be accrued up to a total of twenty-five (25) working days. Employees having served the Sheriff's office over nine consecutive years receive twenty-five (25) working days sick leave per year which cannot be accrued. Additional sick leave is allowed at the discretion of the Sheriff. At June 30, 1999, the Sheriff has no leave benefits required to be reported in accordance with generally accepted accounting principles.

H. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Sheriff as an extension of formal budgetary integration in the funds.

I. Comparative Data

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Sheriff's financial position and results of operations. However, comparative data (i.e., presentation of prior year totals by fund type) have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

J. Total Columns on Combined Statements - Overview

Total columns on the Combined Statements - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

K. Bad Debts

Uncollectible amounts due for accounts receivable are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivables. Although the specific charge-off method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible receivables was made due to immateriality at June 30, 1999.

L. Fund Equity

Reserves

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Financial Statements (Continued)

(2) Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1999, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$6,997,849, as follows:

Demand deposits	\$ 19,533
Time deposits	2,078,316
Money market accounts	<u>4,900,000</u>
Total	<u>\$6,997,849</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 1999, are secured as follows:

Bank balances	<u>\$7,137,818</u>
Federal deposit insurance	237,467
Pledged securities (category 3)	<u>6,900,351</u>
Total	<u>\$7,137,818</u>

Pledged securities in Category 3 includes uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are considered uncollateralized (Category 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.

ST. JAMES PARISH SHERIFF
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Notes to Financial Statements (Continued)

(3) Due From/to Other Funds

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

	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$10,279	\$ -
Agency Funds:		
Tax Collector Fund	-	2,600
Commissary fund	-	7,679
Total	<u>\$10,279</u>	<u>\$10,279</u>

(4) Changes in General Fixed Assets

A summary of changes in general fixed assets (vehicles, office furniture and equipment) follows:

Balance, June 30, 1998	\$1,560,200
Additions	438,772
Deductions	(68,222)
Balance, June 30, 1999	<u>\$1,930,750</u>

(5) Pension Plan

Plan Description. The St. James Parish Sheriff contributes to the Sheriff's Pension and Relief Fund (Retirement System), a cost-sharing multiple employer defined benefit pension plan administered by the Sheriff's Pension and Relief Fund, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to sheriff and deputy sheriff members throughout the State of Louisiana. The Sheriff's Pension and Relief Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Sheriff's Pension and Relief Fund, P.O. Box 3163, Monroe, Louisiana 71210-3136.

Funding Policy. Plan members are required to contribute 8.7% of their annual covered salary and the St. James Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0% of annual covered payroll. The contribution requirements of plan members and the St. James Parish Sheriff are established and may be amended by the Sheriff's Pension and Relief Fund. The St. James Parish Sheriff's contributions to the Retirement System for the years ended June 30, 1999, 1998, and 1997 were \$134,566, \$111,898 and \$120,790, respectively.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Financial Statements (Continued)

(6) Deferred Compensation Plan

The Sheriff offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457 which is reported as an agency fund of the Sheriff's financial statements. 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 proof of hardship.

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 benefits under the plan) subject only to the claims of the Sheriff's general creditors. Participants' rights under the plan are equal to those general creditors of the Sheriff in an amount equal to the fair market value of the deferred account for each participant.

(7) Changes in Agency Fund Balances

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

	Sheriff's Fund	Tax Collector Fund	Bond Fund
	<u> </u>	<u> </u>	<u> </u>
Balances, June 30, 1998	\$ 29,710	\$ 365,715	\$120,863
Additions	244,267	24,227,961	395,449
Deductions	(258,316)	(24,505,921)	(365,370)
Balances, June 30, 1999	<u>\$ 15,661</u>	<u>\$ 87,755</u>	<u>\$150,942</u>
	<u> </u>	<u> </u>	<u> </u>
	Prison Inmate Trust Fund	Commissary Fund	Deferred Compensation Fund
	<u> </u>	<u> </u>	<u> </u>
Balances, June 30, 1998	\$ 1,545	\$ 4,960	\$272,515
Additions	50,994	41,072	49,797
Deductions	(49,301)	(38,353)	(10,486)
Balances, June 30, 1999	<u>\$ 3,238</u>	<u>\$ 7,679</u>	<u>\$311,826</u>

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Notes to Financial Statements (Continued)

(8) Taxes Paid Under Protest

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 1999, include \$83,104 of taxes paid under protest plus interest earned to date on the investment of these funds. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

(9) Litigation and Claims

At June 30, 1999, the Sheriff is involved in several lawsuits claiming damages. In the opinion of the Sheriff's legal counsel, resolution of these lawsuits would not create a liability to the Sheriff in excess of insurance coverage.

(10) Postretirement Health Care and Life Insurance Benefits

The Sheriff provides certain health care and life insurance benefits for its retired employees. Substantially all of the Sheriff's employees are eligible for these benefits if they reach normal retirement age while working for the Sheriff. These benefits for retirees and similar benefits for active employees are provided through an insurance company in which the monthly premium is paid by the Sheriff. The Sheriff's cost of providing retiree's health care and life insurance benefits are recognized as expenses when the monthly premiums are paid. For the year ended June 30, 1999 the amount of retiree benefits totaled \$20,853.

(11) Risk Management

The Sheriff is exposed to risks of loss in the areas of auto liability, professional law enforcement liability, and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

(12) Self-Insurance Plan

The Sheriff has established a self-insurance health plan to account for and finance its uninsured risk of loss which is administered by Risk Management, Inc. Under this plan, the Lamar Life Insurance Company agreed to reimburse the Sheriff for specific incurred claims related to any one covered employee or dependent which exceeds the retention by the Sheriff which is \$50,000. Lamar Life Insurance Company has agreed to reimburse the Sheriff for aggregate incurred claims during the period of insurance, less any amounts paid with respect to the specific incurred claims, which exceeds the greater of \$756,594 or the total of monthly payments by the Sheriff which is calculated based on the number of employees covered multiplied by \$335. At June 30, 1999 a recap of the health plan follows, which is not reflected in the general purpose financial statements.

ST. JAMES PARISH SHERIFF
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Notes to Financial Statements (Continued)

Changes in the claims liability amounts for the risk management program are as follows:

	Claims payable at 06/30/98	Claims Incurred	Claim Payment	Claims payable at 06/30/99
1998-1999	<u>\$226,284</u>	<u>\$119,835</u>	<u>\$229,045</u>	<u>\$117,074</u>

Claims payable for group hospitalization of \$117,074 at June 30, 1999 was determined as follows:

1. Claims incurred prior to June 30, 1999 and paid subsequently

	Paid as of	Amount	
	July 31, 1999	\$ 72,768	
	August 31, 1999	6,961	
	September 30, 1999	67	
			79,796
2. Claims prior to June 30, 1999 and pending at June 30, 1999			15,687
3. Provision for claims incurred but not reported			21,591
Total claims payable			\$117,074

The provision for claims incurred but not reported of \$21,591 was calculated utilizing historical information adjusted for current trends.

(13) Receivables

Amounts due from other governmental units at June 30, 1999, consist of the following:

	Due from Other Governments	Other
St. James Clerk of Court for civil fees	\$ 1,921	\$ -
St. James Parish and others for prisoner maintenance, fees, and other charges	38,667	-
Miscellaneous receivables	88	6,128
State of Louisiana for video poker commissions	5,870	-
State of Louisiana for grants	12,967	-
Due from agency funds for commissions	9,349	-
U. S. Department of Justice federal grant	6,227	-
	\$75,089	\$6,128

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Financial Statements (Continued)

(14) Expenditures of the Sheriff's Office Paid by the Parish Council

The Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the parish courthouse, as required by statute, is paid by the St. James Parish Council. These expenditures are not included in the accompanying financial statements.

SUPPLEMENTAL INFORMATION

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Impact of Year 2000 on Computer Programs (Unaudited)
Year Ended June 30, 1999

The Year 2000 issue is the result of computer programs being written using two digits rather than four to define the applicable year. Any of the Sheriff's computer programs that have time sensitive software may recognize a date using "00" as the year 1900 rather than the year 2000. This could result in a system failure or miscalculations causing disruptions of operations, including among other things, a temporary inability to process transactions or engage in similar normal business activities.

The Sheriff has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue, that are necessary to conducting operations and have identified such systems as being the Sheriff's mainframe and personal computers used for financial reporting purposes.

- The St. James Parish Sheriff's system and personal computers have been assessed, remediated, and validated.

Remaining contracted amounts that are committed to this project are undetermined as of June 30, 1999.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Sheriff is or will be Year 2000 ready, that the Sheriff's remediation efforts will be successful in whole or in part, or that parties with whom the Sheriff does business will be year 2000 ready. The Sheriff is utilizing external resources to identify and test the systems for Year 2000 compliance.

SCHEDULES OF INDIVIDUAL FUNDS

GENERAL FUND

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

ST. JAMES PARISH SHERIFF
Convent, Louisiana
General Fund

Comparative Balance Sheet
June 30, 1999 and 1998

	1999	1998
Cash	\$ 8,516	\$ 8,516
Interest-bearing deposits, at cost	6,412,232	2,304,582
Investments	-	2,561,646
Receivables:		
Accrued interest	67,460	40,430
Other	6,128	11,512
Due from other funds	10,279	7,560
Due from other governments	75,089	96,554
Prepaid expenditures	-	14,369
Total assets	\$6,579,704	\$5,045,169
Liabilities:		
Accounts payable	\$ 10,342	\$ 16,827
Accrued liabilities	119,042	-
Leases payable	-	8,185
Total liabilities	129,384	25,012
Fund balance:		
Reserved	-	14,369
Unreserved	6,450,320	5,005,788
Total fund balance	6,450,320	5,020,157
Total liabilities and fund balance	\$6,579,704	\$5,045,169

ST. JAMES PARISH SHERIFF
Convent, Louisiana
General Fund

Statement of Expenditures Compared to Budget (GAAP Basis)
Year Ended June 30, 1999
With Comparative Actual Amounts for Year Ended June 30, 1998

	1999		Variance - Favorable (Unfavorable)	1998 Actual
	Budget	Actual		
Current:				
Public safety -				
Personal services and related benefits:				
Sheriff's salary	\$ 65,000	\$ 65,000	\$ -	\$ 65,000
Deputies salaries	2,600,000	2,671,509	(71,509)	2,337,697
Other salaries	30,000	28,941	1,059	8,684
Pension and payroll taxes	158,500	171,364	(12,864)	144,231
Sheriff's expense allowance	6,500	6,500	-	6,500
Total personal services and related benefits	<u>2,860,000</u>	<u>2,943,314</u>	<u>(83,314)</u>	<u>2,562,112</u>
Operating services:				
Hospitalization insurance	435,000	442,259	(7,259)	428,751
Auto insurance	110,106	121,197	(11,091)	105,559
Other liability insurance	98,300	88,848	9,452	142,573
Total operating services	<u>643,406</u>	<u>652,304</u>	<u>(8,898)</u>	<u>676,883</u>
Operations and maintenance:				
Auto fuel and oil	77,000	78,904	(1,904)	86,194
Auto maintenance	60,000	58,032	1,968	67,198
Deputy uniforms, supplies, etc.	109,000	109,976	(976)	102,325
Office supplies and expenses	89,000	100,761	(11,761)	68,511
Telephone	40,000	35,425	4,575	43,226
Prisoner feeding and maintenance	94,993	100,947	(5,954)	98,326
Professional fees	30,500	32,387	(1,887)	31,828
Criminal investigation expense	30,500	28,598	1,902	31,803
Other	44,850	44,757	93	67,821
Total operations and maintenance	<u>575,843</u>	<u>589,787</u>	<u>(13,944)</u>	<u>597,232</u>
Travel and other charges	<u>4,950</u>	<u>5,721</u>	<u>(771)</u>	<u>5,014</u>
Capital outlay:				
Automobiles	300,000	305,815	(5,815)	102,217
Equipment	61,884	43,834	18,050	41,022
Computer	10,000	10,884	(884)	52,512
Radio	70,000	69,831	169	53,622
Total capital outlay	<u>441,884</u>	<u>430,364</u>	<u>11,520</u>	<u>249,373</u>
Total expenditures	<u>\$4,526,083</u>	<u>\$ 4,621,490</u>	<u>\$ (95,407)</u>	<u>\$ 4,090,614</u>

AGENCY FUNDS

Sheriff's Fund -

Sheriff's Fund - To account for funds held in connection with civil suits, sheriff's sales, and garnishments and payment of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

Tax Collector Fund -

Article V, Section 27 of the Louisiana Constitution of 1974, provides that the Sheriff will serve as the collector of state and parish taxes and fees. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.

Bond Fund -

To account for the collection of cash bonds and payment of these collections to the eligible recipients in accordance with applicable laws.

Prison Inmate Trust Fund -

To account for the receipts and disbursements made to the individual prison inmate accounts.

Commissary Fund -

To account for the sale of commissary merchandise and supplies.

Deferred Compensation Fund -

To account for funds held by the Public Employees Benefit Service Corporation (PEBSCO) for employees who have deferred compensation under Internal Revenue Code Section 457. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

ST. JAMES PARISH SHERIFF
 Convent, Louisiana
 Agency Funds

Combining Balance Sheet
 June 30, 1999

With Comparative Totals for June 30, 1998

	Sheriff's Fund	Tax Collector Fund	Bond Fund	Prison Inmate Trust Fund	Commissary Fund	Deferred Compensation Fund	Totals
							1999 1998
ASSETS							
Cash	\$ -	\$ 100	\$ -	\$ 3,238	\$ 7,679	\$ -	\$ 11,017 \$ 6,605
Interest-bearing deposits	15,661	87,655	150,942	-	-	311,826	566,084 788,703
Total assets	<u>\$15,661</u>	<u>\$87,755</u>	<u>\$150,942</u>	<u>\$3,238</u>	<u>\$7,679</u>	<u>\$311,826</u>	<u>\$577,101</u> <u>\$795,308</u>
LIABILITIES							
Due to other funds	\$ -	\$ 2,600	\$ -	\$ -	\$ 7,679	\$ -	\$ 10,279 \$ 7,560
Due to taxing bodies and others	15,661	85,155	150,942	-	-	-	251,758 513,688
Due to plan participants	-	-	-	-	-	311,826	311,826 272,515
Due to inmates	-	-	-	3,238	-	-	3,238 1,545
Total liabilities	<u>\$15,661</u>	<u>\$87,755</u>	<u>\$150,942</u>	<u>\$3,238</u>	<u>\$7,679</u>	<u>\$311,826</u>	<u>\$577,101</u> <u>\$795,308</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana
Agency Funds

Combining Statement of Changes in Assets and Liabilities
Year Ended June 30, 1999
With Comparative Totals for Year Ended June 30, 1998

	Sheriff's Fund	Tax Collector Fund	Bond Fund	Prison Inmate Trust Fund	Commissary Fund	Deferred Compensation Fund	Totals	
							1999	1998
Balances, beginning of year	\$ 29,710	\$ 365,715	\$120,863	\$ 1,545	\$ 4,960	\$272,515	\$ 795,308	\$ 497,261
Additions:								
Deposits -								
Sheriff's sales	96,879	-	-	-	-	-	96,879	192,745
Bonds	-	-	271,415	-	-	-	271,415	272,677
Fines and costs	-	-	120,012	-	-	-	120,012	140,464
Garnishments	147,388	-	-	-	-	-	147,388	137,957
Inmates	-	-	-	50,994	-	-	50,994	42,798
Public Employee Benefit Services Corporation	-	-	-	-	-	49,797	49,797	36,989
Taxes, fees, etc. paid to tax collector	-	24,227,961	-	-	-	-	24,227,961	23,427,965
Interest on investments	-	-	4,022	-	-	-	4,022	5,126
Other additions	-	-	-	-	41,072	-	41,072	60,674
Total additions	244,267	24,227,961	395,449	50,994	41,072	49,797	25,009,540	24,317,395
Total	273,977	24,593,676	516,312	52,539	46,032	322,312	25,804,848	24,814,656
Reductions:								
Taxes, fees, etc. distributed to taxing bodies and others	-	24,505,921	-	-	-	-	24,505,921	23,095,152
Deposits settled to -								
Sheriff's General Fund	30,991	-	72,849	-	-	-	103,840	124,971
Parish council	-	-	106,286	-	-	-	106,286	118,138
District attorney	-	-	63,066	-	-	-	63,066	65,590
Clerk of court	8,079	-	25,425	-	-	-	33,504	38,948
Indigent defender board	-	-	47,438	-	-	-	47,438	58,960
Litigants	182,488	-	-	-	-	-	182,488	264,639
Attorneys, appraisers, etc.	24,463	-	-	-	-	-	24,463	44,813
Plan participants	-	-	-	-	-	9,405	9,405	4,893
Other settlements	-	-	12,501	8,889	-	-	21,390	26,945
Other reductions	12,295	-	37,805	40,412	38,353	1,081	129,946	176,299
Total reductions	258,316	24,505,921	365,370	49,301	38,353	10,486	25,227,747	24,019,348
Balances, end of year	\$ 15,661	\$ 87,755	\$150,942	\$ 3,238	\$ 7,679	\$311,826	\$ 577,101	\$ 795,308

INTERNAL CONTROL AND COMPLIANCE

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC

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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 Willy J. Martin, Jr.
St. James Parish Sheriff
Convent, Louisiana

We have audited the general purpose financial statements of the St. James Parish Sheriff (Sheriff) as of and for the year ended June 30, 1999, and have issued our report thereon dated September 17, 1999. 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 Sheriff's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and 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 no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. James 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 statement and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the St. James Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying summary schedule of current and prior year audit findings and corrective action plan at Item 99-1 (IC).

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described in the accompanying schedule of current and prior year audit findings and corrective action plan at Item 99-1 (IC) is a material weakness.

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

Kolder, Champagne, Slaven & Rainey, LLC
Certified Public Accountants

Lafayette, Louisiana
September 17, 1999

ST. JAMES PARISH SHERIFF

Summary Schedule of Current and Prior Year Audit Findings
and Corrective Action Plan
Year Ended June 30, 1999

Ref. No.	Fiscal Year Finding Initially Occurred	Description of finding	Corrective Action Taken	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
CURRENT YEAR (6/30/99)						
Internal Control:						
99-1 (IC)	Unknown	The Sheriff did not have adequate segregation of functions within the accounting system.	N/A	No response is considered necessary.	Rhonda Roper, Civil Office Supervisor	N/A