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WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

General Purpose Financial Statements
and Independent Auditors' Report
As of and for the Year Ended June 30, 1999
With Supplemental Information Schedules

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the sheriff, or authorized, duly elected or appointed public official. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date DEC 2 2 1999

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

General Purpose Financial Statements
and Independent Auditors' Report
As of and for the Year Ended June 30, 1999
With Supplemental Information Schedules

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MAJOR & MORRISON
CERTIFIED PUBLIC ACCOUNTANTS

VAN P. MAJOR, CPA, PC
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INDEPENDENT AUDITORS' REPORT

MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

Honorable W. M. Daniel
West Feliciana Parish Sheriff
P O Drawer 1844
St. Francisville, Louisiana 70775

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

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in GOVERNMENT AUDITING STANDARDS, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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 statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures about Year 2000 Issues*, requires disclosure of certain matters regarding the Year 2000 issue. The West Feliciana Parish Sheriff has included such disclosures in Note 16. Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the West Feliciana Parish Sheriff's disclosures with respect to the Year 2000 issue made in Note 16. Further, we do not provide assurance that the West Feliciana Parish Sheriff is or will be year 2000 ready, that the West Feliciana Parish Sheriff's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the West Feliciana Parish Sheriff does business will be year 2000 ready.

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

In accordance with GOVERNMENT AUDITING STANDARDS, we have also issued our report dated October 22, 1999 on our consideration of the West Feliciana Parish Sheriff's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed 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 foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the West Feliciana 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 stated in all material respects in relation to the general purpose financial statements taken as a whole.

Major and Morrison
New Roads, Louisiana
October 22, 1999

Major and Morrison

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS**

Combined Balance Sheet, June 30, 1999

	GOVERNMENTAL	FIDUCIARY	ACCOUNT		TOTAL
	FUND TYPE	FUND TYPE	GENERAL	GENERAL	
	GENERAL	AGENCY	FIXED	LONG-TERM	(MEMORANDUM
	FUND	FUNDS	ASSETS	OBLIGATION	ONLY)
ASSETS AND OTHER DEBITS					
Assets:					
Cash and cash equivalents	\$ 49,835	\$ 1,084,544	\$ 0	\$ 0	\$ 1,134,379
Investments, at cost	3,966,720	0	0	0	3,966,720
Receivables	44,840	0	0	0	44,840
Land, buildings, and equipment	0	0	775,452	0	775,452
Other Debits:					
Amount to be provided for retirement of general long-term obligations	0	0	0	3,539	3,539
Total Assets	\$ 4,061,396	\$ 1,084,544	\$ 775,452	\$ 3,539	\$ 5,924,931
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts and salaries payable	\$ 15,987	\$ 0	\$ 0	\$ 0	\$ 15,987
Due to taxing bodies and others	0	1,084,544	0	0	1,084,544
Compensated absences payable	26,496	0	0	0	26,496
Capital leases payable	0	0	0	3,539	3,539
Total Liabilities	42,483	1,084,544	0	3,539	1,130,566
Equity and Other Credits:					
Investment in general fixed assets	0	0	775,452	0	775,452
Fund balances					
Unreserved - undesignated	4,018,913	0	0	0	4,018,913
Total Equity and Other Credits	4,018,913	0	775,452	0	4,794,365
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 4,061,396	\$ 1,084,544	\$ 775,452	\$ 3,539	\$ 5,924,931

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
GOVERNMENTAL FUNDS**

**Combined Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended June 30, 1999**

REVENUES	GENERAL FUND
Ad valorem taxes	\$ 2,923,109
Intergovernmental revenues:	
Federal grants	10,877
State grants:	
State revenue sharing	65,116
State supplemental pay	87,996
Miscellaneous	1,000
Local	27,000
Fees, charges, and commissions for services:	
Commissions on licenses, etc.	37,015
Civil and criminal fees	23,432
Feeding, transporting, and keeping prisoners	95,074
Other	34,551
Fines and forfeitures	1,140
Interest	142,913
Miscellaneous	104,456
Total revenues	<u>3,553,679</u>
 EXPENDITURES	
Public safety:	
Personal services and related benefits	1,314,484
Operating services	287,203
Material and supplies	60,548
Travel and other charges	12,278
Capital outlay	264,671
Miscellaneous	5,281
Total expenditures	<u>1,944,464</u>
 EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	 \$ 1,609,215
 FUND BALANCE AT BEGINNING OF YEAR	 <u>2,409,698</u>
 FUND BALANCE AT END OF YEAR	 <u>\$ 4,018,913</u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
GOVERNMENTAL FUND-GENERAL FUND**

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

REVENUES	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Ad valorem taxes	\$ 2,860,000	\$ 2,923,109	\$ 63,109
Intergovernmental revenues:			
Federal grants	0	10,877	10,877
State grants:			
State revenue sharing	64,000	65,116	1,116
State supplemental pay	60,000	87,996	27,996
Miscellaneous	6,000	1,000	(5,000)
Local	20,000	27,000	7,000
Fees, charges, and commissions for services:			
Commissions on licenses, etc.	10,000	37,015	27,015
Civil and criminal fees	16,000	23,432	7,432
Court attendance	2,500	0	(2,500)
Feeding, transporting, and keeping prisoners	60,000	95,074	35,074
Other	0	34,551	34,551
Fines and forfeitures	20,000	1,140	(18,860)
Interest	75,000	142,913	67,913
Miscellaneous	10,000	104,456	94,456
	3,203,500	3,553,679	350,179
EXPENDITURES			
Public safety:			
Personal services and related benefits	1,228,000	1,314,484	(86,484)
Operating services	300,000	287,203	12,797
Material and supplies	100,000	60,548	39,452
Travel and other charges	25,000	12,278	12,722
Capital outlay	250,000	264,671	(14,671)
Miscellaneous	150,000	5,281	144,719
	2,053,000	1,944,464	108,536
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	\$ 1,150,500	\$ 1,609,215	\$ 458,715
FUND BALANCE AT BEGINNING OF YEAR	2,350,000	2,409,698	59,698
FUND BALANCE AT END OF YEAR	\$ 3,500,500	\$ 4,018,913	\$ 518,413

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

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

INTRODUCTION

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

As 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 investigation and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. In addition, when requested, the sheriff provides assistance to other law enforcement agencies within the parish.

As the ex-officio tax collector of the parish, the sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sporting licenses, and fines, costs, and bond forfeitures imposed by the district court.

1. SUMMARY OF SIGNIFICANT POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

The sheriff is an independently elected official. The West Feliciana Parish Police Jury does maintain and operates the parish courthouse in which the sheriff's office is located. However, because the police jury does not provide significant assistance to the sheriff which makes the sheriff fiscally independent of the police jury, the sheriff was determined not to be a component unit of the West Feliciana Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general governmental services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The sheriff uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements(Continued)

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) and fiduciary (agency funds). These two funds are described as follows:

Governmental Fund

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:1422, 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.

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 relates to the timing of the measurements made, regardless of the measurement focus applied. The General Fund is accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting, (except for the 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

Federal and state entitlements (which include state supplemental pay for deputies and state revenue sharing) are recorded as unrestricted grants-in-aid when available and measurable. Federal and state grants are recorded when the expenditures have been incurred.

Local intergovernmental reimbursements are recognized monthly when available and measurable.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements (Continued)

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

Interest earnings on time deposits are recorded when the time deposits are matured and the interest is available. Interest on checking and money market accounts is recorded monthly when the interest is available.

Feeding, transporting, and maintenance of prisoners revenue is recorded monthly for services rendered during the month.

Substantially all other revenues are recorded when received.

Expenditures

Salaries are recorded as expenditures when earned.

Purchases of various operating supplies are recorded as expenditures in the accounting period in which they are purchased.

Compensated absences are recognized as benefits are earned.

Substantially all other expenditures are recognized when the related fund liability has been incurred.

Other Financing Sources (Uses)

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. BUDGETS

The proposed budget, which is prepared on the modified accrual basis of accounting, for fiscal year June 30, 1999 was made available for public inspection in accordance with RS39:1306. A notice concerning the public hearing was published in the official journal. The hearing was held at the West Feliciana Parish Sheriff's office on May 20, 1998 for comments from taxpayers. The budget is legally adopted and amended, as necessary, by the sheriff.

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

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

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements (Continued)

F. ENCUMBRANCES

Encumbrance accounting is not employed by the Office of the West Feliciana Parish Sheriff.

**G. CASH AND CASH EQUIVALENTS
AND INVESTMENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those other investments with original maturities of 90 days or less. Under state law, the sheriff may deposit with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. All external pool deposits are considered investments.

GASB Statement No. 31 requires the sheriff to report investments at fair value in the balance sheet, except as follows:

1. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The sheriff may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid investment contracts include U.S. Treasury obligations. Interest-earning investment contracts that include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

In accordance with GASB Statement No. 31, the sheriff reports investments at amortized cost, money market investments and participating interest-bearing investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements (Continued)

I. FIXED ASSETS

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

J. COMPENSATED ABSENCES

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

Annual Leave

One week vacation after one year of service.

Two weeks vacation after three years of service.

Three weeks vacation after fifteen years of service.

Sick Leave

At the Sheriff's discretion.

The sheriff's recognition and measurement criteria for compensated absences follows GASB Statement No. 16 which provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

K. FUND EQUITY

Reserves

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

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

L. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements (Continued)

M. USE OF ESTIMATES

The preparation of 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 statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. LEVIED TAXES

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Property Tax	8.43	8.43	Indefinite
Property Tax	5.77	1.34	December 31, 2000

The following are the principal taxpayers for the parish (amounts expressed in thousands):

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed</u>
Entergy	Utility	\$249,027,370	80.33%
Crown Victoria	Paper	20,625,285	6.65%
Texas Eastern	Utility	4,168,930	1.35%
Dixie Electric	Utility	1,437,780	0.47%
Bell South	Telephone	<u>1,194,080</u>	<u>0.39%</u>
		<u>\$276,453,445</u>	<u>89.19%</u>

3. CASH AND CASH EQUIVALENTS

At June 30, 1999, the sheriff has cash and cash equivalents totaling \$1,134,379 as follows:

Demand deposits	\$ 7,880
Interest Bearing Demand Deposits	<u>1,126,499</u>
Total	<u>\$1,134,379</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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 1999, the sheriff has \$1,354,985 in deposits (collected bank balances). These deposits are secured from risk by \$207,880 of federal deposit insurance and \$1,330,130 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

Notes to the Financial Statements (Continued)

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.

4. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the sheriff or its agent in the sheriff's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the sheriff's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the sheriff's name

At fiscal year-end, the sheriff's investment balances were as follows:

Investments held at June 30, 1999, consisted of \$886,130 in United States Treasury Bills and \$3,080,590 in the Louisiana Asset Management Pool Inc. (LAMP), a local government investment pool (see Summary of Significant Accounting Policies). LAMP investments at June 30, 1998 totaled \$0.00. In accordance with GASB Codification Section 150.165 the investment in LAMP at June 30, 1999, is not categorized in the three risk categories provided by GASB Codification Section 150.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. LAMP is administered by LAMP Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Officers Association of Louisiana, and the Society of Louisiana CPA's. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

<u>Type of Investment</u>	<u>Category 1</u>	<u>Carrying Amount</u>		<u>Total Carrying Amount</u>
		<u>Fair Value</u>	<u>Amortized Cost</u>	
United State Treasury Bills	886,130	883,980	886,130	886,130
External Investment Pool		<u>3,080,590</u>		<u>3,080,590</u>
Total Investments		<u>3,964,570</u>	<u>886,130</u>	<u>3,966,720</u>

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements (Continued)

5. RECEIVABLES

The following is a summary of receivables at June 30, 1999:

	<u>General Fund</u>
Accounts Receivable	\$44,840

6. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Furniture and Equipment</u>
Balance at June 30, 1998	\$605,304
Additions	264,671
Deletion	<u>(94,523)</u>
Balance at June 30, 1999	<u>\$775,452</u>

7. PENSION PLAN

PLAN DESCRIPTION. Substantially all employees of the West Feliciana Parish Sheriff's office are members of the Louisiana Sheriffs Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 percent for each year if total service is at least 12 but less than 15 years, 2.75 percent for each year if total service is at least 15 but less than 20 years, and 3 percent for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25 percent for all service rendered on or after January 1, 1980.) In any case, the retirement benefit cannot exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their 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 or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Sheriff Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Notes to the Financial Statements(Continued)

FUNDING POLICY. Plan members are required by state statute to contribute 8.7 percent of their annual covered salary and the West Feliciana Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 6.0 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 West Feliciana 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 West Feliciana Parish Sheriff's contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$48,285, \$37,312, and \$32,925, respectively, equal to the required contributions for each year.

8. OTHER POSTEMPLOYMENT BENEFITS

The West Feliciana Parish Sheriff provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff's office. These benefits for retirees and similar benefits for active employed are provided through an insurance company whose monthly premiums are paid by the retired employee. The sheriff recognizes the cost of providing these benefits (the sheriff's portion of premiums) as an expenditure when the monthly premiums are due, which was \$1,723 for the year ending June 30, 1999. The sheriff had one retiree receiving benefits as of June 30, 1999.

9. COMPENSATED ABSENCES

At June 30, 1999, employees of the sheriff have accumulated and vested \$26,496 of employee leave benefits, which was computed in accordance with GASB Codification C60. All of this amount is recorded as an obligation of the General Fund.

10. LEASES

The sheriff records assets acquired through capital leases as an asset and an obligation in the accompanying financial statements. The sheriff currently has a capital lease on a copier that includes a purchase option at the end of the lease for \$1. The following is an analysis of capital leases:

<u>Type</u>	<u>Recorded Amount</u>
Equipment	\$ 6,506

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

<u>Fiscal year:</u>	<u>Equipment</u>
2000	1,757
2001	1,757
2002	586
Total minimum lease payments	<u>\$4,100</u>
Less-amount representing interest	<u>\$ 561</u>
Present value of net minimum Lease payments	<u>\$3,539</u>

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements (Continued)

11. CHANGES IN AGENCY FUND BALANCES

See supplemental information Schedule of Changes in Balance Due to Taxing Bodies and Others.

12. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	<u>Capital Leases</u>
Long-term obligations payable July 1, 1998	\$4,769
Reductions	<u>1,230</u>
Long-term obligations payable June 30, 1999	<u>\$3,539</u>

13. TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 1999, as reflected on the Combined Balance Sheet, include \$934,426 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$53,767. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

14. LITIGATION AND CLAIMS

At June 30, 1999, the sheriff is involved in six lawsuits and no unasserted claims. In the opinion of the sheriff's legal counsel, the ultimate resolution of these claims would not materially affect the financial statements.

The cost of litigation and claims incurred during the current year was \$0.00.

**15. EXPENDITURES OF THE SHERIFF'S OFFICE
PAID BY THE PARISH POLICE JURY**

Certain operating expenditures of the sheriff's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

<u>Description</u>
1. Maintenance of jail.
2. Various utilities.

16. YEAR 2000 ISSUE

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

The West Feliciana Parish Sheriff has not inventoried computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the City of New Roads operations. It is unknown as of October 22, 1999, what effects, if any, failing to remediate any such systems will have upon the West Feliciana Parish Sheriff operations and financial reporting.

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 West Feliciana Parish Sheriff is or will be Year 2000 ready, that the West Feliciana Parish Sheriff's remediation efforts will be successful in whole or in part, or that parties with whom the West Feliciana Parish Sheriff does business will be year 2000 ready.

WEST FELICIANA PARISH SHERIFF
 St. Francisville, Louisiana
 Notes to the Financial Statements(Continued)

17. FEDERAL FINANCIAL ASSISTANCE

The sheriff participates in the following federal financial assistance programs:

Federal Grants/ Program Title	Federal CFDA Number	Expenditures
United States Bureau of Justice Assistance Passed through the West Feliciana Parish Police Jury:		
Law Enforcement Equipment	16.592	\$ 3,381
Passed through the Louisiana Commission on Law Enforcement:		
Street Sales Distribution	16.579	<u>7,496</u>
Total United States Bureau of Justice Assistance		<u>\$ 10,877</u>
Total Program Expenditures		<u>\$ 10,877</u>

SUPPLEMENTAL INFORMATION SCHEDULES

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 1999

FIDUCIARY FUND TYPE - AGENCY FUNDS

SHERIFF'S FUND

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments. It also accounts for collections of bonds, fines and costs, and payment of these collections to the recipients in accordance with applicable laws.

TAX COLLECTOR FUND

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

FINE ACCOUNT

The fine account is used to deposit funds held for judicial penalties as imposed by judges. After the full penalty is collected for each case, the funds are distributed to the tax collector fund for distribution.

CANTEEN FUND

Vending machines of cokes, candy, and cigarettes in jail for use by prisoners, create a profit from sales and commissions. These funds are used to benefit various recreation needs of prisoners.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS**

Combining Balance Sheet, June 30, 1999

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>FINES FUND</u>	<u>CANTEEN FUND</u>	<u>TOTAL</u>
ASSETS					
Cash and cash equivalents	\$ 7,208	\$ 1,017,497	\$ 56,527	\$ 3,312	\$ 1,084,544
TOTAL ASSETS	\$ 7,208	\$ 1,017,497	\$ 56,527	\$ 3,312	\$ 1,084,544
LIABILITIES					
Due to taxing bodies and others	7,208	1,017,498	56,526	3,312	1,084,544
TOTAL LIABILITIES	\$ 7,208	\$ 1,017,498	\$ 56,526	\$ 3,312	\$ 1,084,544

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS**

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

	TAX				
	SHERIFF'S FUND	COLLECTOR FUND	FINES FUND	CANTEEN FUND	TOTAL
BALANCES AT BEGINNING OF YEAR	\$ 30,778	\$ 903,007	\$ 37,524	\$ 4,029	\$ 975,338
ADDITIONS					
Deposits:					
Sheriff's Sales	\$ 442,410				\$ 442,410
Bonds	33,000				33,000
Fines and Costs			46,874		46,874
Garnishments	146,211				146,211
Other deposits				4,698	4,698
Taxes, fees, etc., paid to tax collector		17,111,206			
Interest	769	40,732	869	0	42,371
Total additions	\$ 622,390	\$ 17,151,939	\$ 47,744	\$ 4,698	\$ 17,826,771
Total	\$ 653,168	\$ 18,054,946	\$ 85,268	\$ 8,727	\$ 18,802,109
REDUCTIONS					
Taxes, fees, etc., distributed to taxing bodies and others		17,037,449			17,037,449
Deposits settled to:					
Sheriff's General Fund	39,834		742		40,576
Clerk of Court	18,979				18,979
Attorneys, appraisers, etc.	522,577				522,577
Other settlements	64,571		27,998		92,568
Other reductions:					
Purchases - merchandise				5,415	5,415
Total reductions	\$ 645,960	\$ 17,037,449	\$ 28,740	\$ 5,415	\$ 17,717,564
BALANCES AT END OF YEAR	\$ 7,208	\$ 1,017,497	\$ 56,527	\$ 3,312	\$ 1,084,544

MAJOR & MORRISON

CERTIFIED PUBLIC ACCOUNTANTS

VAN P. MAJOR, CPA, PC
JOHN L. MORRISON III, CPA, PC
JOHN H. CAZAYOUX, CPA, PC

MEMBERS:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable W. M. Daniel
West Feliciana Parish Sheriff
P O Drawer 1844
St. Francisville, Louisiana

We have audited the general purpose financial statements of the West Feliciana Parish Sheriff, as of and for the year ended June 30, 1999 and have issued our report thereon dated October 22, 1999, which was qualified because insufficient audit evidence exists to support the West Feliciana Parish Sheriff's disclosures with respect to the year 2000 issue. Except as discussed in the preceding sentence, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in GOVERNMENT AUDITING STANDARDS, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the West Feliciana Parish Sheriff's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under GOVERNMENT AUDITING STANDARDS which is described in the accompanying Corrective Action Plan for Current Year Audit Findings as item 99-2.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the West Feliciana Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements 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 judgement, could adversely affect the West Feliciana Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. The reportable condition is described in the accompanying Corrective Action Plan for Current Year Audit Findings as item 99-1.

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. 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 material weaknesses. However, we believe the reportable condition described above is a material weakness.

We also noted other matters involving the internal control structure and its operation that we have reported orally to the management of the West Feliciana Parish Sheriff.

This report is intended for the information of the West Feliciana Parish Sheriff, federal awarding agencies, pass-through entities, and the legislative auditor. However, this report is a matter of public record and its distribution is not limited.

Major and Morrison

Major & Morrison
New Roads, Louisiana
October 22, 1999

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 1999

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Qualified
Internal control over financial reporting:	
Material weakness(es) identified?	___X___ yes ___ no
Reportable condition(s) identified not considered to be material weaknesses?	___ yes ___X___ none reported
Noncompliance material to financial statements noted?	___x___ yes ___ no

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 99-1

Criteria: For control purposes, any two functions are incompatible if the same person can both perpetrate and conceal errors or irregularities in the normal course of that person's duties.

Condition: During the course of the audit we noted the lack of segregation of duties in processing cash transactions.

Effect: The condition noted above increases the risk of a defalcation or misappropriation of funds and increases the risk of errors in the recording of transactions.

Cause: Lack of segregation of duties which permits control to be exercised over the accounting records by a person who also handles cash transactions without intervention by another person.

Recommendation: We recommend that steps be taken to segregate duties in processing cash transactions.

Management's Response: Because of limited accounting personnel total segregation of accounting duties will not be possible or cost beneficial. However, management will review accounting procedures and make internal control improvements that are practical.

Finding 99-2

Criteria: Under state law, bank deposits 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.

Condition: The Hancock Bank deposits were not fully secured as of June 30, 1999.

Effect: The condition noted above increase risk of loss of funds due to a bank failure.

Cause: The bank calculation of needed security did not include one bank account.

Recommendation: We recommend that the sheriff and bank monitor security more frequently.

Management's Response: Management has contacted the bank about security. The bank now includes all bank accounts in the name of the West Feliciana Parish Sheriff in its security monitoring.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Summary Schedule of Prior Audit 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>
98-1	FY98	Lack of segregation.	Partially	Make cost effective improvements.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

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

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion</u>
99-1	Lack of segregation.	Management will review accounting procedures and make practical internal control improvements.	C. Rachal	Ongoing
99-2	Insufficient security.	Management and bank will monitor security balances more closely.	C. Rachal	10/22/99