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**WINN PARISH SHERIFF  
WINNFIELD, LOUISIANA**

**ANNUAL FINANCIAL REPORT  
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 10-13-99

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## INDEPENDENT AUDITORS' REPORT

Honorable James E. "Buddy" Jordan  
Winn Parish Sheriff  
Winnfield, Louisiana 71483

September 3, 1999

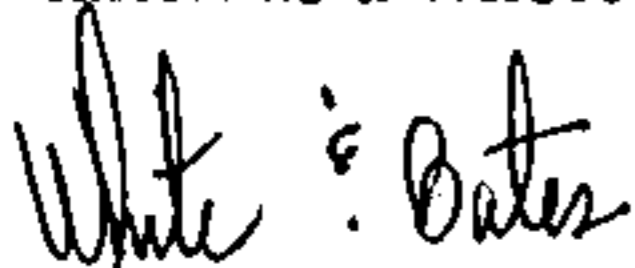
We have audited the accompanying general purpose financial statements of the Winn Parish Sheriff, a component unit of the Winn Parish Police Jury, as of and for the year ended June 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the management of the Winn 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, standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Louisiana Governmental Audit Guide. 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 statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Winn Parish Sheriff as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing standards*, we have also issued our report dated September 3, 1999 on our consideration of the Winn Parish Sheriff's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedule listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Winn 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.



White & Bates

**COMPONENT UNIT FINANCIAL STATEMENTS**

WINN PARISH SHERIFF

STATEMENT A

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

JUNE 30, 1999

	GOVERNMENTAL FIDUCIARY FUND TYPE				ACCOUNT GROUP	
	FUND TYPE GENERAL	CIVIL FUND	TAX COLLECTOR FUND	CASH BOND FUND	GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>						
Cash and Cash Equivalents	\$1,262,694	\$21,423	\$217,582	\$9,677		\$1,511,376
Due From Other Funds (Note 4)	10,509					10,509
Accounts Receivable (Note 3)	26,778					26,778
Prepaid Expenses	3,887					3,887
General Fixed Assets (Note 5)					\$1,027,637	1,027,637
<b>Total Assets</b>	<u>\$1,303,868</u>	<u>\$21,423</u>	<u>\$217,582</u>	<u>\$9,677</u>	<u>\$1,027,637</u>	<u>\$2,580,187</u>
<b>LIABILITIES AND FUND EQUITY</b>						
<b>Liabilities:</b>						
Accounts Payable	\$14,879					\$14,879
Due to Other Funds (Note 4)			\$10,509			10,509
Due to Taxing Bodies and Others		\$21,423	\$207,073	\$9,677	\$0	238,173
<b>Total Liabilities</b>	<u>14,879</u>	<u>21,423</u>	<u>217,582</u>	<u>9,677</u>	<u>0</u>	<u>263,561</u>
<b>Fund Equity:</b>						
Investment in General Fixed Assets					1,027,637	1,027,637
Unreserved-Undesignated Fund Balance	1,288,989	0	0	0	0	1,288,989
<b>Total Fund Equity</b>	<u>1,288,989</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,027,637</u>	<u>2,316,626</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$1,303,868</u>	<u>\$21,423</u>	<u>\$217,582</u>	<u>\$9,677</u>	<u>\$1,027,637</u>	<u>\$2,580,187</u>

The accompanying notes are an integral part of this statement.

WINN PARISH SHERIFF

STATEMENT B

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -  
 BUDGET (GAAP BASIS) AND ACTUAL -  
 GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)  
 FOR THE YEAR ENDED JUNE 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES:</b>			
Taxes - Ad Valorem	\$ 806,200	\$ 784,987	\$ ( 21,213)
Intergovernmental Revenues:			
Various Grants	24,500	42,466	17,966
State Funds:			
State Revenue Sharing	120,700	120,705	5
State Supplemental Pay	57,000	58,058	1,058
Fees, Charges, And Commissions For Services:			
Commissions on Licenses, Fines, Etc.	36,750	42,615	5,865
Civil and Criminal Fees	75,500	78,872	3,372
Feeding and Keeping Prisoners	174,500	185,621	11,121
Court Attendance	3,900	4,081	181
Interest Earned	48,300	49,832	1,532
Miscellaneous	<u>30,000</u>	<u>30,901</u>	<u>901</u>
<b>Total Revenues</b>	<u>1,377,350</u>	<u>1,398,138</u>	<u>20,788</u>
<b>EXPENDITURES:</b>			
Public Safety (Current):			
Personal Services And Related Benefits	929,850	931,506	( 1,656)
Operating Services	188,700	191,681	( 2,981)
Materials And Supplies	163,250	148,422	14,828
Travel And Other Charges	17,750	20,953	( 3,203)
Capital Outlay	<u>165,500</u>	<u>164,686</u>	<u>814</u>
<b>Total Expenditures</b>	<u>1,465,050</u>	<u>1,457,248</u>	<u>7,802</u>
<b>Excess/(Deficit) of Revenues Over Expenditures</b>	( 87,700)	( 59,110)	28,590
Other Financing Sources - Sale of Assets	<u>30,000</u>	<u>25,790</u>	<u>( 4,210)</u>
<b>Excess/(Deficit) of Revenues and Other Sources Over Expenditures</b>	( 57,700)	( 33,320)	24,380
<b>Fund Balance at Beginning of Year</b>	<u>1,322,309</u>	<u>1,322,309</u>	<u>-</u>
<b>Fund Balance at End of Year</b>	<u>\$ 1,264,609</u>	<u>\$ 1,288,989</u>	<u>\$ 24,380</u>

The accompanying notes are an integral part of this statement.

# WINN PARISH SHERIFF

## NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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### INTRODUCTION

**THE SHERIFF** - The Winn Parish Sheriff serves as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish as provided by the State of Louisiana Constitution of 1974 and has numerous other duties and powers as provided by law. The Sheriff is a parish-wide elected official and serves for a term of four years upon election.

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, etcetera. 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, sporting licenses, and 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 Winn Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

#### B. REPORTING ENTITY

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

(Continued)

## WINN PARISH SHERIFF

### NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Winn Parish Police Jury for financial reporting purposes. The basic criterion for including a *potential component unit within the reporting entity is financial accountability*. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury provides office facilities for the sheriff, the sheriff was determined to be fiscally dependent on the police jury and accordingly is considered to be a component unit of the Winn Parish Police Jury, the financial reporting entity. The accompanying general purpose financial statements present information only on the funds maintained by the Sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### C. FUND ACCOUNTING

The accounts of the Winn Parish Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The various funds and account groups are reported by generic fund type in the financial statements. Each fund operates with a group of self-balancing accounts that

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# WINN PARISH SHERIFF

## NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in the individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following fund categories, fund types, and account group are used by the Sheriff.

### GOVERNMENTAL FUND TYPE

**General Fund (Salary)** - The General Fund is the principal fund of the Sheriff and is used to account for the operations of the Sheriff's office. This fund is used to account for the various sources of revenue received by the Sheriff's office. The Sheriff's primary source of revenue is an ad valorem tax levied for the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

### FIDUCIARY FUND TYPE

**Agency Funds** - The Civil, Tax Collector, and Cash Bond Funds are used to account for assets held as an agent for others. Disbursements from these funds are made to various parish agencies, litigants in suits, etcetera, in the manner prescribed by law. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

### ACCOUNT GROUP

**General Fixed Assets** - Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized and reported in the general fixed assets account group. General fixed assets provided by the Winn Parish Police Jury, which are not significant, are not recorded within the general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets. The account group is not a fund and is concerned only with the measurement of financial position and does not involve measurement of results of operations.

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## WINN PARISH SHERIFF

### NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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#### 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 measurement 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. The General Fund uses the following practices in recording revenues and expenditures:

**Revenues** - Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due 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.

*Federal and state grants are recorded when the Sheriff is entitled to the funds.*

Substantially all other revenues are recorded when received.

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

**Other Financing Sources** - Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized when received.

#### E. CASH AND CASH EQUIVALENTS

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

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# WINN PARISH SHERIFF

## NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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At June 30, 1999, the carrying amount of the Sheriff's cash and cash equivalents totaled \$1,511,376 as follows:

Demand Deposits	\$ 244,570
Petty Cash	3,160
Certificates of Deposit	<u>1,263,646</u>
<b>Total</b>	<b><u>\$ 1,511,376</u></b>

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 financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. At June 30, 1999, the bank balance of the Sheriff's deposits with financial institutions was \$1,513,713. Of the bank balance, \$225,004 was covered by federal depository insurance and \$1,288,709 was covered by the pledge of securities owned by the depository bank. These securities, which have a total market value of \$2,257,623 are held in the name of the pledging bank in a custodial bank that is mutually acceptable to both parties. These pledged securities are considered uncollateralized under the provisions of GASB Statement 3; however, Louisiana Revised Statutes impose 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 pledging bank has failed to pay deposited funds upon demand.

### F. BUDGET PRACTICES

The proposed budget for the General Fund for the fiscal year ended June 30, 1999 was made available for public inspection on June 3, 1998. The proposed budget was prepared on the modified accrual basis of accounting and was published in the official journal fifteen (15) days prior to the public hearing. A public hearing on the proposed budget for the fiscal year ended June 30, 1999, was held at the Winn Parish Sheriff's Office on June 24, 1998, for comments from taxpayers. The budget was legally adopted by the Sheriff, was properly amended during April of 1999, and such amended budget data is reflected in these general purpose financial statements.

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

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# WINN PARISH SHERIFF

## NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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

### **G. COMPENSATED ABSENCES**

Employees of the Winn Parish Sheriff earn two weeks of vacation leave each year. Vacation leave is not cumulative and must be used during the period earned and, accordingly, the Sheriff has no accumulated and vested benefits related to vacation leave which require accrual. Sick leave is granted at the Sheriff's discretion.

### **H. TOTAL COLUMN ON THE BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate 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 and interfund eliminations are not made.

### **I. 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 current 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>
Law Enforcement District # 1	10.81	10.81
Law Enforcement District # 2	9.16	9.16

The District # 1 millage was established by the Louisiana constitution and does not expire while the District # 2 millage expires in the year 2000 as voted by electors in Winn Parish on October 7, 1989.

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**WINN PARISH SHERIFF**

**NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 1999**

**3. RECEIVABLES**

The receivables of \$26,778 at June 30, 1999, are as follows:

<u>Class of Receivables</u>	<u>General Fund</u>
Feeding and Keeping Prisoners	\$ 16,839
State Grants	7,495
Commissions	316
Other Revenues	<u>2,128</u>
<b>Total</b>	<b><u>\$ 26,778</u></b>

All receivables were collected in the subsequent period and, accordingly, no allowance for doubtful accounts is necessary for the above receivables.

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

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

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 10,509	
Tax Collector Fund		\$ 10,509
Cash Bond Fund		-
<b>Total</b>	<b><u>\$ 10,509</u></b>	<b><u>\$ 10,509</u></b>

**5. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	<u>Balance July 1, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 1999</u>
Land	\$ 8,000			\$ 8,000
Buildings	19,558			19,558
Equipment	<u>931,498</u>	<u>\$164,686</u>	<u>\$ 96,105</u>	<u>1,000,079</u>
<b>Total</b>	<b><u>\$959,056</u></b>	<b><u>\$164,686</u></b>	<b><u>\$ 96,105</u></b>	<b><u>\$1,027,637</u></b>

(Continued)

## WINN PARISH SHERIFF

### NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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#### 6. EMPLOYEE RETIREMENT SYSTEM

Substantially all full-time employees of the Winn Parish Sheriff participate in the Louisiana Sheriffs' Pension and Relief Fund ("System"). The Sheriffs' Pension and Relief Fund is a multiple employer (cost-sharing), statewide public employee retirement system (PERS) which is administrated and controlled by a separate board of trustees.

Plan Description - 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. 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 supplemental information for the System. That report may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, P. O. Box 3163, Monroe, Louisiana 71210-3163 or by calling (318) 362-3188.

Funding Policy - Contributions to the System 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. State statute requires covered employees to contribute a percentage of their salaries to the System and such percentage is presently 8.7%. 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

(Continued)

**WINN PARISH SHERIFF**

**NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 1999**

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for the prior fiscal year. The current rate for employers is 5.0%. The Winn Parish Sheriff's contributions to the System for the years ended June 30, 1999, 1998, and 1997 were \$33,067, \$30,316, and \$34,287, respectively, and were equal to the required contribution for each year.

**7. CHANGES IN FIDUCIARY FUND TYPE - AGENCY FUND BALANCES**

The following is a summary of changes in agency fund balances due to taxing bodies and others for the year ended June 30, 1999:

	Balance July 1, <u>1998</u>	<u>Additions</u>	<u>Reductions</u>	Balance June 30, <u>1999</u>
Civil Fund	\$ -	\$ 245,333	\$ 223,910	\$ 21,423
Tax Collector	32,206	4,607,460	4,422,084	217,582
Cash Bond Fund	<u>9,327</u>	<u>174,611</u>	<u>174,261</u>	<u>9,677</u>
<b>Total</b>	<u>\$ 41,533</u>	<u>\$5,027,404</u>	<u>\$4,820,255</u>	<u>\$ 248,682</u>

**8. EXPENDITURES MADE AND SERVICES PROVIDED BY WINN PARISH POLICE JURY**

The Winn Parish Police Jury provided the Sheriff with office facilities and the related utility costs for such facilities and, accordingly, such expenditures are not included in the accompanying general purpose financial statements.

**9. TAXES PAID UNDER PROTEST**

The unsettled balance due to taxing bodies and others at June 30, 1999 of the Tax Collector Fund, as reflected on Statement A, includes \$ 160,417 of taxes paid under protest, plus interest earned to date on the investment of these funds of \$ 3,609 . These funds are being held pending resolution of the protest by the Louisiana Tax Commission.

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## WINN PARISH SHERIFF

### NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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#### 10. 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 Sheriff's operations during the fiscal year ended June 30, 2000.

The Winn Parish Sheriff 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 operations of the Sheriff's office. The Sheriff has identified the following systems requiring year 2000 consideration:

1. Financial reporting system - The hardware utilized for the financial reporting system has been represented by the manufacturer as being year 2000 compliant and has been tested and validated accordingly. The Sheriff uses third party application software for its financial reporting systems, and is in the process of obtaining the most recent version of this software for its ad valorem tax collection system which has been represented by the developer as being year 2000 compliant. In addition, other significant accounting and payroll systems have been upgraded to manufacture represented 2000 compliant versions. Testing and validation of these software systems will need to be completed after all the software has been installed.
2. Communication Systems - All of the hardware and software used in the communications system have been determined to be not date sensitive.

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

#### 11. LITIGATION

The Winn Parish Sheriff was not involved in any litigation at June 30, 1999, that in the opinion of the Sheriff's legal counsel, would materially affect the general purpose financial statements regardless of the outcome of the claims.

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## WINN PARISH SHERIFF

### NOTES TO FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

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#### 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 Winn Parish Sheriff maintains commercial insurance covering each of the major risks of loss. The Sheriff believes such coverage is sufficient to preclude significant uninsured losses to the Sheriff. In the past three years, no claims or losses have exceeded coverages.

#### 13. OTHER DISCLOSURES

There were no subsequent events, leases, general long-term obligations, postemployment benefits, or related party transactions that require disclosure in these notes to the June 30, 1999 general purpose financial statements.

(Concluded)

## **FIDUCIARY FUND TYPE - AGENCY FUNDS**

**Civil Fund** - The Civil Fund is used as a depository for the collection and distribution of funds in connection with civil suits, sheriff's sales, garnishments, etc.

**Tax Collector Fund** - As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.

**Cash Bond Fund** - The Cash Bond Fund is used as a depository for the collection of cash bonds. Upon order of the district court, these funds are either refunded to the litigant or transferred to the Tax Collector Fund for distribution to the proper recipients in accordance with applicable laws.

SCHEDULE OF UNSETTLED DEPOSITS  
FIDUCIARY FUND TYPE - AGENCY FUNDS  
FOR THE YEAR ENDED JUNE 30, 1999

	<u>CIVIL</u>	<u>TAX COLLECTOR</u>	<u>CASH BOND</u>
<b>BALANCES AT BEGINNING OF YEAR</b>	\$ -0-	\$ 32,206	\$ 9,327
<b>ADDITIONS (Deposits)</b>			
Sheriff's Sales	124,989		
Fines, Forfeitures and Costs		266,537	174,215
Garnishments	91,164		
Other Deposits	29,180	24,319	396
Ad Valorem Taxes		3,792,363	
State Revenue Sharing		365,235	
Hunting and Angling Licenses		63,666	
Parish Licenses		95,340	
<b>Total Additions</b>	<u>245,333</u>	<u>4,607,460</u>	<u>174,611</u>
<b>REDUCTIONS (Deposits Settled)</b>			
Louisiana Wildlife and Fisheries		54,708	
Louisiana Comm. on Law Enforcement		5,354	
Louisiana Forestry Commission		29,611	
Winn Parish:			
Sheriff's General Fund	51,897	979,566	477
Sheriff's Tax Collector Fund			163,236
Police Jury		883,910	
School Board		1,540,043	
Clerk of Court		43,510	
Sheriff		225,801	
Fire District #3		466,905	
Eighth Judicial District:			
District Attorney		14,028	
Indigent Defender Board		33,608	
Pension Funds		108,644	
Other Sheriffs	1,044		
Litigants	58,142		
Garnishors	75,082		
Redemption Deeds	2,808		
Others	34,937	36,396	10,548
<b>Total Reductions</b>	<u>223,910</u>	<u>4,422,084</u>	<u>174,261</u>
<b>BALANCE AT END OF YEAR</b>	<u>\$ 21,423</u>	<u>\$ 217,582</u>	<u>\$ 9,677</u>

INDEPENDENT AUDITORS' REPORT REQUIRED BY  
*GOVERNMENT AUDITING STANDARDS*

The following independent auditors' report on compliance and on internal control over financial reporting is presented in accordance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the Louisiana Governmental Audit Guide, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

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## INDEPENDENT AUDITORS' 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 James E. "Buddy" Jordan  
Winn Parish Sheriff  
Winnfield, Louisiana

September 3, 1999

We have audited the general purpose financial statements of the Winn Parish Sheriff, a component unit of the Winn Parish Police Jury, for the year ended June 30, 1999, and have issued our report thereon dated September 3, 1999. We conducted our audit in accordance with generally accepted auditing standards, standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Louisiana Governmental Audit Guide.

### Compliance

As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Winn Parish Sheriff's 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

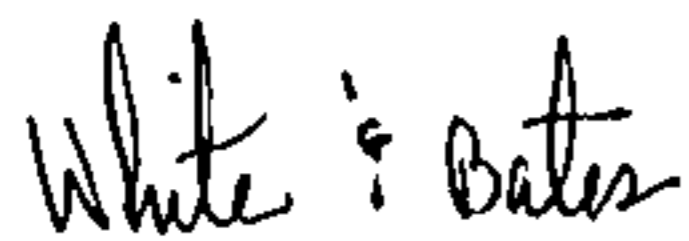
### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Winn 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk

Honorable James E. "Buddy" Jordan  
Winn Parish Sheriff  
Page 2

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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management, and should not be used for any other purpose. However, this report is a matter of public record and its distribution is not limited.



**White & Bates**  
Winnfield, LA 71483  
September 3, 1999

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## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

We have audited the general purpose financial statements of the Winn Parish Sheriff as of and for the year ended June 30, 1999, and have issued our report thereon dated September 3, 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. Our audit of the general purpose financial statements as of June 30, 1999 resulted in an unqualified opinion.

### A. SUMMARY OF AUDIT RESULTS

1. No reportable conditions were noted during the audit of the general purpose financial statements as 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.
2. No instances of noncompliance material to the general purpose financial statements of the Winn Parish Sheriff were noted during the audit as 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.

### B. FINDINGS - FINANCIAL STATEMENT AUDIT

INSTANCES OF NONCOMPLIANCE - NONE

REPORTABLE CONDITIONS - NONE