

*Financial Report*

*Terrebonne Parish Sheriff's Office*  
*Houma, Louisiana*

*June 30, 2024*



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June 30, 2024

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## **FINANCIAL SECTION**

## **INDEPENDENT AUDITOR'S REPORT**

To the Honorable Timothy Soignet,  
Terrebonne Parish Sheriff's Office,  
Houma, Louisiana.

### **Opinion**

We have audited the accompanying financial statements of the governmental activities and General Fund of Terrebonne Parish Sheriff's Office (the "Sheriff"), State of Louisiana, as of and for the year ended June 30, 2024, and the Fiduciary Fund and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund and the Fiduciary Fund of the Sheriff as of June 30, 2024 and the respective changes in net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for the twelve months beyond the financial statement date, including any currently know information that may raise substantial doubt shortly thereafter.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

## Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4 through 11, the Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual - General Fund and Notes to Budgetary Comparison Schedule on pages 50 and 51, the Schedule of Changes in the Sheriff's Total OPEB Liability and Related Ratios on page 52, the Schedule of the Sheriff's Proportionate Share of the Net Pension Liability (Assets) on page 53 and the Schedule of Sheriff Contributions on page 54 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate, operational, economic, or historical context. We have applied certain limited procedures to the required

supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary information section, Schedules 1 through 4 on pages 55 through 59 and Schedule 6 on pages 61 through 63 are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedules 1 through 4 and 6 are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The supplementary information in Schedule 5 on page 60, Affidavit of Cash on Hand and of Taxes Collected and Assessed and Uncollected, has not been subjected to auditing procedures applied in the audit of the basic financial statements and accordingly, we express no opinion or provide any assurance on it.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2024 on our consideration of Terrebonne Parish Sheriff's Office's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.



Certified Public Accountants.

Houma, Louisiana,  
November 25, 2024.



# **MANAGEMENT’S DISCUSSION AND ANALYSIS**

## **Terrebonne Parish Sheriff’s Office**

June 30, 2024

The Management’s Discussion and Analysis of the Terrebonne Parish Sheriff’s Office’s (the “Sheriff”) financial performance presents a narrative overview and analysis of the Sheriff’s financial activities for the year ended June 30, 2024. This document focuses on the current year’s activities, resulting changes, and currently known facts. Please read this document in conjunction with the financial statements which follow this section.

### **FINANCIAL HIGHLIGHTS**

As of June 30, 2024, the Sheriff had a deficit net position of \$52,970,188, which represents a 3.72% decrease from last fiscal year.

The Sheriff’s revenues increased \$2,532,753 or 6.59% mainly because of an increase in intergovernmental revenue due to additional funding received from the State after the approval of various House bills.

The Sheriff’s expenses increased by \$1,958,503 or 5.24% due to increases in personal services and increase in capital expenditures for construction on the Work Release building in Gray.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Sheriff’s financial statements. The Sheriff’s annual report consists of five parts: (1) management’s discussion and analysis (this section), (2) basic financial statements, (3) required supplementary information, (4) supplementary information, and (5) various governmental compliance reports and schedules by certified public accountants and management.

The basic financial statements include two kinds of statements that present different views of the Sheriff:

#### **Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Sheriff’s finances, in a manner similar to a private sector business. The Statement of Net Position (Deficit) presents information on all of the Sheriff’s assets, deferred outflow of resources, liabilities and deferred inflow of resources, with the difference reported as net position (deficit). Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)****Government-Wide Financial Statements (Continued)**

of the Sheriff is improving or deteriorating. The Statement of Activities presents information showing how the Sheriff's net position (deficit) changed during each fiscal year. All changes are reported regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Sheriff is public safety. The government-wide financial statements are presented on Exhibit A and B of this report.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Sheriff uses funds to ensure and demonstrate compliance with finance-related laws and regulations and maintains two types of funds, governmental and fiduciary fund types.

***Governmental Fund***

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Sheriff maintains one individual governmental fund. Information is presented in the Governmental Fund Balance Sheet and in the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance for the General Fund. The governmental fund financial statements can be found on Exhibits C through F of this report.

***Fiduciary Fund***

Fiduciary funds are used to account for resources held for the benefit of parties outside the Sheriff. These funds report taxes collected for other taxing bodies, deposits held pending a court action and the individual prison inmate accounts. While these funds represent a trust responsibility, these assets are restricted in purpose and do not represent assets of the Sheriff. Therefore, these assets are not presented as part of the government-wide financial statements. The Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position can be found on Exhibit G and H of this report.

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)****Notes to the Financial Statements**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements are found in Exhibit I of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Sheriff's budget presentations, schedule of Changes in the Sheriff's Total OPEB Liability and Related Ratios, a Schedule of the Sheriff's Proportionate Share of Net Pension Liability (Assets), and a Schedule of Sheriff Contributions. A budgetary comparison statement is included as "required supplementary information" for the General Fund. This statement demonstrates compliance with the Sheriff's adopted and final revised budget. Required supplementary information can be found on Exhibits J through N of this report.

Immediately following the required supplementary information section is the supplementary information section consisting of the Combining Statement of Fiduciary Net Position - Custodial Funds, Statement of Changes in Fiduciary Net Position - Custodial Funds and the Schedule of Ad Valorem Taxes Collected and Assessed and Uncollected, which presents detail changes in the Sheriff's agency funds and ad valorem tax information for the year ended June 30, 2024. A Schedule of Compensation, Benefits, and Other Payments to Agency Head of Chief Executive Officer and the Justice System Funding Schedule is also presented in the supplementary information section. An affidavit of cash on hand and of taxes collected and assessed and uncollected, as required by the State of Louisiana, is presented in supplementary information. Also included in supplementary information is the Justice System Funding Schedule which is a required schedule resulting from Act 87 of the 2020 regular legislative session. Supplemental schedules can be found on Schedules 1 through 6 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of the Sheriff's financial position. As of June 30, 2024, net position is a deficit of \$52,970,188. A portion of the Sheriff's net position, \$12,007,232, reflects its net investment in capital assets (e.g., land, furniture and fixtures, boats and vehicles, weapons and equipment, and buildings). Consequently, these assets are not available for future spending.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)****Condensed Statements of Net Position (Deficit)**

	June 30		Dollar
	2024	2023	Change
Current and other assets	\$ 19,190,712	\$ 18,497,558	\$ 693,154
Capital assets	13,376,008	11,212,718	2,163,290
Total assets	<u>32,566,720</u>	<u>29,710,276</u>	<u>2,856,444</u>
Deferred outflows of resources	<u>13,863,962</u>	<u>17,394,627</u>	<u>(3,530,665)</u>
Total assets and deferred outflows of resources	<u>46,430,682</u>	<u>47,104,903</u>	<u>(674,221)</u>
Current liabilities	703,874	529,019	174,855
Long-term liabilities	60,539,826	65,270,487	(4,730,661)
Total liabilities	<u>61,243,700</u>	<u>65,799,506</u>	<u>(4,555,806)</u>
Deferred inflows of resources	<u>38,157,170</u>	<u>36,320,912</u>	<u>1,836,258</u>
Total liabilities and deferred inflows of resources	<u>99,400,870</u>	<u>102,120,418</u>	<u>(2,719,548)</u>
Net position (deficit):			
Net investment in capital assets	13,376,008	11,212,718	2,163,290
Restricted	613,069	619,523	(6,454)
Unrestricted (deficit)	<u>(66,959,265)</u>	<u>(66,847,756)</u>	<u>(111,509)</u>
Total net position	<u>\$ (52,970,188)</u>	<u>\$ (55,015,515)</u>	<u>\$ 2,045,327</u>

Total assets increased \$2,856,444 primarily due to an increase in capital assets as a result of purchasing new vehicles and equipment and the completion of phase 1 of the Work Release building in Gray. See Note 7 for details related to capital assets. Total liabilities decreased \$4,555,806 as a result of fluctuations in OPEB valuation and principal payment on limited tax bond. See Note 10 for details related to long-term liabilities.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)****Governmental Activities**

Governmental activities increased the Sheriff's net position by \$1,577,705. Key elements of this increase are as follows:

**Condensed Statements of Activities**

	<u>For the year ended June 30,</u>		<u>Dollar</u>	<u>Total</u>
	<u>2024</u>	<u>2023</u>	<u>Change</u>	<u>Percent</u>
<b>Revenues</b>				
Program:				
Charges for services	\$ 11,857,458	\$ 11,634,954	\$ 222,504	1.91%
Operating grants and contributions	5,472,941	3,138,003	2,334,938	74.41%
General:				
Ad valorem taxes	7,910,631	7,638,217	272,414	3.57%
Sales taxes	14,175,653	14,597,785	(422,132)	-2.89%
Grants not restricted to specific program	1,329,818	1,220,728	109,090	8.94%
Insurance proceeds	186,383	173,431	12,952	7.47%
Unrestricted investment earnings	4,518	1,531	2,987	195.10%
Total revenues	<u>40,937,402</u>	<u>38,404,649</u>	<u>2,532,753</u>	<u>6.59%</u>
<b>Program Expenses</b>				
Public safety	<u>39,359,697</u>	<u>37,401,194</u>	<u>1,958,503</u>	<u>5.24%</u>
Increase in net position	1,577,705	1,003,455	574,250	57.23%
<b>Net Position (Deficit)</b>				
Beginning of year, as restated	<u>(54,547,893)</u>	<u>(56,018,970)</u>	<u>1,471,077</u>	<u>2.63%</u>
End of year	<u>\$ (52,970,188)</u>	<u>\$ (55,015,515)</u>	<u>\$ 2,045,327</u>	<u>3.72%</u>

Total revenues increased by \$2,532,753. Operating grants and contributions revenue increased \$2,334,938 primarily due to the Sheriff's Office receiving additional funds from the State for continued Hurricane Ida recovery, (\$1,000,000), and assistance with new infrastructure and repair projects, (\$1,300,000). Total expenses increased \$1,958,503. Personal service expenses increased due to employees receiving pay increases through the longevity raise program as well as an increased number of employees. Operating services and maintenance also increased due to increased costs of supplies and materials.

## **FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, the Sheriff uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

### **Governmental Funds**

The focus of the Sheriff's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Sheriff's financing requirements. The General Fund is the chief operating fund of the Sheriff. It is used to account for all financial resources except those that are required to be accounted for in another fund. The Sheriff's total General Fund balance increased by \$515,571 during the year ended June 30, 2024 and the unassigned fund balance component of the General Fund's fund balance was \$17,903,704 and is available for spending at the Sheriff's discretion. The remainder of the General Fund's fund balance of \$613,069 is restricted.

### **Fiduciary Funds**

These funds are used as depositories for civil suits, cash bonds, taxes, fees and other custodial funds. Disbursements from these funds are made to various parish agencies, litigants in suits, etc. in the manner prescribed by law. These funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations. The activity from these funds are excluded from the Sheriff's government-wide financial statements because the Sheriff cannot use these assets to finance operations.

### **General Fund Budgetary Highlights**

The budgetary comparison schedule for the General Fund displays original and final budgets and actual with a variance column showing the favorable or (unfavorable) differences of actual with the final budget. The budget was amended once during the year. The major differences between the original General Fund budget and the final amended budget were as follows:

- Revenues
  - Intergovernmental revenue increased \$4,543,679 to reflect receipt of additional funds from the state for various infrastructure and repair projects and hurricane recovery.
  - Fees, charges, and commissions for services increased \$2,060,300 to reflect anticipated increases in services.

**FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (Continued)****General Fund Budgetary Highlights (Continued)**

- Expenditures
  - Personal services and related benefits increased \$2,091,079 to reflect anticipated increase in personal services due to an increase in the number of employees and longevity pay raises during the year.
  - Operation and maintenance increased \$1,856,915 to reflect increase in spending at jail and other various departments due to increased costs of goods and services.
  - Capital outlay increased \$2,958,678 to reflect an increase in new equipment purchases along with construction of new Work Release building in Gray.

**CAPITAL ASSETS****Capital Assets**

The Sheriff's investment in capital assets for its governmental activities as of June 30, 2024, amounts to \$13,376,008 (net of accumulated depreciation and amortization). This investment in capital assets includes land, furniture and fixtures, boats and vehicles, weapons and equipment, and buildings and improvements as follows:

	<u>2024</u>	<u>2023</u>
Capital assets		
Land	\$ 338,500	\$ 338,500
Furniture and fixtures	488,294	512,623
Boats and vehicles	2,671,334	1,553,892
Weapons and equipment	1,006,899	925,126
Buildings	7,502,205	6,404,616
	<u>12,007,232</u>	<u>9,734,757</u>
Right-of-use assets		
Boats and vehicles	100,526	206,356
Weapons and equipment	1,268,250	1,271,605
	<u>1,368,776</u>	<u>1,477,961</u>
Totals	<u>\$ 13,376,008</u>	<u>\$ 11,212,718</u>

Capital asset additions for the year were \$4,159,881 and deletions were \$1,491,256. Depreciation expense for the year was \$1,252,585. Right-of-use asset additions for the year were \$399,830. Amortization expense for the year was \$509,015.

## **CAPITAL ASSETS (Continued)**

### **Capital Assets (Continued)**

Major capital asset additions during the current fiscal year included the following:

- Completion of phase 1 of the Work Release building
- Addition of various computer equipment.
- Addition of various deputy equipment.
- Addition of various radios.
- Addition of vehicles.

Additional information on the Sheriff's capital assets can be found in Note 7, Exhibit I of this report.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

Approximately 53% of the Sheriff's budgeted revenues are derived from ad valorem and sales and use taxes. Revenues and expenses for the year ended June 30, 2025 in total are expected to increase due to overall economic conditions causing increases in costs.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Sheriff's finances for all those with an interest in the Sheriff's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Mr. Timothy Soignet, Terrebonne Parish Sheriff's Office and Tax Collector, Post Office Box 1670, Houma, LA 70361-1670.



**STATEMENT OF NET POSITION (DEFICIT)****Terrebonne Parish Sheriff's Office**

June 30, 2024

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash and interest-bearing deposits	\$ 16,080,253
Receivables:	
Due from other governmental units	2,984,804
Accounts	125,655
Capital assets:	
Non-depreciable	338,500
Depreciable, net of accumulated depreciation	11,668,732
Right-of-use assets, net of accumulated amortization	<u>1,368,776</u>
Total assets	<u>32,566,720</u>
<b>Deferred Outflows of Resources</b>	
Pension	11,212,111
Other postemployment benefits	<u>2,651,851</u>
Total deferred outflow of resources	<u>13,863,962</u>
Total assets and deferred outflow of resources	<u>46,430,682</u>
<b>Liabilities</b>	
Accounts and other accrued payables	703,874
Long-term liabilities:	
Due within one year	1,335,786
Due after one year	<u>59,204,040</u>
Total liabilities	<u>61,243,700</u>

**Exhibit A  
(Continued)**

	<u>Governmental Activities</u>
<b>Deferred Inflows of Resources</b>	
Pension	821,999
Other postemployment benefits	<u>37,335,171</u>
Total deferred inflow of resources	<u>38,157,170</u>
Total liabilities and deferred inflow of resources	<u>99,400,870</u>
<b>Net Position (Deficit)</b>	
Net investment in capital assets	13,376,008
Restricted for special programs	613,069
Unrestricted	<u>(66,959,265)</u>
Total net position (deficit)	<u><u>\$ (52,970,188)</u></u>

See notes to financial statements.

**STATEMENT OF ACTIVITIES****Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

Functions/Programs	Expenses	Program Revenue			Net (Expenses) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government - public safety	<u>\$ 39,359,697</u>	<u>\$ 11,857,458</u>	<u>\$ 5,472,941</u>	<u>\$ -</u>	<u>\$ (22,029,298)</u>
General revenues:					
Property taxes					7,910,631
Sales tax					14,175,653
Grants not restricted to specific programs					1,329,818
Insurance proceeds					186,383
Unrestricted investment earnings					<u>4,518</u>
Total general revenues					<u>23,607,003</u>
Change in net position					1,577,705
Net position (deficit)					
Beginning of year, as restated					<u>(54,547,893)</u>
Ending					<u>\$ (52,970,188)</u>

See notes to financial statements.

**GOVERNMENTAL FUND BALANCE SHEET****Terrebonne Parish Sheriff's Office**

June 30, 2024

	<u>General Fund</u>
<b>Assets</b>	
Cash and interest-bearing deposits	\$ 16,080,253
Receivables:	
Due from other governmental units	2,984,804
Accounts	<u>125,655</u>
Total assets	<u><u>\$ 19,190,712</u></u>
<b>Liabilities</b>	
Accounts payable	\$ 237,395
Salaries payable	<u>436,544</u>
Total liabilities	<u>673,939</u>
<b>Fund balances:</b>	
Restricted - narcotics	613,069
Unassigned	<u>17,903,704</u>
Total fund balances	<u>18,516,773</u>
Total liabilities and fund balances	<u><u>\$ 19,190,712</u></u>

See notes to financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUND  
BALANCE SHEET TO THE STATEMENT OF NET POSITION**

**Terrebonne Parish Sheriff's Office**

June 30, 2024

**Fund Balances - Governmental Fund** **\$ 18,516,773**

Amounts reported for governmental activities  
in the Statement of Net Position are different because:

Capital assets used in governmental activities are not  
financial resources and, therefore, are not reported  
in the governmental funds:

Governmental capital assets	\$ 25,165,157	
Less accumulated depreciation	<u>(13,157,925)</u>	12,007,232

Long-term assets are not financial resources and,  
therefore, are not reported in the governmental fund.

Right-of-use assets, net of accumulated amortization		1,368,776
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Deferred outflows of resources used in governmental  
activities are not financial resources and, therefore,  
are not reported in governmental funds.

Pension	11,212,111	
Other postemployment benefit obligation	<u>2,651,851</u>	13,863,962

Current liabilities

Accrued interest		(29,935)
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Non-current liabilities are not due and payable  
in the current period and therefore are not  
reported in the governmental funds:

Bonds payable	(3,131,000)	
Lease liability	(1,731,867)	
Compensated absences	(554,227)	
Net pension liability	(18,255,886)	
Other postemployment benefit obligations	<u>(36,866,846)</u>	(60,539,826)

Deferred inflows of resources are not due and  
payable in the current period and, therefore,  
are not reported in governmental funds.

Pension	(821,999)	
Other postemployment benefit obligation	<u>(37,335,171)</u>	<u>(38,157,170)</u>

**Net Position of Governmental Activities** **\$ (52,970,188)**

See notes to financial statements.

**STATEMENT OF GOVERNMENTAL FUND REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

	<u>General Fund</u>
<b>Revenues</b>	
Ad valorem taxes	\$ 7,910,631
Sales taxes	14,175,653
Intergovernmental revenues:	
Federal grants	1,213,041
State revenue sharing, net	217,746
State supplemental pay	1,694,460
State gaming revenue	1,112,072
State grants	2,457,555
Local grant	107,885
Fees, charges, and commissions for services:	
Contract services	3,959,405
Civil and criminal fees and commissions	1,334,144
Feeding, keeping, and transporting prisoners	2,876,158
Other	3,687,751
Miscellaneous:	
Interest	<u>4,518</u>
Total revenues	<u>40,751,019</u>
<b>Expenditures</b>	
Current:	
Public safety:	
Personal services and related benefits	26,677,468
Operating services	1,367,361
Operation and maintenance	7,803,030
Travel and other charges	114,816
Debt service:	
Principal	302,000
Interest	97,990
Capital outlay - lease	399,830
Capital outlay	<u>4,159,881</u>
Total expenditures	<u>40,922,376</u>

**Exhibit E  
(Continued)**

	<u>General Fund</u>
<b>Excess (Deficiencies) of Revenues Over Expenditures</b>	(171,357)
<b>Other Financing Sources and Uses</b>	
Lease proceeds	399,830
Insurance proceeds	186,383
Sale of surplus equipment	<u>100,715</u>
Total other financing uses	<u>686,928</u>
<b>Net Change in Fund Balance</b>	515,571
<b>Fund Balance</b>	
Beginning of year	<u>18,001,202</u>
End of year	<u><u>\$ 18,516,773</u></u>

See notes to financial statements.

**RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL  
FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE TO THE STATEMENT OF ACTIVITIES**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

**Net Change in Fund Balance - Governmental Fund** **\$ 515,571**

Amounts reported for governmental activities in the Statement of  
Activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period:

Capital outlay	\$ 4,159,881	
Depreciation expense	<u>(1,252,585)</u>	2,907,296

The net effect of various miscellaneous transactions involving capital assets, such as sales, trade-ins and donations, and lease is to decrease net position.

Loss on disposition of capital assets		(634,821)
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The net effect of various transactions involving leases and right-of-use assets is to decrease net assets.

Capital outlay - lease	399,830	
Lease proceeds	(399,830)	
Amortization of right-of-use asset	(509,015)	
Lease interest expense	(164,354)	
Lease expense	<u>569,776</u>	(103,593)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction however has an effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Principal payment		302,000
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Increase in compensated absences	(74,105)	
Decrease in other postemployment benefits	1,456,199	
Decrease in accrued interest expense	2,728	
Increase in pension expense	<u>(2,793,570)</u>	<u>(1,408,748)</u>

**Change in Net Position of Governmental Activities** **\$ 1,577,705**

See notes to financial statements.



**STATEMENT OF FIDUCIARY NET POSITION****Terrebonne Parish Sheriff's Office**

June 30, 2024

	<u>Custodial Funds</u>
<b>Assets</b>	
Cash and interest-bearing deposits	<u>\$ 3,339,697</u>
<b>Liabilities</b>	
Accounts payable	<u>\$ 3,298,899</u>
<b>Fiduciary net position</b>	
Due to other governments	<u>40,798</u>
Total liabilities and fiduciary net position	<u>\$ 3,339,697</u>

See notes to financial statements.

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION****Terrebonne Parish Sheriff's Office**

June 30, 2024

	<u>Custodial Funds</u>
<b>Additions</b>	
Deposits:	
Suits, sales and garnishments	\$ 2,226,602
Bonds	1,465,975
Fines and costs	196,962
Prisoner deposits	6,204,321
Taxes, fees, etc., paid to tax collector	117,356,880
Interest	<u>233,758</u>
Total additions	<u>127,684,498</u>
<b>Reductions</b>	
Taxes, fees, etc., distributed to taxing bodies and others	117,551,489
Deposits settled to:	
Sheriff's General Fund	3,085,470
Clerk of Court	185,989
Criminal Court Fund	212,138
District Attorney	164,438
Indigent defender board	163,309
Inmate commissary purchases	1,624,484
Inmate withdrawals	1,908,031
Litigants	1,589,458
Other settlements	<u>1,161,166</u>
Total reductions	<u>127,645,972</u>
Net increase in fiduciary net position	38,526
Net position at beginning of year	<u>2,272</u>
Net position at end of year	<u><u>\$ 40,798</u></u>

See notes to financial statements.

**NOTES TO FINANCIAL STATEMENTS****Terrebonne Parish Sheriff's Office**

June 30, 2024

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

As the chief law enforcement officer of the Parish, the Sheriff has the responsibility for enforcing state and local laws and ordinances within the territorial boundaries of the Parish. The Sheriff provides protection to the residents of the Parish through on-site patrols and investigations and serves the residents of the Parish through the establishment of neighborhood watch programs, anti-drug abuse programs, etc. In addition, when requested, the Sheriff provides assistance to other law enforcement agencies within the Parish.

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

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing authorities and others.

The accounting policies of the Sheriff conform to accounting principles generally accepted in the United States of America 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. The following is a summary of significant accounting policies:

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**a. Reporting Entity**

For financial reporting purposes, the Sheriff includes all funds and activities 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 Terrebonne Parish Consolidated Government as required by Louisiana law, the Sheriff is a separate governmental reporting entity.

GASB No. 14, *"The Financial Reporting Entity"*, GASB No. 39, *"Determining Whether Certain Organizations Are Component Units-an amendment of GASB Statement No. 14"*, and GASB No. 61, *"The Financial Reporting Entity: Omnibus and amendment of GASB Statements No. 14 and No. 34"* established the criterion for determining which component units should be considered part of the Sheriff for financial reporting purposes. The basic criteria are as follows:

1. Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell and lease property in its own name.
2. Whether the governing authority appoints a majority of the board members of the potential component unit.
3. Fiscal interdependency between the Sheriff and the potential component unit.
4. Imposition of will by the Sheriff on the potential component unit.
5. Financial benefit/burden relationship between the Sheriff and the potential component unit.

The Sheriff has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

**b. Basis of Presentation**

The Sheriff's financial statements consist of the government-wide statements on all of the non-fiduciary activities and the fund financial statements.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**b. Basis of Presentation (Continued)**

Government-Wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Sheriff. The government-wide presentation focuses primarily on the sustainability of the Sheriff as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities of the Sheriff generally are supported by taxes and intergovernmental revenues.

Fund Financial Statements:

The daily accounts and operations of the Sheriff are organized on the basis of a fund and accounts groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds of the Sheriff are grouped into generic fund types and two broad categories as follows:

Governmental activities presented as governmental funds in the fund financial statements.

**General Fund** - This fund is the primary operating fund of the Sheriff and accounts for and reports the operations of the Sheriff. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Sheriff's policy. The General Fund is always a major fund.

Fiduciary Funds:

**Custodial Funds** - These funds are used to account for and report assets that the Sheriff holds for others in an agency capacity. Since by definition these assets are being held for the benefit of others and cannot be used to address activities or obligations of the Sheriff, these funds are not incorporated into the government-wide statements. The custodial funds are as follows:

**Sheriff's Fund** - To account for and report 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.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**b. Basis of Presentation (Continued)**

Fiduciary Funds (Continued)

**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 account for and report the collection and distribution of taxes and fees to the appropriate taxing authorities.

**Bonds and Fines Fund** - To account for and report the collection of bonds, fines, costs and payments of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

**Inmate Deposit Fund** - To account for and report funds belonging to individuals incarcerated in the parish prison. The funds are used by prisoners to purchase personal items while incarcerated, and any remaining balances are returned to prisoners upon their release.

**c. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Government-Wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current position. Governmental funds are maintained on the modified accrual basis of accounting.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**c. Measurement Focus and Basis of Accounting (Continued)**

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the Sheriff considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Non-exchange transactions, in which the Sheriff receives value without directly giving value in return, include sales and use tax, property tax, grants, and entitlements. Ad valorem taxes 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. Sales and use taxes are recognized in the period when the underlying transaction has occurred, and the resources are available. Federal and state entitlements (which include state supplemental pay for deputies and state revenue sharing) are recorded as unrestricted grants when available and measurable. Federal and state grants are recorded when the allowable expenditures have been incurred.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is interest and principal payments on general long-term debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available resources. Allocations of cost such as depreciation are not recognized in the governmental funds.

Custodial funds are unlike all other types of funds reporting liabilities to the beneficiaries when an event has occurred that compels the disbursement of fiduciary resources. Events that compel disbursement of fiduciary resources occur when a demand for resources has been made or when no further action, approval or condition is required to be taken or met by the beneficiary to release the assets. Custodial funds use the accrual basis of accounting to recognize receivables and payables.

**d. 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.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**e. Cash and Cash Equivalents**

Cash and interest-bearing deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost, which approximates market. 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.

**f. Accounts Receivable**

The financial statements of the Sheriff contain no allowance for uncollectible accounts. Uncollectible amounts for receivables are recognized as reductions in revenue at the time information becomes available, which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the funds.

**g. Capital Assets**

The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$500 or more are valued at historical cost or estimated historical cost if actual cost is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Automobiles awarded to the Sheriff's office by court award are recorded as capital assets at their estimated fair market value at the date of award. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:



**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**g. Capital Assets (Continued)**

Furniture and fixtures	5 - 7 years
Boats and vehicles	2 - 10 years
Weapons and equipment	3 - 5 years
Buildings	30 years

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

**h. Non-Current Liabilities**

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. Non-current liabilities consist of compensated absences accrued, bonds payable, obligations for other postemployment benefits (group healthcare and life insurance), lease liability and net pension liability.

Fund Financial Statements:

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

**i. Compensated Absences**

The following vacation hours are earned during a fiscal year:

<u>Years of Service</u>	<u>Total Annual Leave Earned For Fiscal Year</u>
1 - 15 years	120 hours
16 - 24 years	160 hours
25 and above years	200 hours

Vacation time must be taken on a calendar year basis and is not available for carryover.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**i. Compensated Absences (Continued)**

Beginning October 1, 2013, employees are paid for worked overtime each pay period. Prior to October 1, 2013, unpaid overtime was allowed to accumulate as comp-time. Comp-time may be used for paid time off from work. As of June 30, 2024, the Sheriff had \$5,022 of comp-time remaining to be paid and included comp-time in compensated absences.

**j. Interfund Transactions**

In the financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent relocation of resources between funds. In other words, they are not expected to be paid. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances”. As of and for the year ended June 30, 2024, the Sheriff did not have any residual balances from interfund loans/borrowing arrangements or transfers.

**k. Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expenses/expenditures) until then. As of June 30, 2024, deferred outflows of resources related to pensions and other postemployment benefits.

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until then. As of June 30, 2024, deferred inflows of resources in the government-wide statements related to pensions and other postemployment benefits.

**l. Pensions**

For purposes of measuring the net pension liability/asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriff’s Pension and Relief Fund (the “System”) and additions to/deductions from the System fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**m. Fund Equity**

Government-Wide Statements:

Equity is classified as net position and may be displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. As of June 30, 2024, the Sheriff did not report any borrowings attributable to acquisitions, construction or improvements of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

When both restricted and unrestricted resources are available for use, it is the Sheriff’s policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable - Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted - Amounts for which constraints have been placed on the use by externally imposed donors, grantors, creditors, or government laws and regulations, or imposed by law through constitutional provisions or enabling legislation.
- c. Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Sheriff.
- d. Assigned - Amounts that are constrained by the Sheriff’s intent to be used for a specific purpose but do not meet the criteria for restricted or committed.
- e. Unassigned - All other spendable amounts.

For the classification of governmental fund balances, the Sheriff considers an expenditure to be made from the most restrictive fund balance first when more than one classification is available.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**n. New GASB Statements**

During the year ending June 30, 2024, the Sheriff implemented the following GASB Statements:

Statement No. 99, “*Omnibus 2022*” provides objectives to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements and accounting and financial report for financial guarantees. This Statement did not affect the Sheriff’s financial statements.

Statement No. 100, “*Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62*” provides guidance to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. This Statement did not affect the Sheriff’s financial statements.

The GASB has issued the following Statements which will become effective in future years as shown below:

Statement No. 101, “*Compensated Absences*” provides guidance to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 102, “*Certain Risk Disclosures*” defines concentrations and constraints. The Statement also requires governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. Additional disclosures are to be included if reporting criteria is met which will provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints. The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Management has yet to determine the effect of this Statement on the financial statements.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**n. New GASB Statements (Continued)**

Statement No. 103, “*Financial Reporting Model Improvements*” provides guidance to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government’s accountability. The Statement establishes new or modifies existing requirements related to Management’s Discussion and Analysis (MD&A), unusual or infrequent items, presentation of proprietary fund statement of revenues, expenses, and changes in fund net position, information about major component units in basic financial statements, and budgetary comparison information. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Management has yet to determine the effect of this Statement on the financial statements.

**Note 2 - RESTATEMENT OF NET POSITION (DEFICIT)**

During the process of completing the valuation report for the June 30, 2024 OPEB liability, the Sheriff determined that there was an error in certain information provided to actuary for the year ended June 30, 2023 causing the OPEB liability to be overstated. The following reflects the impact on the previously reported balances:

Net position (deficit), June 30, 2023, as previously reported	\$(55,015,515)
Restatement	<u>467,622</u>
Net position (deficit), June 30, 2023, restated	<u><u>\$(54,547,893)</u></u>

**Note 3 - DEPOSITS**

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or any other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the state of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper or domestic corporations.

State law also requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision. The year end balances of deposits are as follows:

<u>Bank Balance</u>	<u>Reported Amount</u>
<u>\$20,276,257</u>	<u>\$19,413,950</u>

Custodial credit risk is the risk that in the event of a bank failure, the Sheriff's deposits may not be returned to it. The Sheriff does not have a policy to monitor or attempt to reduce exposure to custodial credit risk. As of June 30, 2024, \$19,543,745 of the Sheriff's bank balance of \$20,276,257 was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent and are deemed to be held in the Sheriff's name by state statutes.

As of June 30, 2024, cash in excess of the FDIC insurance was collateralized by securities held by an unaffiliated bank for the account of the Sheriff. The GASB considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39: 1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

A reconciliation of deposits as shown on the Statement of Net Position and Governmental Fund Balance Sheet is as follows:

Reported amount	\$19,413,950
Less cash reported in the Statement of Fiduciary Fund	(3,339,697)
Cash on hand	<u>6,000</u>
Cash - Statement of Net Position	<u>\$16,080,253</u>

**Note 3 - DEPOSITS (Continued)**

As of June 30, 2024, the Sheriff, as ex-officio tax collector, has cash in the Tax Collector Custodial Fund totaling \$578,339. The unsettled balance as of June 30, 2024 consists of the following:

Taxes	\$ 423,572
Insurance licenses	113,908
Protest taxes	40,798
Refunds and redemptions	<u>61</u>
Total	<u>\$ 578,339</u>

**Note 4 - PROPERTY TAXES**

The Sheriff is the ex-officio tax collector of the Parish and is responsible for the collection and distribution of ad valorem property taxes. Ad valorem taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June.

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended June 30, 2024, law enforcement taxes applicable to the Sheriff's General Fund, were levied at the rate of 7.58 mills on property with net assessed valuations totaling \$1,054,469,363. Total law enforcement taxes levied in November 2023 were \$7,992,876.

**Note 5 - DUE FROM OTHER GOVERNMENTAL UNITS**

Amounts due from other governmental units as of June 30, 2024, consist of the following:

<u>Government</u>	<u>Purpose</u>	<u>Amounts</u>
Federal Emergency Management Agency		\$ 805,278
State of Louisiana	Act 397 funding	\$650,000
	Prisoner maintenance	88,644
	Video poker	149,389
	Prisoner hold	13,200
	Work release	89,110
	Other	<u>9,982</u>
		1,000,325
Terrebonne Parish Sales and Use Tax Department	Sales tax	1,101,750
Terrebonne Parish Consolidated Government	Work release	462
	Details	13,478
	Other	<u>31,762</u>
		45,702
Other governments		<u>31,749</u>
		<u><u>\$2,984,804</u></u>

**Note 6 - ACCOUNTS RECEIVABLE**

Accounts receivable detail for the year ended June 30, 2024 was as follows:

Jail phone reimbursement	\$ 24,442
Commissary sales	34,914
Agent advances	9,532
Other	<u>56,767</u>
Total	<u><u>\$125,655</u></u>



**Note 7 - CAPITAL ASSETS**

Capital assets activity for the year ended June 30, 2024 was as follows:

	Balance July 1, 2023	Additions	Deletions/ Adjustments	Balance June 30, 2024
Capital assets not being depreciated:				
Land	\$ 338,500	\$ -	\$ -	\$ 338,500
Capital assets being depreciated:				
Furniture and fixtures	3,090,775	95,015	(314,810)	2,870,980
Boats and vehicles	7,645,308	1,725,472	(349,043)	9,021,737
Weapons and equipment	3,718,344	357,409	(211,587)	3,864,166
Buildings and improvements	7,703,605	1,981,985	(615,816)	9,069,774
Total capital assets being depreciated	22,158,032	4,159,881	(1,491,256)	24,826,657
Less accumulated depreciation for:				
Furniture and fixtures	(2,578,152)	(108,131)	303,597	(2,382,686)
Boats and vehicles	(6,091,416)	(575,477)	316,490	(6,350,403)
Weapons and equipment	(2,793,218)	(261,318)	197,269	(2,857,267)
Buildings and improvements	(1,298,989)	(307,659)	39,079	(1,567,569)
Total accumulated depreciation	(12,761,775)	(1,252,585)	856,435	(13,157,925)
Total capital assets being depreciated, net	9,396,257	2,907,296	(634,821)	11,668,732
Right-of-use assets:				
Boats and vehicles	317,489			317,489
Weapons and equipment	1,975,140	399,830		2,374,970
Total right-to-use assets being amortized	2,292,629	399,830	-	2,692,459
Less accumulated amortization for:				
Boats and vehicles	(111,133)	(105,830)		(216,963)
Weapons and equipment	(703,535)	(403,185)		(1,106,720)
Total accumulated amortization	(814,668)	(509,015)	-	(1,323,683)
Right-of-use assets being amortized, net	1,477,961	(109,185)	-	1,368,776
Total capital assets, net	\$ 11,212,718	\$ 2,798,111	\$ (634,821)	\$ 13,376,008

During the year ended June 30, 2024, \$1,252,585 for depreciation was charged to public safety. During the year ended June 30, 2024, \$509,015 of amortization expense was recognized.

**Note 8 - LEASE COMMITMENTS**

The Sheriff entered into various leasing agreements for the use of vehicles and equipment. The leases contain imputed interest rates ranging from 0.93% to 4.40%. These leases require monthly or yearly payments ranging from \$920 to \$150,703. The leases mature in months ranging from June 2025 to January 2043.

Reported under Statement 87 for the year ended June 30, 2024 are as follows:

Lease expense	<u>\$ 405,422</u>
Cash paid for lease	<u>\$ 569,776</u>
Right-of-use asset	<u>\$ 1,368,774</u>
Lease liability	<u>\$ 1,731,867</u>

The weighted-average remaining lease term in years as of June 30, 2024 is 10.12 years.

The weighted-average of the interest rates as of June 30, 2024 is 3.32%.

As of June 30, 2024, minimum future obligations under leases are as follows:

<u>Year Ending June 30,</u>	<u>Amounts</u>
2025	\$ 416,227
2026	317,492
2027	242,668
2028	95,614
2029	99,060
Thereafter	<u>888,362</u>
Total minimum lease payments	2,059,423
Less amount representing interest	<u>(327,556)</u>
Present value of capital lease obligation	1,731,867
Less current maturities	<u>(471,559)</u>
Total lease obligations	<u>\$1,260,308</u>

**Note 9 - ACCOUNTS AND ACCRUED PAYABLES**

Accounts payable and accrued expenditures as of June 30, 2024 consisted of the following:

	<u>Governmental Activities</u>
Vendors	\$198,876
Salaries and benefits	436,544
Accrued interest	29,935
Due to other governments:	
Terrebonne Parish Consolidated Government	<u>38,519</u>
Total	<u>\$703,874</u>

**Note 10 - NON-CURRENT LIABILITIES**

Non-current liabilities consist of accumulated unpaid vacation and comp-time, net pension liability and other postemployment benefits. The following is a summary of non-current liability transactions of the Sheriff for the year ended June 30, 2024:

	<u>Payable July 1, 2023</u>	<u>Increase/ Earned</u>	<u>Decrease/ Used</u>	<u>Payable June 30, 2024</u>	<u>Due Within One Year</u>
Compensated absences	\$ 480,122	\$ 167,205	\$ (93,100)	\$ 554,227	\$ 554,227
Limited tax					
Bonds, series 2021	3,433,000	-	(302,000)	3,131,000	310,000
Lease liability	1,737,459	339,830	(345,422)	1,731,867	471,559
Net pension liability	16,995,450	1,260,436	-	18,255,886	-
Other post-employment benefits <sup>1</sup>	<u>42,156,586</u>	<u>-</u>	<u>(5,289,740)</u>	<u>36,866,846</u>	<u>-</u>
Totals	<u>\$64,802,617</u>	<u>\$1,767,471</u>	<u>\$(6,030,262)</u>	<u>\$60,539,826</u>	<u>\$1,335,786</u>

<sup>(1)</sup>After restatement. See Note 2.

On December 1, 2021, the Sheriff issued Limited Tax Bonds, Series 2021 with a maturity date of March 1, 2033 and an interest rate of approximately 3% for the purpose of acquiring, constructing, improving and renovating law enforcement buildings and other land, facilities, equipment and furnishing therefor. The principal amount of \$4,040,000 is due on March 1, 2033. This bond is secured and payable from an irrevocable pledge and dedication of the funds to be derived by the Sheriff from the levy and collection of a special tax of 7.58 mills.

Compensated absences are described in Note 1i. Lease liabilities are described on Note 8. Other postemployment obligations are described in Note 11.

**Note 11 - OTHER POST-EMPLOYMENT BENEFITS**

**Plan Description**

The Sheriff administers a single employer defined benefit healthcare plan (the “Plan”). The Plan provides for the lifetime payment of medical and dental insurance premiums to eligible retirees and their dependents through the Sheriff’s group health plan, which cover both active and retired members. Sheriff employees with 20 years of permanent full-time creditable service with the Sheriff or 30 years of permanent full-time creditable service with any Sheriff’s office are eligible to participate in the Sheriff’s Pension and Relief Fund (see Note 12) and are eligible to participate in the Plan, which provides 100% of retiree healthcare and life insurance. The amount of life insurance coverage is a continuation of the amount in effect at the retirement date, but retiree coverage is reduced to 75% and 50% of the retirement date amount at ages 65 and 75, respectively. A retiree may elect dependent healthcare coverage at applicable rates. A retiree with less than 20 years of permanent full-time creditable service is eligible to participate in the Plan at the applicable rates. The Sheriff does not issue a publicly available financial report on the Plan.

**Employees Covered by Benefit Terms**

As of June 30, 2024, the following employees were covered by the benefit terms:

Inactive employees of beneficiaries	
currently receiving benefits payments	124
Inactive employees entitled to but	
not yet receiving benefit payments	-
Active employees	<u>271</u>
Total	<u>395</u>

**Total OPEB Liability**

The Sheriff’s total OPEB liability of \$36,866,846 was measured as of June 30, 2024 and was determined by an actuarial valuation as of July 1, 2023.

**Note 11 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

**Actuarial Assumptions and Other Inputs**

The total OPEB liability in June 30, 2024 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Measurement date	June 30, 2024
Actuarial valuation date	July 1, 2023
Inflation	2.30%
Salary increases, include inflation	6.00% (3.70% salary increase, 2.30% inflation)
Discount rate	3.93%
Healthcare cost trend rates	Medical - PPO Trend - 6.60% in year 1, 6.40% in year 2, 5.70% in year 3, 5.20% in year 4, 5.10% in year 5, 4.90% in year 6, 4.70% in year 7, 4.50% in year 8, 4.30% in year 9, 4.10% in year 10 and  Medical - Med Adv - 6.90% in year 1, 7.10% in year 2, 5.90% in year 3, 5.20% in year 4, 5.10% in year 5, 4.90% in year 6, 4.70% in year 7, 4.50% in year 8, 4.30% in year 9, 4.10% in year 10 and trending down to 4.00%.  Dental - The lower of 4.00% per annum, compounded annually, and medical trend.
Retirees' share of benefit-related costs	An employee is eligible to elect medical coverage upon retiring or disability. Eligibility is based on 20 years of service with Terrebonne Parish Sheriff's office or 30 years of service at any Sheriff's Office.  Spouses of retiring members are also eligible for health and life benefits under the Plan; however, they are responsible for full cost of coverage.

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

**Note 11 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

**Actuarial Assumptions and Other Inputs (Continued)**

Mortality rates for pre-retirement/post-retirement/disabled employees were based Sex-distinct Pub-2010 General Mortality Table for employees/retirees/disabled participants, projected generationally using IRS 2024 adjusted improvement scale MP-2021.

**Changes in Total OPEB Liability**

	<u>Total OPEB Liability</u>
Balances as of June 30, 2023, restated	<u>\$42,156,586</u>
Changes for the year:	
Service cost	2,793,218
Interest	1,627,816
Differences between expected and actual experience	(1,486,598)
Changes in assumptions or other inputs	(7,513,664)
Benefit payments	<u>(710,512)</u>
Net changes	<u>(5,289,740)</u>
Balance as of June 30, 2024	<u><u>\$36,866,846</u></u>

**Sensitivity to the Total OPEB Liability to Change in the Discount Rate**

The following presented the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a discount rate that is 1% lower or higher than the current discount rate.

	1.0% Decrease (2.93%)	Current Discount Rate (3.93%)	1.0% Increase (4.93%)
Total OPEB liability	<u>\$43,082,982</u>	<u>\$36,866,846</u>	<u>\$31,845,870</u>

**Note 11 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

**Sensitivity of the Total OPEB Liability to Changes in the Health Cost Trend Rates**

The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a rate that is 1% lower or higher than the current healthcare cost trend rates.

	<u>1.0% Decrease</u>	<u>Current Healthcare Cost Trend Rate</u>	<u>1.0% Increase</u>
Total OPEB Liability	<u>\$31,191,062</u>	<u>\$36,866,846</u>	<u>\$44,311,701</u>

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2024, the Sheriff recognized total OPEB expense of \$745,687. As of June 30, 2024, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$ (5,622,237)
Changes of assumptions	<u>2,651,851</u>	<u>(31,712,934)</u>
Totals	<u>\$2,651,851</u>	<u>\$(37,335,171)</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2025	\$ (5,150,516)
2026	(5,271,837)
2027	(5,642,940)
2028	(5,706,783)
2029	(5,968,300)
Thereafter	<u>(6,942,944)</u>
Total	<u>\$ (34,683,320)</u>

## **Note 12 - PENSION PLAN**

**Plan Description** - The Sheriff contributes to the Sheriff's Pension and Relief Fund (the "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 employees of Sheriff's offices 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, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802.

**Benefits Provided.** The System provides retirement, deferred retirement, disability and death benefits. Members who became eligible on or before December 31, 2011 with twelve years of creditable service may retire at age 55, and members with thirty years may retire regardless of age. The retirement allowance is equal to three and one-third percent of the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Active, contributing members with at least ten years of creditable service may retire at age 60. The accrued normal retirement benefit is reduced for each month retirement begins prior to normal retirement date. For members who became eligible on or after January 1, 2012, with twelve years of creditable service may retire at age 62. Members with twenty years of service may retire at the age of 60. Members with thirty or more years of service may retire at age 55. The benefit accrual rate for members with less than thirty years of creditable service is 3% per year, while members with thirty or more years the benefit accrual rate is 3⅓% per year. The retirement allowance is equal the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. For a member whose first employment making him eligible for membership in the System began on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest thirty-six consecutive months or joined months if service was interrupted. For a member whose first employment making him eligible for membership in the System began after June 30, 2006, final average compensation is based on the average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted. For a member, whose first employment making him eligible for membership in the System began before July 1, 2013, the earnings to be considered for each 12 month period within the applicable 36 or 60 month period shall not exceed 125% of the preceding 12 month period earnings. For a member, whose first employment making him eligible for membership in the System began on or after July 1, 2013, the earnings to be considered for each 12 month period within the 60 month period shall not exceed 115% of the preceding 12 month period earnings.



**Note 12 - PENSION PLAN (Continued)**

In lieu of receiving a service retirement allowance, any member of the fund who has more than sufficient service for a regular service retirement may elect to receive a “DROP” benefit. The DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. The member’s employee retirement contributions are also credited to his account during the DROP period. At retirement, the member will receive a lump-sum payment equal to the monthly benefit multiplied by the number of months in the DROP period. A member is eligible to receive disability benefits if he has at least ten years of creditable service when a non-service related disability is incurred; there are no service requirements for a service related disability. Death benefits are payable to eligible surviving dependents based on the deceased member’s years of creditable service and compensation and the dependent’s relationship to the deceased member. The System provides permanent benefit increases, cost of living adjustments (COLA) as approved by the State Legislature.

**Contributions.** According to state statute, contribution requirements for all employees are actuarially determined each year. For both the years ending June 30, 2024 and 2023, the actual employer contribution rate was 11.50%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective.

In accordance with state statute, the System receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations.

Contributions to the System from the Sheriff were \$2,060,861 for the year ended June 30, 2024.

**Pension Liabilities.** As of June 30, 2024, the Sheriff reported a liability of \$18,255,886 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff’s proportion of the net pension liability was based on a projection of the Sheriff’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of June 30, 2023, the Sheriff’s proportion was 2.07742%, which was a decrease of 0.01359% from its proportion measured as of June 30, 2022.

**Pension Expense.** For the year ended June 30, 2024, the Sheriff recognized pension expense of \$4,854,431.

**Note 12 - PENSION PLAN (Continued)**

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.**

As of June 30, 2024, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 3,387,854	\$(334,121)
Net difference between projected and actual earnings on pension plan investments	3,646,850	-
Change in proportion	713,340	(487,878)
Change in assumptions	1,403,206	-
Sheriff contributions subsequent to the measurement date	<u>2,060,861</u>	<u>-</u>
	<u><u>\$11,212,111</u></u>	<u><u>\$(821,999)</u></u>

The Sheriff reported \$2,060,861 as deferred outflows of resources related to pensions resulting from the Sheriff's contributions subsequent to the measurement date and will be recognized as a reduction of the net pension asset in the valuation for the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2025	\$2,377,439
2026	1,471,440
2027	4,269,016
2028	<u>211,356</u>
Total	<u><u>\$8,329,251</u></u>

**Note 12 - PENSION PLAN (Continued)**

**Actuarial Assumptions.** A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 are as follows:

Valuation date	June 30, 2023
Actuarial cost method	Entry Age Normal Cost
Actuarial assumptions:	
Expected remaining service lives	5 years (2023, 2022 and 2021 5 years; 2020, 2019, and 2018 6 years; 2017 7 years).
Investment rate of return	6.85%, net of investment expense.
Discount rate	6.85%
Projected salary increases	5.00 % (2.50% inflation, 2.50% merit).
Mortality rates	For active retirees, annuitants, beneficiaries and disabled retirees, Pub-2010 Public Retirement Plans Mortality Table for Safety Below - Median Employees multiplied by 120% for males and 115% for females, each with full generational projection using the MP2019 scale.
Cost of living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Estimates of arithmetic real rates of return for each major asset class based on the System's target asset allocation as of June 30, 2023 are as shown on the next page:

**Note 12 - PENSION PLAN (Continued)**

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity securities	62.00%	6.69%	4.15%
Fixed income	25.00%	4.92%	1.23%
Alternative investments	<u>13.00%</u>	5.77%	<u>0.75%</u>
Totals	<u>100.00%</u>		6.13%
Inflation			<u>2.49%</u>
Expected arithmetic nominal return			<u>8.62%</u>

**Discount Rate.** The discount rate used to measure the collective pension liability was 6.85%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by Public Retirement Systems' Actuarial Committee (PRSAC) taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Sheriff's Proportionate Share of the Collective Net Pension Liability to Changes in the Discount Rate.** The following presents the Sheriff's proportionate share of the Collective Net Pension Liability using the discount rate of 6.85%, as well as what the Sheriff's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.85%) or one percentage-point higher (7.85%) than the current rate:

	<u>1.0% Decrease (5.85%)</u>	<u>Current Discount Rate (6.85%)</u>	<u>1.0% Increase (7.85%)</u>
Sheriff's proportionate share of the net pension liability	<u>\$32,349,734</u>	<u>\$18,255,886</u>	<u>\$6,501,859</u>

**Pension Plan Fiduciary Net Position.** The Sheriff's Pension and Relief Fund has issued a stand-alone audit report on their financial statements for the year ended June 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.la.la.gov](http://www.la.la.gov).

**Note 13 - DEFERRED COMPENSATION PLAN**

The Sheriff offers its employees participation in the Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397. During the year then ended June 30, 2024, the Sheriff contributed \$359,042 to the Plan.

**Note 14 - TAXES PAID UNDER PROTEST**

The unsettled balance due to taxing authorities in the Fiduciary Fund as of June 30, 2024 includes \$40,798 of taxes paid under protest and interest earned on the investment of these funds. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Custodial Fund.

**Note 15 - LITIGATION, CLAIMS, AND RISK MANAGEMENT**

The Sheriff's Office is exposed to various risks of losses related to general liability, auto liability, property, and group health benefits. For the year ending June 30, 2024, the Sheriff purchased commercial liability insurance to cover risk of loss related to torts or negligence by employees. Commercial insurance has also been obtained to cover real and personal property, general liability, automobile, crime, and law enforcement liability. Management believes coverage obtained will adequately cover any future claims.

As of June 30, 2024, the Sheriff is involved in various lawsuits claiming damages. Some of these lawsuits seek substantial amounts. The Sheriff plans to vigorously oppose these suits and, based on the advice of counsel, does not believe their ultimate disposition will materially affect the accompanying financial statements.

**Note 16 - COMMITMENTS AND CONTINGENCIES**

The Terrebonne Parish Clerk of Court is required to remit specific costs back to the Sheriff's Office for process services provided by the Sheriff's Office related to court cases. The Sheriff identifies an estimate of approximately \$875,000 is due to the Sheriff's Office for services rendered on both settled and unsettled court cases. This amount, which is unrecorded, is identified by the Sheriff's internal audit and confirmed by the Terrebonne Parish Clerk of Court.

**Note 17 - STATE OF LOUISIANA TAX ABATEMENTS**

The Sheriff's ad valorem tax revenues were reduced by \$137,125 under agreements entered with the State of Louisiana.

**Note 18 - SUBSEQUENT EVENTS**

Management evaluates events occurring subsequent to the date of financial statements in determining the accounting for and disclosure of transactions and events that effect the financial statements. Subsequent events have been evaluated through November 25, 2024, which is the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION SECTION**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL - GENERAL FUND**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	
<b>Revenues</b>				
Ad valorem taxes	\$ 7,582,691	\$ 7,886,872	\$ 7,910,631	\$ 23,759
Sales and use taxes	14,015,557	14,261,295	14,175,653	(85,642)
Intergovernmental revenues:				
Federal grants	35,605	1,373,194	1,213,041	(160,153)
State revenue sharing, net	217,455	834,413	217,746	(616,667)
State supplemental pay	1,729,350	1,809,147	1,694,460	(114,687)
State gaming revenue	1,090,053	1,126,591	1,112,072	(14,519)
State grants	-	2,423,232	2,457,555	34,323
Local grants	-	49,565	107,885	58,320
Fees, charges, and commissions for services:				
Contract services	3,186,415	3,544,156	3,959,405	415,249
Civil and criminal fees and commissions	1,226,890	1,308,487	1,334,144	25,657
Feeding, keeping, and transporting prisoners	2,405,975	3,453,526	2,876,158	(577,368)
Other	3,066,446	3,639,857	3,687,751	47,894
Interest	630	3,903	4,518	615
Total revenues	<u>34,557,067</u>	<u>41,714,238</u>	<u>40,751,019</u>	<u>(963,219)</u>
<b>Expenditures</b>				
Current:				
Public safety:				
Personal services and related benefits	24,937,730	27,028,809	26,677,468	351,341
Operating services	1,285,768	1,366,735	1,367,361	(626)
Operation and maintenance	6,308,892	8,165,807	7,803,030	362,777
Travel and other charges	97,836	93,374	114,816	(21,442)
Debt service:				
Principal	293,000	302,000	302,000	-
Interest	53,701	97,990	97,990	-
Capital outlay - lease	-	-	399,830	(399,830)
Capital outlay	1,500,000	4,458,678	4,159,881	298,797
Total expenditures	<u>34,476,927</u>	<u>41,513,393</u>	<u>40,922,376</u>	<u>591,017</u>
<b>Excess (Deficiencies) of Revenues Over Expenditures</b>	<u>80,140</u>	<u>200,845</u>	<u>(171,357)</u>	<u>(372,202)</u>
<b>Other Financing Sources and Uses</b>				
Lease proceeds	-	-	399,830	399,830
Insurance proceeds	187,463	174,363	186,383	12,020
Sale of surplus equipment	3,064	15,715	100,715	85,000
Total other financing uses	<u>190,527</u>	<u>190,078</u>	<u>686,928</u>	<u>496,850</u>
<b>Net Change in Fund Balance</b>	270,667	390,923	515,571	124,648
<b>Fund Balance</b>				
Beginning of year	<u>17,471,982</u>	<u>18,001,202</u>	<u>18,001,202</u>	<u>-</u>
End of year	<u>\$ 17,742,649</u>	<u>\$ 18,392,125</u>	<u>\$ 18,516,773</u>	<u>\$ 124,648</u>



**NOTES TO BUDGETARY COMPARISON SCHEDULE****Terrebonne Parish Sheriff's Office**

June 30, 2024

**Note 1 - BASIS OF ACCOUNTING**

Budgeted amounts are as originally adopted or as finally amended by the Sheriff. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

**Note 2 - BUDGETS**

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

- The chief civil deputy - financial officer prepares a proposed budget for the General Fund and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each year.
- A summary of the proposed budget is published and the public notice that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
- 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.
- All budgetary appropriations lapse at the end of each fiscal year.

**SCHEDULE OF CHANGES IN THE SHERIFF'S TOTAL  
OPEB LIABILITY AND RELATED RATIOS**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability:							
Service cost	\$ 2,793,218	\$ 3,661,376	\$ 5,572,689	\$ 4,566,958	\$ 3,281,950	\$ 3,017,871	\$ 3,030,930
Interest	1,627,816	2,081,899	1,666,023	1,551,791	2,139,836	2,022,534	1,734,547
Difference between expected and actual experience	(1,486,598)	(1,582,016)	(4,096,600)	-	(604,192)	-	(1,833,999)
Changes in assumptions or other inputs	(7,513,664)	(16,774,121)	(18,916,203)	270,844	3,413,167	4,082,118	1,419,013
Benefit payments	<u>(710,512)</u>	<u>(753,195)</u>	<u>(519,738)</u>	<u>(443,373)</u>	<u>(429,783)</u>	<u>(588,857)</u>	<u>(465,898)</u>
Net change in total OPEB liability	(5,289,740)	(13,366,057)	(16,293,829)	5,946,220	7,800,978	8,533,666	3,884,593
Total OPEB liability, beginning of year	<u>42,156,586</u>	<u>55,522,643</u>	<u>71,816,472</u>	<u>65,870,252</u>	<u>58,069,274</u>	<u>49,535,608</u>	<u>45,651,015</u>
Total OPEB liability, end of year	<u>\$ 36,866,846</u>	<u>\$ 42,156,586</u>	<u>\$ 55,522,643</u>	<u>\$ 71,816,472</u>	<u>\$ 65,870,252</u>	<u>\$ 58,069,274</u>	<u>\$ 49,535,608</u>
Covered employee payroll	<u>\$ 18,072,835</u>	<u>\$ 17,336,165</u>	<u>\$ 15,886,449</u>	<u>\$ 12,306,274</u>	<u>\$ 12,372,181</u>	<u>\$ 12,088,369</u>	<u>\$ 13,728,991</u>
Total OPEB liability as a percentage of covered employee payroll	<u>203.99%</u>	<u>243.17%</u>	<u>349.50%</u>	<u>583.58%</u>	<u>532.41%</u>	<u>480.37%</u>	<u>360.81%</u>
Notes to schedule:							
Changes of benefit terms:	None	None	None	None	None	None	None
Changes of assumptions and other inputs reflected the effects of changes in the discounts rate each period:	<u>3.93%</u>	<u>3.65%</u>	<u>3.54%</u>	<u>2.16%</u>	<u>2.21%</u>	<u>3.50%</u>	<u>3.62%</u>

The schedule is provided prospectively beginning with the Sheriff's fiscal year ended June 30, 2018 and is intended to show a ten year trend. Additional years will be reported as they become available.

**SCHEDULE OF THE SHERIFF'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY (ASSETS)**

**Terrebonne Parish Sheriff's Office**

June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Sheriff's proportion of the net pension liability (asset)	<u>2.077420%</u>	<u>2.091010%</u>	<u>1.920030%</u>	<u>1.69617%</u>	<u>1.91307%</u>	<u>2.15269%</u>	<u>2.15396%</u>	<u>2.27551%</u>	<u>2.23508%</u>	<u>2.15876%</u>
Sheriff's proportionate share of the net pension liability (asset)	<u>\$ 18,255,886</u>	<u>\$ 16,995,450</u>	<u>\$ (951,469)</u>	<u>\$ 11,739,473</u>	<u>\$ 9,049,268</u>	<u>\$ 8,254,802</u>	<u>\$ 9,327,249</u>	<u>\$ 14,442,398</u>	<u>\$ 9,962,908</u>	<u>\$ 9,886,954</u>
Sheriff's covered-employee payroll	<u>\$ 16,653,016</u>	<u>\$ 15,512,990</u>	<u>\$ 13,994,178</u>	<u>\$ 12,522,279</u>	<u>\$ 13,368,539</u>	<u>\$ 14,816,355</u>	<u>\$ 13,749,637</u>	<u>\$ 15,611,414</u>	<u>\$ 14,831,345</u>	<u>\$ 13,860,372</u>
Sheriff's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	<u>109.625%</u>	<u>109.556%</u>	<u>-6.799%</u>	<u>93.749%</u>	<u>67.691%</u>	<u>55.714%</u>	<u>67.836%</u>	<u>92.512%</u>	<u>67.175%</u>	<u>71.333%</u>
Plan fiduciary net position as a percentage of the total pension liability (asset)	<u>83.94%</u>	<u>83.90%</u>	<u>101.04%</u>	<u>84.73%</u>	<u>88.91%</u>	<u>90.41%</u>	<u>88.49%</u>	<u>82.10%</u>	<u>86.61%</u>	<u>87.34%</u>

The schedule is provided prospectively beginning with the Sheriff's fiscal year ended June 30, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

**SCHEDULE OF SHERIFF CONTRIBUTIONS****Terrebonne Parish Sheriff**

June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 2,060,861	\$ 1,915,097	\$ 1,900,330	\$ 1,714,228	\$ 1,533,979	\$ 1,637,646	\$ 1,889,085	\$ 1,821,827	\$ 2,146,174	\$ 2,113,467
Contributions in relation to the contractually required contribution	<u>(2,060,861)</u>	<u>(1,915,097)</u>	<u>(1,900,330)</u>	<u>(1,714,228)</u>	<u>(1,533,979)</u>	<u>(1,637,646)</u>	<u>(1,889,085)</u>	<u>(1,821,827)</u>	<u>(2,146,174)</u>	<u>(2,109,110)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,357</u> <sup>(1)</sup>
Sheriff's covered-employee payroll	<u>\$ 17,920,527</u>	<u>\$ 16,653,016</u>	<u>\$ 15,512,900</u>	<u>\$ 13,994,178</u>	<u>\$ 12,522,279</u>	<u>\$ 13,368,539</u>	<u>\$ 14,816,355</u>	<u>\$ 13,749,637</u>	<u>\$ 15,611,414</u>	<u>\$ 14,831,345</u>
Contributions as a percentage of covered-employee payroll	<u>11.50%</u>	<u>11.50%</u>	<u>12.25%</u>	<u>12.25%</u>	<u>12.25%</u>	<u>12.25%</u>	<u>12.75%</u>	<u>13.25%</u>	<u>13.75%</u>	<u>14.22%</u>

<sup>(1)</sup> Difference due to refunds or timing matters during the year.

The schedule is provided prospectively beginning with the Sheriff's fiscal year ended June 30, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

**REQUIRED SUPPLEMENTARY INFORMATION**

**COMBINING STATEMENT OF FIDUCIARY NET POSITION:**  
**CUSTODIAL FUNDS**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

	Sheriff's Fund	Tax Collector Fund	Bonds and Fines Fund	Inmate Deposit Fund	Total Custodial Funds
<b>Assets</b>					
Cash	\$ 65,123	\$ 578,339	\$ 1,331,927	\$ 1,364,308	\$ 3,339,697
<b>Liabilities</b>					
Due to taxing authorities	\$ -	\$ 537,541	\$ -	\$ -	\$ 537,541
Due to other governments and others	65,123	-	1,331,927	1,364,308	2,761,358
Total liabilities	65,123	537,541	1,331,927	1,364,308	3,298,899
<b>Fiduciary, net position</b>					
Held for others	-	40,798	-	-	40,798
Total liabilities and fiduciary net position	\$ 65,123	\$ 578,339	\$ 1,331,927	\$ 1,364,308	\$ 3,339,697

**COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION:**  
**CUSTODIAL FUNDS**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

	Sheriff's Fund	Tax Collector Fund	Bonds and Fines Fund	Inmate Deposit Fund	Total Custodial Funds
Additions:					
Deposits:					
Suits, sales and garnishments	\$ 2,226,602	\$ -	\$ -	\$ -	\$ 2,226,602
Bonds	-	-	1,465,975	-	1,465,975
Fines and costs	-	-	196,962	-	196,962
Prisoner deposits	-	-	-	6,204,321	6,204,321
Taxes, fees, etc., paid to tax collector	-	117,356,880	-	-	117,356,880
Interest	-	233,135	623	-	233,758
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total additions	2,226,602	117,590,015	1,663,560	6,204,321	127,684,498
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Reductions:					
Taxes, fees, etc., distributed to taxing bodies and others	-	117,551,489	-	-	117,551,489
Deposits settled to:					
Sheriff's General Fund	430,815	-	206,250	2,448,405	3,085,470
Clerk of Court	149,667	-	36,322	-	185,989
Criminal Court Fund	-	-	212,138	-	212,138
District Attorney	-	-	164,438	-	164,438
Indigent defender board	-	-	163,309	-	163,309
Inmate commissary purchases	-	-	-	1,624,484	1,624,484
Inmate withdrawals	-	-	-	1,908,031	1,908,031
Litigants	1,589,458	-	-	-	1,589,458
Other settlements	56,662	-	881,103	223,401	1,161,166
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total reductions	2,226,602	117,551,489	1,663,560	6,204,321	127,645,972
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net increase in fiduciary net position	-	38,526	-	-	38,526
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net position, beginning of year	-	2,272	-	-	2,272
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net position, end of year	<u>\$ -</u>	<u>\$ 40,798</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,798</u>

**SCHEDULE OF AD VALOREM TAXES**  
**COLLECTED AND ASSESSED AND UNCOLLECTED**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

Description	Taxes Collected	Taxes Assessed and Uncollected
Law Enforcement Taxes		
Law Enforcement	\$ 7,883,286	\$ 56,134
District Taxes/Special Fees		
Assessment District	1,820,020	12,960
Terrebonne Levee District	5,085,655	36,213
Veterans Memorial (Mtce)	520,006	3,703
Bayou Blue Fire District (Mtce)	451,114	1,430
Bayou Cane Fire District (Mtce)	5,222,338	26,370
Coteau Fire District (Mtce)	932,802	582
Fire District No. 4A (Mtce)	1,515,218	19,694
Fire District No. 5 (Bonds)	172,476	61
Fire District No. 5 (Mtce)	689,904	244
Fire District No. 6 (Mtce)	614,961	3,668
Fire District No. 7 (Mtce)	943,993	48,462
Fire District No. 8 (Mtce)	453,868	1,694
Fire District No. 9 (Mtce)	383,577	8,223
Fire District No. 10 (Mtce)	997,956	5,978
Schriever Fire District (Bonds)	189,326	302
Schriever Fire District (Mtce)	1,893,256	3,020
Village East Fire District (Mtce)	514,885	1,216
Recreation District No. 1 (Mtce)	1,307,550	2,227
Recreation District No. 23 (Mtce)	1,598,971	6,406
Recreation District No. 3 (Mtce)	194,141	567
Recreation District No. 11 (Mtce)	1,355,189	9,453
Recreation District No. 4 (Mtce)	612,950	7,615
Recreation District No. 5 (Bonds)	93,826	127
Recreation District No. 5 (Mtce)	625,506	848
Recreation District No. 6 (Bonds)	203,072	1,211
Recreation District No. 6 (Mtce)	574,731	3,428
Recreation District No. 7 (Mtce)	452,836	22,803
Recreation District No. 8 (Mtce)	388,290	1,449



**Schedule 3  
(Continued)**

Description	Taxes Collected	Taxes Assessed and Uncollected
District Taxes/Special Fees (Continued)		
Recreation District No. 9 (Mtce)	672,015	8,138
Recreation District No. 10 (Mtce)	496,808	2,976
Tax Commission Fee No. 1	7,551	-
Tax Commission Fee No. 2	45,840	-
Bayou Lafourche Freshwater	2,194,424	15,626
Parish Taxes		
Parish Tax	2,818,528	20,941
Sewerage Tax (Bonds)	655,207	4,666
Health Unit (Mtce)	686,407	4,888
Drainage Tax (Bonds)	665,607	4,740
Drainage Tax (Mtce)	7,436,081	52,950
Roads and Bridges (Bonds)	655,207	4,666
Recreation Tax (Mtce)	2,298,425	16,366
Terrebonne ARC	5,418,459	38,583
Sanitation District (Mtce)	11,408,924	81,239
Mental Health	436,805	3,110
Council on Aging	7,800,085	55,542
Youth Detention Center(1)	998,411	7,109
Youth Detention Center(2)	977,611	6,961
Road District No. 6 (Mtce)	31,415	187
Road Light No. 1 (Mtce)	134,898	285
Road Light No. 2 (Mtce)	111,088	288
Road Light No. 3A (Mtce)	702,063	4,526
Road Light No. 4 (Mtce)	354,819	4,408
Road Light No. 5 (Mtce)	199,025	270
Road Light No. 6 (Mtce)	180,082	1,074
Road Light No. 7 (Mtce)	286,001	14,402
Road Light No. 8 (Mtce)	129,430	483
Road Light No. 9 (Mtce)	272,815	3,444
Road Light No. 10 (Mtce)	206,100	1,235
City Ad Valorem Tax	1,699,215	6,218
City of Houma Fire Protection District	1,392,253	5,094
City of Houma Police Protection District	1,392,253	5,094
Nuisance Fee	65,371	17,731
School Board Taxes		
School Tax Maintenance/Regular	4,014,444	28,586
School Tax Maintenance/Special	5,626,461	40,064
	<u>\$ 100,161,831</u>	<u>\$ 747,978</u>

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER  
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**

**Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

**Agency Head Name:** Timothy Soignet, Sheriff

<b>Purpose</b>	
Salary	\$ 196,454
Benefits - insurance	10,087
Benefits - retirement	20,137
Benefits - deferred compensation	9,462
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	0
Travel	1,158
Registration fees	485
Conference travel	0
Continuing professional education fees	0
Housing	0
Unvouchered expenses	0
Meals	70
	<hr/>
	<u>\$ 237,853</u>

**AFFIDAVIT OF CASH ON HAND AND OF TAXES  
COLLECTED AND ASSESSED AND UNCOLLECTED**

**Terrebonne Parish Sheriff's Office**

June 30, 2024

State of Louisiana  
Parish of Terrebonne

Before me, the undersigned authority, personally came and appears, Timothy Soignet, the Sheriff of Terrebonne Parish, State of Louisiana, who after being duly sworn, deposed and said:

**The following information is true and correct:**

**\$578,339 is the amount of cash on hand in the tax collector account as of June 30, 2024, of which \$40,798 has been paid under protest and held in a separate and special account pending adjudication by the courts.**

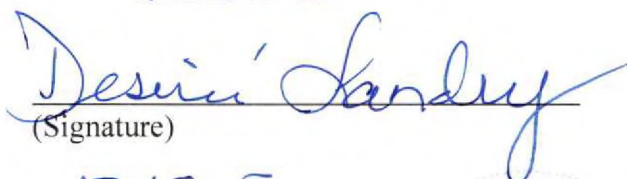
He further deposed and said:



**All itemized statements of the amount of taxes collected for the tax year 2024 by taxing authority, are true and correct.**

**All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct.**

  
\_\_\_\_\_  
Timothy Soignet, Sheriff  
Terrebonne Parish

Sworn to and subscribed before me, Notary, this 26<sup>th</sup> day of November, 2024 in my office in Houma, Louisiana.

  
(Signature)  
# 174525

  
(Print)  
  
(Sheriff)



DESIREE LANDRY  
Notary Public  
Notary ID No. 174525  
Terrebonne Parish, Louisiana



**JUSTICE SYSTEM FUNDING SCHEDULE -**  
**COLLECTING/DISBURSING ENTITY**  
**AS REQUIRED BY ACT 87 OF THE**  
**2020 REGULAR LEGISLATIVE SESSION**

**Terrebonne Parish Sheriff**

June 30, 2024

	First Six Month Period Ended December 31, 2023	Second Six Month Period Ended June 30, 2024
Beginning balance of amounts collected	\$ 1,458,464	\$ 1,567,863
Collections:		
Criminal court costs/fees	209,356	230,781
Criminal fines - other	64,886	62,098
Civil fees	1,001,151	1,225,451
Restitution	129	232
Interest earnings on collected balances	312	311
Bond fees 380, 942, BR, 2%	187,153	289,912
Other - cash bonds	298,948	319,444
Subtotal collections	1,761,935	2,128,229
Disbursements to Governments and Nonprofits:		
Terrebonne Parish Criminal Court fund	95,696	111,297
Terrebonne Criminal Court fund (boykin)	2,310	2,835
Terrebonne Indigent Defenders Office, fines and costs	27,785	31,225
Terrebonne Indigent Defenders Office	1,586	2,028
Terrebonne Indigent Defenders Office, 2%	39,831	60,854
Law clerk fund, fines and costs	10,347	11,430
Law clerk fund, 2%	38,831	60,854
Terrebonne Parish Sheriff's Office, fines and costs	18,583	16,712
Terrebonne Parish Sheriff's Office, Act 942	1,586	2,028
Terrebonne Parish Sheriff's Office, Act 380, br	13,350	16,430
Terrebonne Parish Sheriff's Office, 2%	39,831	60,854
Terrebonne Parish Sheriff's Office, DARE	2,000	1,700

**Schedule 6  
(Continued)**

	First Six Month Period Ended December 31, 2023	Second Six Month Period Ended June 30, 2024
Disbursements to Governments and Nonprofits: (Continued)		
Terrebonne Parish Sheriff's Office, civil	241,749	189,066
Terrebonne Parish Sheriff's Office, civil - property taxes	858	3,948
Terrebonne Parish Clerk of Court, fines and costs	15,527	17,182
Terrebonne Parish Clerk of Court, Act 942	1,586	2,028
Terrebonne Parish Clerk of Court, civil fees	60,718	88,949
Terrebonne Parish District Attorney, fines and costs	23,986	27,118
Terrebonne Parish District Attorney, Act 942	5,551	7,098
Terrebonne Parish District Attorney, 2%	39,831	60,854
Louisiana Commission On Law Enforcement (training)	876	939
Louisiana Commission On Law Enforcement (CVRF)	4,106	5,198
Louisiana Wildlife And Fisheries (Act 724)	75	30
Court Management Information System	1,341	1,432
Office of State Police, Act 942	1,586	2,028
Terrebonne Parish Consolidated Government (subpoena fees)	2,230	2,280
Terrebonne Parish Consolidated Government (Crime Stoppers)	892	874
Terrebonne Parish Consolidated Government (coroner fees)	700	705
Terrebonne Parish Consolidated Government (HPD)	270	559
Louisiana Supreme Court (Act 405)	219	231
Department of Corrections (LA doc)	4,450	4,850
Department of Health and Hospitals - State of Louisiana/th/scitf (Act 654)	3,485	4,070
City Court of Houma bonds	6,859	12,924
Southeast lab (Nicholls State University)	150	-
Check charges	758	1,021
Transfer to partial payment account	11,038	14,750

**Schedule 6  
(Continued)**

	First Six Month Period Ended December 31, 2023	Second Six Month Period Ended June 30, 2024
Disbursements to Governments and Nonprofits: (Continued)		
Attorneys	624,490	964,967
Houma Courier	10,619	12,064
Miscellaneous	16,776	18,463
Amounts retained by Collecting Agency		
Amounts "Self-Disbursed" to collecting agency	7,850	26,324
Disbursement to Individuals/3rd Party Collections or Processing Agencies:		
Restitution payments to individuals	1,050	1,523
Bond fees refunds	262,172	443,503
Other disbursements to individuals	3,924	4,064
Payments to 3rd party collection/processing agencies	<u>5,078</u>	<u>1,753</u>
Subtotal disbursements/retainage	<u>1,652,536</u>	<u>2,299,042</u>
Ending balance of amounts collected but not disbursed/retained	<u><u>\$ 1,567,863</u></u>	<u><u>\$ 1,397,050</u></u>

**SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS**

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Timothy Soignet,  
Terrebonne Parish Sheriff’s Office,  
Houma, Louisiana.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the General Fund and the Fiduciary Fund of the Terrebonne Parish Sheriff’s Office (the “Sheriff”) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Sheriff’s basic financial statements and have issued our report thereon dated November 25, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Sheriff’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Sheriff’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weakness. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Sheriff's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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 or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Certified Public Accountants.

Houma, Louisiana,  
November 25, 2024.

## **SCHEDULE OF FINDINGS AND RESPONSES**

### **Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

#### **Section I - Summary of Auditor's Results**

##### **a) Financial Statements**

Type of auditor's report issued: unmodified

Internal control over financial reporting:

- Material weakness(as) identified? ☐ Yes ☒ No
- Significant deficiency(is) identified that are not considered to be a material weakness? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

##### **b) Federal Awards**

The Sheriff did not expend more than \$750,000 in federal awards during the year ended June 30, 2024; therefore, is exempt from the audit requirements under the Uniform Guidance.

#### **Section II - Financial Statement Findings**

No financial statement findings were noted during the audit for the year ended June 30, 2024.

#### **Section III - Federal Award Findings and Questioned Costs**

Not applicable.

## **REPORTS BY MANAGEMENT**

## **SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

### **Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

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

##### **Internal Control Over Financial Reporting**

No material weaknesses were reported during the audit for the year ended June 30, 2023.

No significant deficiencies were reported during the audit for the year ended June 30, 2023.

##### **Compliance and Other Matters**

No compliance findings material to the financial statements were noted during the audit for the year ended June 30, 2023.

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

There were no federal award findings or questioned costs reported during the audit of the financial statements for the year ended June 30, 2023.

#### **Section III - Management Letter**

A management letter was not issued in connection with the audit of the Sheriff's financial statements as of and for the year ended June 30, 2023.

# **MANAGEMENT'S CORRECTIVE ACTION PLAN**

## **Terrebonne Parish Sheriff's Office**

For the year ended June 30, 2024

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

#### **Internal Control Over Financial Reporting**

No material weaknesses were reported during the audit for the year ended June 30, 2024.

No significant deficiencies were reported during the audit for the year ended June 30, 2024.

#### **Compliance and Other Matters**

No compliance findings material to the financial statements were noted during the audit for the year ended June 30, 2024.

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

There were no federal award findings or questioned costs reported during the audit for the year ended June 30, 2024.

### **Section III - Management Letter**

A management letter was not issued in connection with the audit of the Sheriff's financial statements as of and for the year ended June 30, 2024.

## **STATEWIDE AGREED-UPON PROCEDURES**

**INDEPENDENT ACCOUNTANT'S REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors,  
Terrebonne Parish Sheriff's Office,  
Houma, Louisiana.

We have performed the procedures described in Schedule 7 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period July 1, 2023 through June 30, 2024. Terrebonne Parish Sheriff's Office (the "Sheriff") management is responsible for those C/C areas identified in the SAUPs.

The Sheriff has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 7.

We were engaged by the Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on these C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Bougeois Bennett, L.L.C.*

Certified Public Accountants

Houma, Louisiana,  
November 25, 2024.



**SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS**  
**OF THE STATEWIDE AGREED-UPON PROCEDURES**

**Terrebonne Parish Sheriff's Office**  
Houma, Louisiana

For the year ended June 30, 2024

The required procedures and our findings are as follows:

**1) Procedures Performed on the Sheriff's Written Policies and Procedures:**

A. Obtain and inspect the Sheriff's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the Sheriff's operations:

i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Performance: Obtained and read the written policy for budgeting and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

Performance: Obtained and read the written policy for purchasing and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

iii. **Disbursements**, including processing, reviewing, and approving.

Performance: Obtained and read the written policy for disbursements and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or Sheriff fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Performance: Obtained and read the written policy for receipts and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

**1) Procedures Performed on the Sheriff's Written Policies and Procedures: (Continued)**

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.  
Performance: Obtained and read the written policy for payroll and personnel.  
Exceptions: There was an exception noted due to the policy lacking a provision on payroll processing.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.  
Performance: Obtained and read the written policy for contracting.  
Exceptions: There were exceptions noted due to the policy lacking provisions on types of services requiring written contracts, standard terms and conditions, and monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.  
Exceptions: There were no exceptions noted.
- viii. **Credit Cards** (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
Performance: Obtained and read the written policy for credit cards and found it to address all the functions listed above.  
Exceptions: There were no exceptions noted.
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the Sheriff's ethics policy.  
Performance: Obtained and read the written policy for ethics and found it to address all the functions listed above.  
Exceptions: There were no exceptions noted.

**1) Procedures Performed on the Sheriff's Written Policies and Procedures: (Continued)**

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
Performance: Obtained and read the written policy for debt service.  
Exceptions: There was an exception noted due to the policy lacking a provision on continuing disclosure/EMMA reporting requirement.
  
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups; (2) storage of backups in a separate physical location isolated from the network; (3) periodic testing/verification that backups can be restored; (4) use of antivirus software on all systems; (5) timely application of all available system and software patches/updates; and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.  
Performance: Obtained and read the written policy for information technology disaster recovery/business continuity and found it to address all the functions listed above.  
Exceptions: There were no exceptions noted.
  
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
Performance: Obtained and read the written policy for sexual harassment and found it to address all the functions listed above.  
Exceptions: There were no exceptions noted.

**2) Procedures Performed on the Sheriff's Board or Finance Committee:**

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period and:
  - i. Observe that the board met with a quorum at least monthly, or on a frequency in accordance with the board/finance committee's enabling legislation, charter, bylaws, or other equivalent document.  
Performance: The Sheriff has the sole authority over the office; therefore, the Sheriff's Office does not have a board/finance committee. These SAUPs are not applicable.  
Exceptions: There were no exceptions noted.
  
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.  
Performance: The Sheriff has the sole authority over the office; therefore, the Sheriff's Office does not have a board/finance committee. These SAUPs are not applicable.  
Exceptions: There were no exceptions noted.

**2) Procedures Performed on the Sheriff's Board or Finance Committee: (Continued)**

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Performance: The Sheriff has the sole authority over the office; therefore, the Sheriff's Office does not have a board/finance committee. These SAUPs are not applicable.  
Exceptions: There were no exceptions noted.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: The Sheriff has the sole authority over the office; therefore, the Sheriff's Office does not have a board/finance committee. These SAUPs are not applicable.  
Exceptions: There were no exceptions noted.

**3) Procedures Performed on the Sheriff's Bank Reconciliations:**

- A. Obtain a listing of the Sheriff's bank accounts from management and management's representation that the listing is complete. Ask management to identify the Sheriff's main operating account. Select the Sheriff's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.  
Exceptions: There were no exceptions noted.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Performance: Obtained monthly bank reconciliation for the month of June for the main operating bank account and 4 additional accounts. Inspected management's documentation for timely preparation of the bank reconciliations.

Exceptions: There were no exceptions noted.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Performance: Inspected the Sheriff's documentation for the June bank reconciliation for the 5 bank accounts selected.

Exceptions: There were no exceptions noted.

**3) Procedures Performed on the Sheriff's Bank Reconciliations: (Continued)**

- iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Performance: Inspected June bank reconciliations for items outstanding for more than 12 months. Research was maintained on each reconciling item.

Exceptions: There were no exceptions noted.

**4) Procedures Performed on the Sheriff's Collections (excluding electronic funds transfers):**

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Performance: Obtained the listing of deposit sites from management and received management's representation in a separate letter. The Sheriff has 4 deposit sites.

Exceptions: There were no exceptions noted.

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Performance: Obtained the listing of collection locations from management and received management's representation in a separate letter. The Sheriff has 4 deposit sites. There are 4 collection locations.

Exceptions: There were no exceptions noted.

- i. Employees responsible for cash collections do not share cash drawers/registers.

Performance: Inspected policy manuals, inquired of management and observed that employees do not share cash drawers.

Exceptions: There were no exceptions noted.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless other employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Performance: Inspected policy manuals, inquired of management and observed employees collecting cash are not responsible for preparing/making deposits.

Exceptions: There were no exceptions noted.

**4) Procedures Performed on the Sheriff's Collections (excluding electronic funds transfers):**  
**(Continued)**

- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

Performance: Inspected policy manuals, inquired of management and observed employees collecting cash are not responsible for making deposits.

Exceptions: There were no exceptions noted.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Inspected policy manuals, inquired of management and observed employees performing reconciliations do not collect cash.

Exceptions: There were no exceptions noted.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Performance: Obtained a copy of the insurance policy for theft and a listing of all employees covered by the policy. The policy was in force during the fiscal period.

Exceptions: There were no exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly select and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and

- i. Observe that receipts are sequentially pre-numbered.

Performance: Obtained supporting documentation for the selected deposits and observed that receipts were sequentially pre-numbered.

Exceptions: There were no exceptions noted.

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There were no exceptions noted.

**4) Procedures Performed on the Sheriff's Collections (excluding electronic funds transfers):  
(Continued)**

- iii. Trace the deposit slip total to the actual deposit per the bank statement.  
Performance: Traced deposit slip total to actual deposit per bank statement.  
Exceptions: There were no exceptions noted.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).  
Performance: Observed whether the deposits tested were made within one business day of receipt.  
Exceptions: There were exceptions noted due to the deposits tested not being made within one business day of receipt.
- v. Trace the actual deposit per the bank statement to the general ledger.  
Performance: Traced the actual deposit per the bank statement to the general ledger.  
Exceptions: There were no exceptions noted.

**5) Procedures Performed on the Sheriff's Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases):**

- A. Obtain a listing of locations that process payments for the fiscal period, and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
Performance: Obtained a listing of locations that process payments for the fiscal period from management and received management's representation in a separate letter.  
Exceptions: There were no exceptions noted.
- B. For each location selected under procedure #5A, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the Sheriff has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:  
Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and received management's representation in a separate letter that the listing is complete.  
Exceptions: There were no exceptions noted.
- i. At least 2 employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;  
Performance: Obtained a listing of employees involved in initiating a purchase request, approving a purchasing, and placing an order/making a purchase.  
Observed at least 2 employees are involved.  
Exceptions: There were no exceptions noted.

**5) Procedures Performed on the Sheriff's Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases): (Continued)**

- ii. At least two employees are involved in processing and approving payments to vendors.  
Performance: Obtained a listing of employees involved in processing and approving payments to vendors. Observed at least two employees are involved.  
Exceptions: There were no exceptions noted.

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.  
Performance: Obtained a listing of employees involved in processing payments to vendors. Observed if any employees involved are adding/modifying vendor files.  
Exceptions: There were no exceptions noted.

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.  
Performance: Obtained a listing of employees involved with signing and mailing checks. Observed the employee that mails the check is not responsible for processing payments.  
Exceptions: There were no exceptions noted.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.  
Performance: Obtained a listing of employees authorized to sign checks and noted that these employees also approve electronic disbursements.  
Exceptions: There were no exceptions noted.

- C. For each location selected under procedure #5A, obtain the Sheriff's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:  
Performance: Obtained the Sheriff's non-payroll disbursement transaction population and management's representation that the population is complete. Randomly selected 5 disbursements for each location.  
Exceptions: There were no exceptions noted.



**5) Procedures Performed on the Sheriff's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)**

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the Sheriff.

Performance: Observed that the 5 disbursements matched the related original invoice/billing statements and observed supporting documentation indicating deliverables were received.

Exceptions: There were no exceptions noted.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.

Performance: Observed the 5 disbursements included evidence of segregation of duties.

Exceptions: There were no exceptions noted.

- D. Using the Sheriff's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the Sheriff's policy, and (b) approved by the required number of authorized signers per the Sheriff's policy.

Performance: Observed that selected disbursements were approved by authorized persons and required number of signers.

Exceptions: There was an exception noted due to 1 electronic disbursement not being approved.

**6) Procedures Performed on the Sheriff's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards:**

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Performance: Obtained a listing of all active credit cards, bank debit cards, fuel cards, and cards from management and management's representation that the listing is complete. Observed all active cards, including the card numbers and the names of the persons who maintain possession of the cards.

Exceptions: There were no exceptions noted.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

**6) Procedures Performed on the Sheriff's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards: (Continued)**

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and  
Performance: Observed evidence that the statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.  
Exceptions: There were no exceptions noted.
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.  
Performance: Observed finance charges and/or late fees were not assessed on the selected statements.  
Exceptions: There were no exceptions noted.
- C. Using the monthly statements or combined statements selected under procedure #6B, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, report whether the transaction is supported by:
- i. An original itemized receipt that identifies precisely what was purchased.  
Performance: Observed that the transactions from the monthly statements were supported by original itemized receipts that identifies precisely what was purchased.  
Exceptions: There were no exceptions noted.
  - ii. Written documentation of the business/public purpose.  
Performance: Observed that the transactions from the monthly statements were supported with written documentation of the business/public purpose.  
Exceptions: There were no exceptions noted.
  - iii. Documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.  
Performance: Observed transactions for any meal charges and documentation of the individuals participating in meals.  
Exceptions: There was 1 meal transaction that did not include documentation of the individuals participating in the meal.

**7) Procedures Performed on the Sheriff's Travel and Travel-Related Expense Reimbursements (Excluding Card Transactions):**

A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Performance: Obtained general ledger for travel and travel-related expense reimbursements and management's representation in a separate letter.

Exceptions: There were no exceptions noted.

i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

Performance: Agreed reimbursement rate to those established by the U.S. General Services Administration.

Exceptions: There were no exceptions noted.

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Performance: Observed reimbursement supported by an original itemized receipt.

Exceptions: There were no exceptions noted.

iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii).

Performance: Observed each reimbursement was supported by documentation of the business/public purpose and other documentation required by written policy.

Exceptions: There were no exceptions noted.

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Performance: Observed each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Exceptions: There were no exceptions noted.

**8) Procedures Performed on the Sheriff's Contracts:**

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Performance: Obtained a listing of all contract vendors and received management's representation of completeness in a separate letter that the listing is complete.

Exceptions: There were no exceptions noted.

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Performance: Observed that the contracts selected were bid in accordance with the Louisiana Public Bid Law.

Exceptions: There were no exceptions noted.

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Performance: The Sheriff has sole authority over the Office.

Exceptions: There were no exceptions noted.

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).

Performance: Observed the contracts selected and noted no amendments.

Exceptions: There were no exceptions noted.

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Performance: Inspected payments for each of the 5 contracts, obtained supporting invoices, agreed invoices to the contract terms, and observed invoices related to the payment agreed to terms and conditions of the contract.

Exceptions: There were no exceptions noted.

**9) Procedures Performed on the Sheriff's Payroll and Personnel:**

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries, and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Performance: Obtained the listing of employees and their related salaries from management and management's representation that the listing is complete. Randomly selected 5 employees and agreed paid salaries to authorized salary or pay per personnel files.

Exceptions: There were no exceptions noted.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Performance: Obtained daily attendance and leave records for pay period selected for proper documentation.

Exceptions: There were no exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Performance: Inspected the approval of attendance and leave by the supervisors for the selected employee.

Exceptions: There were exceptions noted due to 3 employees lacking approval of attendance and leave by their supervisors for the selected pay period.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the Sheriff's cumulative leave records.

Performance: Inspected any leave accrued or taken during the pay period was reflected in the cumulative leave records.

Exceptions: There were no exceptions noted.

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Performance: Inspected and agreed the rate paid to employees to the authorized pay rate in the personnel files.

Exceptions: There were no exceptions noted.

**9) Procedures Performed on the Sheriff's Payroll and Personnel: (Continued)**

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the Sheriff's policy on termination payments. Agree the hours to the employees' or officials' cumulative leave records, agree the pay rates to the employees'/officials' authorized pay rates in the employees'/officials' personnel files, and agree the termination payment to the Sheriff's policy.

Performance: Inquired of management of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. Agreed the hours to the employees' cumulative leave records, agreed the pay rates to the employees' authorized rates in the employees' personnel file and agreed the termination payment to the Sheriff's policy for the two employees selected.

Exceptions: There were no exceptions noted.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Performance: Obtained management's representation of the timely filing of payroll forms and timely payments and inspected payroll reporting forms to confirm that all payments were submitted to the applicable agencies by the required deadlines.

Exceptions: There were no exceptions noted.

**10) Procedures Performed on the Sheriff's Ethics:**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Performance: Inspected personnel files and ethics course completion certificates for the 5 employees selected.

Exceptions: There were no exceptions noted.

- ii. Observe whether the Sheriff maintains documentation which demonstrates that each employee and official were notified of any changes to the Sheriff's ethics policy during the fiscal period, as applicable.

Performance: There were no changes to the ethics policy during the year.

Exceptions: There were no exceptions noted.

**10) Procedures Performed on the Sheriff's Ethics: (Continued)**

- B. Inquire and/or observe whether the Sheriff has appointed an ethics designee as required by R.S. 42:1170.

Performance: We inquired as to whether the Sheriff appointed an ethics designee.

Exceptions: There were no exceptions noted.

**11) Procedures Performed on the Sheriff's Debt Service:**

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Performance: Inquired of management regarding a listing of bonds/notes issued during the fiscal period; none were noted.

Exceptions: There were no exceptions noted.

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Performance: Obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation in a separate letter. Inspected bond documents for debt covenants and tested compliance with the covenants.

Exceptions: There were no exceptions noted.

**12) Procedures Performed on the Sheriff's Fraud Notice:**

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Sheriff reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Sheriff is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period and management's representation in a separate letter.

Exceptions: There were no exceptions noted.

- B. Observe that the Sheriff has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Performance: Observed fraud notice posted on the premises and website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

**13) Procedures Performed on the Sheriff's Information Technology Disaster Recovery/  
Business Continuity:**

A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the Sheriff's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of person responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the Sheriff's local server or network, and (c) was encrypted.

Performance: We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the Sheriff's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Performance: We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the Sheriff's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Performance: We performed the procedure and discussed the results with management.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using a list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: We performed the procedure and discussed the results with management.



**13) Procedures Performed on the Sheriff's Information Technology Disaster Recovery/  
Business Continuity: (Continued)**

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Performance: We performed the procedure and discussed the results with management.

**14) Procedures Performed on the Sheriff's Prevention of Sexual Harassment:**

A. Using the 5 randomly selected employees/officials from "Procedures Performed on the Sheriff's Payroll and Personnel procedure" #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Performance: Examined sexual harassment training documentation for the 5 employees tested.

Exceptions: There were no exceptions noted.

B. Observe that the Sheriff has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the Sheriff's premises if the Sheriff does not have a website).

Performance: Inquired of management regarding the sexual harassment policy and complaint procedure on its website or on the entity's premises.

Exceptions: There were no exceptions noted.

C. Obtain the Sheriff's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

Performance: Obtained the Sheriff's annual sexual harassment report.

Exceptions: There were no exceptions noted.

i. Number and percentage of public servants in the agency who have completed the training requirements.

Performance: Obtained the Sheriff's annual sexual harassment report.

Exceptions: There were no exceptions noted.

**14) Procedures Performed on the Sheriff's Prevention of Sexual Harassment: (Continued)**

- ii. Number of sexual harassment complaints received by the agency.  
Performance: Obtained the Sheriff's annual sexual harassment report.  
Exceptions: There were no exceptions noted.
- iii. Number of complaints which resulted in a finding that sexual harassment occurred.  
Performance: Obtained the Sheriff's annual sexual harassment report.  
Exceptions: There were no exceptions noted.
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.  
Performance: Obtained the Sheriff's annual sexual harassment report.  
Exceptions: There were no exceptions noted.
- v. Amount of time it took to resolve each complaint.  
Performance: Obtained the Sheriff's annual sexual harassment report.  
Exceptions: There were no exceptions noted.

**Management's Overall Response to Exceptions:**

- 1)A(v) Management will consider adding the required provision to the existing payroll/personnel policy.
- 1)A(vi) Management will consider adding the required provisions to the existing contracts policy.
- 1)A(x) Management will consider adding the required provision to the existing debt service policy.
- 4)D(iv) Management will consider making deposits within one business day of receipt at the collection location.
- 5)D Management will ensure that authorized persons approve electronic disbursements.
- 6)C(iii) Management will ensure that transactions contain an original itemized receipt that identifies precisely what was purchased.
- 9)B(ii) Management will ensure that supervisors approve the attendance and leave of employees.