

**NATCHITOCHE PARISH SHERIFF  
NATCHITOCHE, LOUISIANA  
ANNUAL FINANCIAL REPORT  
JUNE 30, 2023**

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
June 30, 2023

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Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
June 30, 2023

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# NATCHITOCHE PARISH SHERIFF

P. O. Box 303  
Natchitoches, LA 71458-0303

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Natchitoches Parish Sheriff, we offer readers of the Natchitoches Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Natchitoches Parish Sheriff as of and for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with the Sheriff's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources. Certain comparative information is presented to provide an overview of the Sheriff's operations.

### FINANCIAL HIGHLIGHTS

The Sheriff's assets exceeded its liabilities and deferred inflows (Net Position) on June 30, 2023 and June 30, 2022, by \$2,386,857 and \$1,769,816, respectively. The Sheriff's net position increased by \$617,041 as a result of this year's operations. Total Net Position is comprised of the following:

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Net Investment in Capital Assets	\$2,165,331	\$2,026,636
Unrestricted Net Position which represents the portion available to maintain continuing obligations to citizens and creditors	<u>221,526</u>	<u>(256,820)</u>
Total Net Position	<u>\$2,386,857</u>	<u>\$1,769,816</u>

### GOVERNMENT-WIDE FINANCIAL STATEMENTS

This report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Sheriff as a whole and present a longer-term view of the Sheriff's finances. These statements tell how the services were financed in the short-term as well as what remains for future spending.

### FUND FINANCIAL STATEMENTS

A fund is an accountability unit used to maintain control over resources segregated for specific activities. The Sheriff uses funds to ensure and demonstrate compliance with finance related laws and regulations. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources at the end of the year. As the Government-wide Financial Statements includes the long-term view, comparisons between these two views may provide insight into the long-term impact as short-term financing decreases. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the difference between these two views.

Fiduciary funds are reported in the fund financial statements and report taxes collected for other taxing bodies and deposits held pending court action. The Sheriff reports these as custodial funds.

OTHER INFORMATION:

In addition to the basic financial statements and accompanying notes, this report also presents: 1) Other Required Supplementary Information consisting of comparison of budgeted revenues and expenditures to actual revenues and expenditures, schedules of employer's share of net pension liability and contributions, and schedule of changes in net OPEB liability and related ratios; and 2) Supplementary Information consisting of schedule of compensation, benefits and other payments to the sheriff, justice funding schedule, and annual reporting requirement of sheriff as ex officio tax collector to LLA.

FINANCIAL ANALYSIS OF THE SHERIFF AS A WHOLE

Over time, as year-to-year financial information is accumulated on a consistent basis, changes in Net Position may be observed and used to discuss the changing financial position of the Sheriff as a whole.

CAPITAL ASSETS

The Sheriff's investment in capital assets as of June 30, 2023 is \$2,165,331 (net of accumulated depreciation). This investment in capital assets includes office furniture, radios, vehicles and buildings. The Sheriff's major capital assets are vehicles and buildings. Additional information on the Sheriff's capital assets can be found on page 28 of this report.

LONG-TERM OBLIGATIONS

At the end of the fiscal year, the Sheriff had total long-term obligations of \$24,635,452, consisting of post-employment benefits, compensated absences, revenue bonds and capital lease obligations.

A summary of the basic government-wide financial statements is as follows:

	<u>2023</u>	<u>2022</u>
Summary of Statement of Net Position		
ASSETS:		
Current Assets	\$14,474,264	\$12,125,695
Non-current Assets	<u>3,492,572</u>	<u>3,208,975</u>
Total Assets	<u>\$17,966,836</u>	<u>\$15,334,667</u>
DEFERRED OUTFLOWS OF RESOURCES:	<u>\$11,990,051</u>	<u>\$ 9,551,477</u>
LIABILITIES:		
Other Liabilities	\$ 872,392	\$ 528,207
Long-term Debt	1,318,118	579,370
Compensated Absences	31,754	36,525
OPEB Payable	15,888,989	15,134,241
Net Pension Liability	<u>7,396,591</u>	<u>0</u>
Total Liabilities	<u>\$25,507,844</u>	<u>\$16,278,343</u>
DEFERRED INFLOWS OF RESOURCES:	<u>\$ 2,062,186</u>	<u>\$ 6,837,985</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 2,165,331	\$ 2,026,636
Unrestricted	<u>221,526</u>	<u>(256,820)</u>
Total Net Position	<u>\$ 2,386,857</u>	<u>\$ 1,769,816</u>

## Summary of Statement of Activities

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents Other Required Supplementary Information consisting of a comparison of budgeted revenues and expenditures to Comparative data for government-wide information is presented to assist analysis. The following table provides a summary of the Sheriff's changes in Net Position:

	<u>2023</u>	<u>2022</u>
REVENUES:		
Charges for Services/Fines	\$ 3,341,044	\$ 3,688,396
Operating and Capital Grants	1,496,958	1,472,071
Taxes	11,935,182	11,269,332
Miscellaneous	<u>710,742</u>	<u>579,055</u>
Total Revenues	\$17,483,926	\$17,008,854
EXPENSES:		
Public Safety	<u>16,866,885</u>	<u>14,753,924</u>
Change in Net Position	\$ <u>617,041</u>	\$ <u>2,254,930</u>

The change in Net Position for 2023 is \$617,041, which is an decrease of \$1,637,889 from the prior year.

GOVERNMENTAL FUNCTIONAL EXPENSES

The functions of the Sheriff are public safety and law enforcement activities and parish-wide property tax collections.

GENERAL BUDGETARY HIGHLIGHTS

For the year ended June 30, 2023, revenues and expenditures were within the 5% variance allowed.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The fiscal year 2023-2024 budget is forecasted to provide \$17,871,844 in estimated surplus and revenues to fund costs of \$16,500,000. Capital Outlay is budgeted in the amount of \$1,000,000 to be used for the deputy vehicles.

CONTACTING THE SHERIFF'S OFFICE

This financial report is designed to provide a general overview of the Sheriff's finances, compliance with governmental financial reporting laws and regulations and demonstrate the Sheriff's commitment to public accountability. If you have additional questions about this report or would like to request additional information, contact Stuart Wright, Sheriff, P.O. Box 266, Natchitoches, LA 71458-0266.

**T | C | B | T**  
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**INDEPENDENT AUDITORS' REPORT**

Stuart Wright, Sheriff  
of Natchitoches Parish  
P. O. Box 266  
Natchitoches, LA 71458

***Opinions***

We have audited the accompanying financial statements of the governmental activities, the major fund, and fiduciary funds of the Natchitoches Parish Sheriff (Sheriff) as of and for the year ended June 30, 2023, 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, the major fund, and fiduciary funds of the Sheriff as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

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 and the *Louisiana Governmental Audit Guide*. 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 opinions.

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

Management is responsible for the preparation and fair presentation of these 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 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 Sheriff's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known 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 the Management's Discussion and Analysis, Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, Schedule of Employer Contributions, and Schedule of Changes in Net OPEB Liability and Related Ratios on pages 1 through 3 and 42 through 45 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 inquiries 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 Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, Justice System Funding Schedule, and the Annual Reporting Requirement of Sheriff as Ex Officio Tax Collector are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is 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. The 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, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, Justice System Funding Schedule, and the Annual Reporting Requirement of Sheriff as Ex Officio Tax Collector are fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2023, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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.

### ***Report on Other Legal and Regulatory Requirements***

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated December 20, 2023, on the results of our statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 20, 2023

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Statement of Net Position  
June 30, 2023

	Governmental <u>Activities</u>
ASSETS:	
Current Assets-	
Cash & Cash Equivalents	\$ 8,637,883
Investments	4,778,998
Revenue Receivable	944,516
Prepaid Expense	<u>112,867</u>
Total Current Assets	<u>\$14,474,264</u>
Non-current Assets-	
Cash - Restricted	\$ 9,123
Capital Assets (Net)	2,073,593
Right-of-Use Assets (Net)	<u>1,409,856</u>
Total Non-current Assets	<u>\$ 3,492,572</u>
Total Assets	<u>\$17,966,836</u>
DEFERRED OUTFLOWS OF RESOURCES:	
Pensions	\$ 5,468,080
OPEB	<u>6,521,971</u>
Total Deferred Outflows of Resources	<u>\$11,990,051</u>
LIABILITIES:	
Current Liabilities-	
Accounts Payable	\$ 242,789
Accrued Expenses	629,603
Capital Lease Current Portion	<u>355,854</u>
Total Current Liabilities	<u>\$ 1,228,246</u>
Long-term Liabilities-	
Net OPEB Obligation	\$15,888,989
Net Pension Liability	7,396,591
Compensated Absences	31,754
Capital Lease, Net of Current Portion	<u>962,264</u>
Total Long-term Liabilities	<u>\$24,279,598</u>
Total Liabilities	<u>\$25,507,844</u>
DEFERRED INFLOWS OF RESOURCES:	
Pensions	\$ 857,092
OPEB	<u>1,205,094</u>
Total Deferred Outflows of Resources	<u>\$ 2,062,186</u>
NET POSITION:	
Net Investment in Capital Assets	\$ 2,165,331
Unrestricted	<u>221,526</u>
Total Net Position	<u>\$ 2,386,857</u>

See independent auditors' report and notes to the financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Statement of Activities  
June 30, 2023

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position Governmental Activities</u>
		<u>Fees, Fines Commissions, and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental Activities:					
Public Safety	<u>\$16,866,885</u>	<u>\$3,341,044</u>	<u>\$1,359,268</u>	<u>\$137,690</u>	<u>\$(12,028,883)</u>
		General Revenues:			
					\$ 11,935,182
					420,773
					28,215
					<u>261,754</u>
					<u>\$ 12,645,924</u>
					\$ 617,041
					<u>1,769,816</u>
					<u>\$ 2,386,857</u>

See independent auditors' report and notes to the financial statements.

## FUND FINANCIAL STATEMENTS

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Balance Sheet-Governmental Fund  
June 30, 2023

ASSETS:

Cash & Cash Equivalents	\$ 8,637,883
Investments	4,778,998
Revenue Receivable	944,516
Prepaid Expenses	112,867
Cash - Restricted	<u>9,123</u>
Total Assets	<u>\$14,483,387</u>

LIABILITIES:

Accounts Payable	\$ 242,789
Accrued Expenses	<u>629,603</u>
Total Liabilities	<u>\$ 872,392</u>

FUND BALANCE:

Nonspendable for Prepaid Expenses	\$ 112,867
Unassigned	<u>13,498,128</u>
Total Fund Balance	<u>\$13,610,995</u>
Total Liabilities and Fund Balance	<u>\$14,483,387</u>

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
June 30, 2023

Total Fund Balance for the Governmental Fund at June 30, 2023 \$ 13,610,995

Amounts reported for Governmental Activities  
in the Statement of Net Position are different because:

The following used in Governmental Activities are not  
current financial resources and, therefore, are not reported  
in the Governmental Fund Balance Sheet:

Capital Assets	13,416,524
Less, Accumulated Depreciation	(11,342,931)
Right-of-Use Assets	1,770,549
Less, Accumulated Amortization	(360,693)
Deferred Outflows of Resources	11,990,051

The following are not due and payable in the current  
period and, therefore, are not reported in the Governmental  
Fund Balance Sheet:

Net OPEB Obligation	(15,888,989)
Net Pension Liability	(7,396,591)
Compensated Absences	(31,754)
Capital Leases	(1,318,118)
Deferred Inflows of Resources	<u>(2,062,186)</u>

Total Net Position of Governmental Activities at June 30, 2023 \$ 2,386,857



Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Statement of Revenues, Expenditures and Change in Fund Balance  
For the Year Ended June 30, 2023

REVENUES:	
Taxes	\$11,935,182
Fees, Fines, Commissions & Charges for Services	1,017,324
Inmate Fees & Commissions	341,303
Detention Center Revenues	1,982,417
Intergovernmental	1,496,958
Miscellaneous	<u>261,754</u>
Total Revenues	<u>\$17,034,938</u>
EXPENDITURES:	
Public Safety-	
Current-	
Personnel Services & Related Benefits	\$10,968,401
Operating Services	1,882,528
Materials & Supplies	803,595
Travel & Other Charges	32,390
Professional Services	181,758
Food - Detention Center	438,286
Work Release	5,297
Debt Service	718,464
Capital Outlay	<u>1,565,051</u>
Total Expenditures	<u>\$16,595,770</u>
Excess (Deficiency) of Revenues over Expenditures	\$ <u>439,168</u>
OTHER FINANCING SOURCES:	
Proceeds from Capital Leases	\$ 1,401,612
Sale of Assets	<u>28,215</u>
Total Other Financing Sources	<u>\$ 1,429,827</u>
Excess of Revenues and Other Sources over Expenditures and Other Uses	\$ 1,868,995
Fund Balance-Beginning of Year	<u>11,742,000</u>
Fund Balance-End of Year	<u>\$13,610,995</u>

See independent auditors' report and notes to the financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures and  
Change in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended June 30, 2023

Net Change in Fund Balance - Governmental Fund \$ 1,868,995

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

Amounts reported for Governmental Activities in the Statement of  
Activities are different because: The Governmental Fund reports  
Capital Outlays and Right-of-Use Assets as expenditures. However,  
in the Statement of Activities, the cost of these assets is allocated over  
their estimated useful lives as depreciation and amortization expense.  
The current year amounts for these items were:

Capital Outlay	163,439
Depreciation Expense	(460,199)
Right-Of-Use Assets	1,401,612
Amortization Expense	(227,409)

Some revenues reported in the Statement of Activities do not  
provide current financial resources and these are not reported  
as revenues in governmental fund. 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. These timing differences are summarized below:

Issuance of Long-Term Debt	(1,401,612)
Revenue Bond Payments	330,000
Capital Lease Payments	332,863
Non-Employer Pension Revenue	420,773
Pension Expense	(567,724)
OPEB Expense	(1,248,469)
Compensated Absences	<u>4,772</u>

Change in Net Position of Governmental Activities \$ 617,041

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Statement of Fiduciary Net Position  
For the Year Ended June 30, 2023

	Sheriff's Civil <u>Fund</u>	Sheriff's Bond <u>Fund</u>	Tax Collector <u>Fund</u>	<u>Total</u>
ASSETS:				
Cash & Cash Equivalents	<u>\$18,997</u>	<u>\$786,587</u>	<u>\$135,476</u>	<u>\$941,060</u>
LIABILITIES:				
Due to Others	<u>\$18,997</u>	<u>\$786,587</u>	<u>\$135,476</u>	<u>\$941,060</u>

See independent auditors' report and notes to the financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Statement of Changes in Fiduciary Net Position  
For the Year Ended June 30, 2023

	Sheriff's Civil <u>Fund</u>	Sheriff's Bond <u>Fund</u>	Tax Collector <u>Fund</u>	<u>Total</u>
Unsettled Balances-Beginning of Year	\$ <u>14,714</u>	\$ <u>731,540</u>	\$ <u>69,918</u>	\$ <u>816,172</u>
ADDITIONS:				
Deposits-				
Ad Valorem Taxes	\$ 0	\$ 0	\$35,790,581	\$35,790,581
State Revenue Sharing (see Note 11)	0	0	727,940	727,940
Interest- Demand Deposits	0	0	30,552	30,552
Civil Fees	837,291	0	0	837,291
Garnishments	135,790	0	0	135,790
Bonds	0	177,341	0	177,341
Fines & Costs	0	1,170,931	0	1,170,931
Other Deposits	<u>0</u>	<u>0</u>	<u>17,277</u>	<u>17,277</u>
Total Additions	<u>\$973,081</u>	<u>\$1,348,272</u>	<u>\$36,566,350</u>	<u>\$38,887,703</u>
DEDUCTIONS:				
Deposits Settled to-				
Louisiana Department of Agriculture & Forestry	\$ 0	\$ 0	\$ 31,217	\$ 31,217
Natchitoches Parish-				
School Board	0	0	10,531,095	10,531,095
Sheriff	86,465	125,815	7,601,976	7,814,256
Government	0	436,730	7,945,597	8,382,327
Assessor	0	0	1,556,066	1,556,066
Levee District	0	0	988,223	988,223
Clerk of Court	58,895	49,120	0	108,015
Tax Commission	730	0	0	730
Hospital	0	0	2,066,839	2,066,839
Fire Protection District No. 1	0	0	316,577	316,577
Fire Protection District No. 2	0	0	44,631	44,631
Fire Protection District No. 3	0	0	78,297	78,297
Fire Protection District No. 4	0	0	213,948	213,948
Fire Protection District No. 5	0	0	147,536	147,536
Fire Protection District No. 6	0	0	688,976	688,976
Fire Protection District No. 7	0	0	494,324	494,324
Fire Protection District No. 8	0	0	35,754	35,754
Fire Protection District No. 9	0	0	318,718	318,718
Fire Protection District No. 10	0	0	20,804	20,804

Continued next page

See independent auditors' report and notes to financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Combining Schedule of Changes in Net Position (continued)  
For the Year Ended June 30, 2023

	Sheriff's Civil Fund	Sheriff's Bond Fund	Tax Collector Fund	Total
Pension Funds	\$ 0	\$ 0	\$ 1,012,036	\$ 1,012,036
Red River Waterway Commission	0	0	939,370	939,370
Cane River Waterway Commission	0	0	1,363,051	1,363,051
LTC Assessment Fees	0	0	41,818	41,818
Tenth Judicial District-				
District Attorney	0	127,129	0	127,129
District Judges	0	201,011	0	201,011
Indigent Defender Board	0	160,131	0	160,131
Garnishments	126,587	0	0	126,587
Refunds	0	45,284	0	45,284
Other Settlements	696,121	47,249	63,939	807,309
North LA Crime Lab	0	100,756	0	100,756
La. Commission Law Enforcement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Deductions	<u>\$968,798</u>	<u>\$1,293,225</u>	<u>\$36,500,792</u>	<u>\$38,762,815</u>
Unsettled Balances-End of Year	<u>\$ 18,997</u>	<u>\$ 786,587</u>	<u>\$ 135,476</u>	<u>\$ 941,060</u>

See independent auditors' report and notes to financial statements.

## NOTES TO FINANCIAL STATEMENTS

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
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**Introduction:**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Sheriff serves a four-year term as the chief executive officer of the law enforcement district and ex officio tax collector of the parish. The Sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, and serving subpoenas. As the ex-officio tax collector of the parish, the Sheriff is responsible for the collection and distribution of ad valorem property taxes and state revenue sharing funds.

As the chief law enforcement officer of the parish, the Sheriff has the responsibility of 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, and other community-involvement programs. In addition, the Sheriff, when requested, provides assistance to other law enforcement agencies within the parish.

In accordance with certain laws the Sheriff accounts for the collection and disbursement of bonds, fines and costs and forfeitures imposed by the district court.

1. **Summary of Significant Accounting Policies:**

A. Reporting Entity-

For financial reporting purposes, the Sheriff includes all funds and activities that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish police jury as required by Louisiana law, the Sheriff is financially independent.

Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of local government, over which the Sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Sheriff.

B. Basis of Presentation-

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

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The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Sheriff's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

#### Fund Financial Statements

The Sheriff's Office uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Sheriff are classified into two categories: governmental and fiduciary. The funds of the Sheriff are described as follows:

#### Governmental Fund-

##### General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the Sheriff's only major fund and is used to account for the operations of the Sheriff's office. The Sheriff's major sources of revenue are from revenues from the State of Louisiana for prisoner maintenance and the U.S. Department of Homeland Security for the detention and care of aliens. Other sources of revenue include ad valorem taxes, commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance, and various other reimbursements, fees, grants, and commissions. General operating expenditures are paid from this fund.

#### Fiduciary Funds-

##### Fiduciary Fund Financial Statements

Fiduciary Fund Financial Statements present a Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. The only funds accounted for in this category by the Sheriff are custodial funds. The custodial funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections) and for deposits held pending court action. These funds, which are custodial in nature (assets equal liabilities), do not involve measurement of results of operations.

Consequently, the custodial funds have no measurement focus, but use the accrual basis of accounting.



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C. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Sheriff as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Sheriff considers all revenues "available" if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

D. Assets, Liabilities, and Equity-

Cash and Cash Equivalents

Cash includes all demand accounts, interest-bearing demand deposits, and money market accounts of the Sheriff. Cash equivalents include amounts in time deposits and other investments with original maturities of 90 days or less.

Restricted Assets

Certain funds are restricted for use by the Sheriff's office. These funds include inmate trust accounts.

Natchitoches Parish Sheriff  
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### Investments

Investments are limited by Louisiana Revised Statute and the Sheriff's investment policy which allows for investment in obligations of the U.S. Treasury and U.S. Agencies, certificate of deposits, investment grade commercial paper of domestic United States corporations, and other allowable investments. Investments are carried at fair market value at June 30, 2023.

### Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Sheriff maintains a threshold level of \$5,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized. Depreciation of all exhaustible capital assets is recorded as an 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 useful lives by type of asset is as follows:

Furniture, computers	5 years
Vehicles	5 years
Radios	10 years
Buildings	25-40 years

### Compensated Absences

Employees of the Sheriff's office are not eligible for overtime; however, if an employee works more than 40 hours a week, the employee accrues compensatory time at a rate of 1.5 hours for every hour worked. Compensatory time represents hours that can be used in future weeks by the employees. The maximum amount of compensatory time that may be accumulated is 240 hours, and any excess is paid to the employee when earned. Compensatory time is paid out upon termination. The compensated absences balance represent the liability due to employees for this compensatory time.

### Pensions

For purposes of measuring the Net Pension Liability, Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund (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.

Natchitoches Parish Sheriff  
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#### Deferred Outflows/Inflows of Resources

The Statement of Net Position reports a separate section for deferred outflows and/or deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

#### Equity Classifications

In the government-wide statements, equity is classified as Net Position and 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.
- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;

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- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose. Only the General Fund would report positive amounts in unassigned fund balance.

The General Fund has an unassigned fund balance of \$13,498,128. If applicable, the Sheriff would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

E. Budget-

Prior to the beginning of each fiscal year, the Sheriff adopts a budget for the next fiscal year. The budget is open for public inspection and was published in the official journal 10 days prior to the public hearing. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

F. Sales Taxes-

The Sheriff collects a one-half percent parish-wide sales and use tax dedicated and used to meet the increased costs and expenses for critical operations of the Sheriff's office. The tax, approved by voters on July 15, 2006, was effective October 1, 2006 for a period of 10 years. The tax renewal was approved and extends in perpetuity.

G. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

2. Levied Taxes:

The Sheriff levied the following millages for ad valorem taxes for 2022.

Constitutional	8.18	indefinite
Law Enforcement Sheriff	<u>9.96</u>	no expiration
Total	<u>18.14</u>	

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The taxes are normally collected in December of the current year and January and February of the ensuing year. Property taxes are recorded as receivables and revenues in the year assessed. The property tax calendar is as follows:

Assessment date	January 1
Levy date	June 30
Tax bills mailed	October 15
Total taxes due	December 31
Penalties & interest added	January 31 of ensuing year
Tax Sale	May 15 of ensuing year

Total assessed value was \$460,339,973 in 2022. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property tax. In 2022, this homestead exemption was \$55,708,740 of the total assessed value.

### 3. Cash, Cash Equivalents, and Investments:

#### *Cash and Cash Equivalents*

At June 30, 2023, the Sheriff has cash and cash equivalents book balances totaling \$9,578,943.

The Sheriff has restricted cash relating to inmate trust accounts and a capital lease. The inmate trust accounts consist of money that is deposited by inmates for purchase of commissary items. The Sheriff's office is not entitled to spend these funds. These funds totaled \$9,123 at June 30, 2023.

#### *Investments:*

At June 30, 2023, the Sheriff has the following investments and maturities:

Type of Investment	Fair Value	Investment Maturities (in Years)			
		Less Than 1 Year	1-5 Years	6-10 Years	Over 10 Years
U.S. Government Securities	\$4,675,441	\$1,520,205	\$2,310,819	\$549,389	\$295,028
Equity Trust	103,557	103,557	0	0	0
Total Investments	<u>\$4,778,998</u>	<u>\$1,623,762</u>	<u>\$2,310,819</u>	<u>\$549,389</u>	<u>\$295,028</u>

Investment valuation: The U.S. government securities and equity trust are stated at fair value based on market quotations. The Sheriff categories its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 are significant unobservable inputs. The Sheriff's recurring fair value measurements is Level 2 inputs (valued using a market based approach comprised of a combination of directly observable quoted prices and a matrix pricing technique that relies on the securities' relationship to other benchmark quoted securities.

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The cash, cash equivalents, and investments of the Sheriff are subject to the following risks:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Sheriff's name.

At year end, the Sheriff had collected bank balances of \$9,905,240, which were fully protected by \$1,880,473 of federal depository insurance and pledged securities with a market value in excess of \$8,024,767 held by the custodial banks in the name of the Sheriff.

*Interest Rate Risk:* This is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Sheriff does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Credit Risk:* Generally, credit risk is the risk that the issuer of a debt type investment will not fulfill its obligation to the holder of the investment. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The Sheriff's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Sheriff may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Sheriff may invest in United States bonds, treasury notes and bills, government-backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks organized under Louisiana law and national banks having principal offices in Louisiana.

*Concentration of Credit Risk:* The Sheriff's investment portfolio had concentration of credit risk on June 30, 2023 due to the holding of securities issued by the following U.S. Agencies that are both permitted by statute and the Sheriff's investment policy. The Sheriff's investment portfolio consisted of 77% of securities issued by United States Treasury and the remaining 23% of the securities are issued by the Federal Home Loan Bank, equity trusts, and the Federal National Mortgage Association. The Sheriff's investment policy does not limit the amount it may invest in any one issuer.

*Custodial Credit Risk:* This is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Sheriff has custodial risk exposure for the investment balance because the related securities are uninsured, unregistered, and held by the government's brokerage firm, which is also the counterparty for these particular securities. Investments are held with an investment management company which is insured by SIPC for up to \$500,000.

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4. Receivables:

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible. The Sheriff The following is a summary of receivables at June 30, 2023:

Class of Receivable - General Fund

Taxes	\$397,138
Detention Center	156,079
Intergovernmental	159,821
Fees, Charges and Commissions	<u>231,478</u>
 Total	 <u>\$944,516</u>

Substantially all receivables are considered to be fully collectible: therefore, no allowance for uncollectible accounts is used.

5. Capital Assets:

Capital asset balances and activity for the year ended June 30, 2023, are as follows:

Governmental Activities	Balance <u>7-01-22</u>	Additions	Deletions	Balance <u>6-30-23</u>
Capital Assets Not Depreciated:				
Land	\$ 150,889	\$ 0	\$ 0	\$ 150,889
Capital Assets Depreciated:				
Buildings & Improvements	7,103,451	26,592	0	7,130,043
Vehicles	3,628,134	0	414,897	3,213,237
Equipment, Furniture & Fixtures	<u>2,785,508</u>	<u>136,847</u>	<u>0</u>	<u>2,922,355</u>
Total Assets	<u>\$13,667,982</u>	<u>\$ 163,439</u>	<u>\$414,897</u>	<u>\$13,416,524</u>
Less, Accumulated Depreciation:				
Buildings & Improvements	\$ 5,559,056	\$ 200,601	\$ 0	\$ 5,759,657
Vehicles	3,320,426	132,607	414,897	3,038,136
Equipment, Furniture & Fixtures	<u>2,418,147</u>	<u>126,991</u>	<u>0</u>	<u>2,545,138</u>
Total Depreciation	<u>\$11,297,629</u>	<u>\$ 460,199</u>	<u>\$414,897</u>	<u>\$11,342,931</u>
Net Capital Assets	<u>\$ 2,370,353</u>	<u>\$(296,760)</u>	<u>\$ 0</u>	<u>\$ 2,073,593</u>

Depreciation expense of \$460,199 for the year ended June 30, 2023, was charged to the Public Safety function.

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6. Changes in Long-Term Obligations:

The following is a summary of the long-term debt obligations of the Natchitoches Parish Sheriff for the year ended June 30, 2023.

	<u>Balance</u> <u>7/1/22</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>6/30/23</u>
Revenue Bonds series 2008	\$ 330,000	\$ 0	\$330,000	\$ 0
Loan Payable - Servers	11,698	0	11,698	0
Capital Lease - Automobiles	237,672	1,401,612	321,166	1,318,118
Compensated Absences	36,525	0	4,771	31,754
Net OPEB Obligation	15,134,241	754,748	0	15,888,989
Net Pension Liability	<u>(458,454)</u>	<u>7,855,045</u>	<u>0</u>	<u>7,396,591</u>
Total	<u>\$15,291,682</u>	<u>\$10,011,405</u>	<u>\$667,635</u>	<u>\$24,635,452</u>

7. Long-Term Debt:

The terms of the Sheriff's long-term debt are as follows:

	<u>Interest</u> <u>Rate</u>	<u>Maturity</u> <u>Date</u>	<u>Amount</u> <u>Issued</u>
Revenue Bonds series 2008	4.49%	3/1/2023	\$3,500,000
Loan Payable – Servers	4.95%	2/1/2023	\$ 55,807

Interest expense is \$10,470 for the year ended June 30, 2023, and was charged to the Public Safety function.

All long-term debt was paid in full at June 30, 2023.

8. Capital Leases:

The Natchitoches Parish Sheriff entered into lease agreements for vehicles & equipment as follows:

- 1) Year end June 30,2022 with Enterprise Fleet Management Trust for 12 vehicles lease agreements from 3.5 – 5 years with interest rates varying from 4.62% to 5.74%.
- 2) Year end June 30,2023
  - a. With Enterprise Fleet Management for 14 vehicles lease agreements from 3.5 – 5 years with interest rates varying from 3.96% to 8.51%.
  - b. With Motorola 10 in car and body cameras 7 years with an interest rate of 2.60%.

Interest expense is \$55,601 for the year ended June 30, 2023, and was charged to the Public Safety function.



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Right-of-use assets and amortization activity as of and for the year ended June 30, 2023, is as follows:

<u>Governmental Activities</u>	<u>Balance 7/01/22</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/23</u>
Right-of-use Assets:				
Vehicles	\$368,937	\$ 544,907	\$0	\$ 913,844
Equipment, Furniture and Fixtures	<u>0</u>	<u>856,705</u>	<u>0</u>	<u>856,705</u>
Total Right-of-use Assets	<u>\$368,937</u>	<u>\$1,401,612</u>	<u>\$0</u>	<u>\$1,770,549</u>
Less, Accumulated Amortization:				
Vehicles	\$133,284	\$ 180,706	\$0	\$ 313,989
Equipment, Furniture and Fixtures	<u>0</u>	<u>46,704</u>	<u>0</u>	<u>46,704</u>
Total Accumulated Amortization	<u>\$133,284</u>	<u>\$ 227,409</u>	<u>\$0</u>	<u>\$ 360,693</u>
Net Right-of-Use Assets	<u>\$235,653</u>	<u>\$1,174,203</u>	<u>\$0</u>	<u>\$1,409,856</u>

Amortization expense of \$227,410 was charged to the Public Safety function.

The following is a schedule by years of future minimum lease payments under the capital leases, together with the present value of the net minimum future lease payments as of June 30, 2023:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 355,854	\$ 51,561	\$ 407,415
2025	327,880	33,808	361,688
2026	266,348	18,130	284,478
2027	132,910	9,451	142,361
2028	125,215	5,017	130,232
2029	<u>109,911</u>	<u>1,596</u>	<u>111,507</u>
Total	<u>\$1,318,118</u>	<u>\$119,563</u>	<u>\$1,437,681</u>

9. Pension Plan:

*Plan Description*

The Sheriff contributes to the Sheriffs' Pension and Relief Fund (System) which is a cost-sharing, multiple employer defined benefit pension plan established in accordance with the provisions of LA Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriffs' Pension and Relief Fund's office. Membership in the System is required for all eligible sheriffs and deputies. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.la.state.la.us](http://www.la.state.la.us).

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*Benefits Provided*

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement

For members who become eligible for membership on or before December 31, 2011, members with twelve years of creditable service may retire at age fifty-five; members with thirty years of service 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 sixty. The accrued normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service.

For members whose first employment making them eligible for membership in the system began on or after January 1, 2012, members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service the accrual rate is three and one-third percent. The retirement allowance is equal to 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. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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. The earnings to be considered for each twelve-month period within the thirty-six month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began after June 30, 2006 and before July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began on or after July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty month period shall not exceed 115% of the preceding twelve-month period.

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### Disability Benefits

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. Disability benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability, or 2) the retirement benefit which would be payable assuming continued service to the earliest normal retirement age. Members who become partially disabled receive 75% of the amount payable for total disability.

### Survivor Benefits

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-three, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

### Deferred Benefits

The System does provide for deferred benefits for vested members who terminate before being eligible for retirement. Benefits become payable once the member reaches the appropriate age for retirement.

### Deferred Retirement Option Plan (DROP)/Back Deferred Retirement Option Plan (Back-Drop)

For members retiring before July 1, 2001 in lieu of terminating employment and accepting a service retirement, members could elect to participate in the Deferred Retirement Option Plan (DROP). Upon entering the DROP employee and employer contributions cease. The monthly retirement contribution that would have been paid if the member retired is deposited into the DROP account for up to three years. Funds held in the DROP account earn interest and can be disbursed to the member upon request. Effective July 1, 2001, the Back-DROP program replaced the DROP program. In lieu of receiving a service retirement allowance, any member of the System who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. A member elects to "take" Back-DROP at the time of separation from employment to retire. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected.

Natchitoches Parish Sheriff  
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The Back-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. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. A member's Back-DROP benefit is the maximum monthly retirement benefit multiplied by the number of months in the Back-DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the System during the Back-DROP period. The member's DROP and Back-DROP balances left on deposit are managed by a third party, fixed income investment manager. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

Permanent Benefit Increases/Cost of Living Adjustments

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), which are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature. Cost-of-living provisions for the System allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost-of-living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost-of-living adjustments is dependent on the funded ratio.

*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2022, the actual employer contribution rate was 12.25% with an additional 0% allocated from the Funding Deposit Account.

In accordance with state statute, the System also 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. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2023. Non-employer contributions for the year ended June 30, 2023 were \$420,773.

The Sheriff's contractually required composite contribution rate for the year ended June 30, 2023 was 11.50% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Sheriff for the years ended June 30, 2023 and June 30, 2022 were \$797,815 and \$828,625 respectively.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
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*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2023 and 2022, the Sheriff reported an asset (liability) of \$(7,396,591) and 458,454 respectively, for its proportionate share of the Net Pension Liabilities. The Net Pension Liability was measured as of June 30, 2022 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. At June 30, 2022, the Sheriff's proportion was 0.910029%, which was a decrease of .01511% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Sheriff recognized pension expense of \$1,504,931 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$139,391.

At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 340,251	\$367,508
Changes in assumption	1,104,823	0
Net difference between projected and actual earnings on pension plan investments	3,202,258	0
Changes in employer's proportion of beginning net pension liability	16,578	485,569
Differences between employer contributions and proportionate share of employer contributions	6,355	4,015
Subsequent Measurement Contributions	797,815	0
<b>Total</b>	<b>\$5,468,080</b>	<b>\$857,092</b>

The deferred outflows of resources related to pensions resulting from Natchitoches Parish Sheriff contributions subsequent to the measurement date in the amount of \$797,815, will be recognized as a reduction of the Net Pension Liabilities measured in the year of June 30, 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$ 948,124
2024	787,473
2025	356,777
2026	1,720,798
2027	0
<b>Total</b>	<b>\$3,813,172</b>

Natchitoches Parish Sheriff  
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*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.85%, net of investment expense
Discount Rate	6.85%

*Actuarial Assumptions (continued)*

Projected Salary Increases	5.00% (2.50% Inflation, 2.50% Merit)
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and 115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for disabled annuitants, each with full generational projection using the appropriate MP2019 scale.
Expected Remaining Service Lives	2022- 5 years 2021 - 5 years 2020 - 6 years 2019 - 6 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System 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 mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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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, 2022 were as follows:

<u>Asset Class</u>	<u>Expected Rate of Return</u>		
	<u>Target Asset Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-term Expected Portfolio Real Rate of Return</u>
Equity Securities	62%	6.61%	4.10%
Fixed Income	25	4.92	1.23
Alternative Investments	<u>13</u>	6.54	<u>0.85</u>
Totals	100%		6.18%
Inflation			<u>2.55</u>
Expected Arithmetic Nominal Return			8.43%

The discount rate used to measure the total 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 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 Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Sheriff's proportionate share of the Net Pension Liability (Asset) using the discount rate of 6.85%, as well as what the Sheriff's proportionate share of the Net Pension Liability (Asset) 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:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Employer's proportionate share of net pension liability (asset)	\$13,097,727	\$7,396,591	\$2,642,841

Natchitoches Parish Sheriff  
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*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued Sheriffs' Pension and Relief Fund Annual Financial Report at [www.la.la.gov](http://www.la.la.gov).

10. Post-employment Benefits Other Than Pensions:

*Plan description* - The Natchitoches Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Natchitoches Parish Sheriff's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Sheriff. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Sheriff. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

*Benefits Provided* - Medical, dental, and life insurance benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees retirement eligibility (DROP entry) provisions are as follows: attainment of 30 years of service at any age, or age 55 and 12 years of service if earlier; or, for employees hired after January 1, 2012, the earliest of age 55 and 30 years of service, age 60 and 20 years of service, and age 62 with 12 years of service. Notwithstanding this there is a minimum service requirement of 15 years for benefits.

Life insurance coverage is provided to retirees and 100% blended rate (active and retired) is paid by the employer for the amount \$10,000. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70, though not below amount \$10,000.

*Employees covered by benefit terms* - At June 30, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	50
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>137</u>
	<u>187</u>

**Total OPEB Liability**

The Sheriff's total OPEB liability of \$15,888,989 was measured as of June 30, 2023 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* - The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.00%
Salary increases	3.00%, including inflation
Prior Discount rate	3.54%
Discount rate	3.65% annually
Healthcare cost trend rates	5.5% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table



Natchitoches Parish Sheriff  
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The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

### Changes in the Total OPEB Liability

Balance at June 30, 2021	\$15,134,241
Changes for the year:	
Service cost	196,790
Interest	539,235
Changes in Assumptions/Inputs	(268,596)
Differences between expected and actual experience	685,139
Benefit payments and net transfers	(397,820)
Net changes	754,748
Balance at June 30, 2023	\$15,888,989

*Sensitivity of the total OPEB liability to changes in the discount rate* - 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 discount rate that is 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

	1.0% Decrease (2.65%)	Current Discount Rate (3.65%)	1.0% Increase (4.65%)
Total OPEB liability	\$18,781,828	\$15,888,989	\$13,602,999

*Sensitivity of the total OPEB liability to changes in the healthcare 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 healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$14,014,966	\$15,888,989	\$18,240,683

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

For the year ended June 30, 2023, the Sheriff recognized OPEB expense of \$1,646,289. At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$3,465,002	\$ 258,612
Changes in Assumptions	3,056,969	(1,463,706)
Total	\$6,521,971	\$(1,205,094)

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Notes to Financial Statements  
June 30, 2023

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

Years ending June 30:	
2024	\$910,264
2025	910,264
2026	910,264
2027	910,264
2028	<u>910,264</u>
Thereafter	<u>\$765,557</u>

11. State Revenue Sharing Funds:

The revenue sharing funds were distributed as follows:

Natchitoches Parish:	
Government	\$131,322
School Board	177,261
Assessor	52,104
Levee District	37,899
Sheriff	243,902
Fire Districts	37,200
Red River Waterway Commission	32,772
Pension Funds	<u>15,480</u>
Total	<u>\$727,940</u>

12. Expenditures of the Sheriff's Office Paid by the Parish Police Jury:

The Sheriff's office is located in the parish courthouse. Expenditures for maintenance and operation of the parish courthouse, as required by state statute, are paid by the Natchitoches Parish Government.

13. Related Parties:

There were no identified related party transactions.

14. Deferred Compensation Plan:

All the employees of the Natchitoches Parish Sheriff are eligible to participate in the State of Louisiana Public Employees Deferred Compensation Plan which is defined by Internal Revenue Code Section 457. Employees may contribute a portion of their salary to the plan on a pre-tax basis. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Natchitoches Parish Sheriff does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the current year, the Sheriff elected to match 6% of the employees' annual salary. During the current year, the Sheriff's contribution was \$162,230.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Notes to Financial Statements  
June 30, 2023

15. Risk Management

The Sheriff is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. The Sheriff maintains commercial insurance coverage, workers' compensation insurance, and surety bond coverage to cover each of these risks of loss. There was no significant reductions in insurance coverage in the year ended June 30, 2023.

16. Tax Abatement:

The Louisiana Industrial Ad Valorem Tax Exemption program (Louisiana Administrative Code, Title 13, Chapter 5) is a state incentive program which abates, up to ten years, local ad valorem taxes on a manufacturer's new investment and annual capitalized additions related to the manufacturing site. Applications to exempt qualified property for five years are approved by the Louisiana Economic Development's Board of Commerce and Industry. The exemption may be renewed for an additional five years. For the fiscal year ending June 30, 2023, approximately \$257,997 in Natchitoches Parish Sheriff ad valorem tax revenues were abated by the state of Louisiana through the Louisiana Industrial Ad Valorem Tax Exemption program.

17. Subsequent Events:

Management has evaluated subsequent events through December 20, 2023, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2023

	<u>Budget</u>		<u>Actual</u>	Variance Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
REVENUES:				
Taxes	\$10,100,000	\$11,400,000	\$11,935,182	\$ 535,182
Fees, Fines, Commissions & Charges for Services	1,000,000	1,000,000	1,017,324	17,324
Inmate Fees & Commissions	630,000	500,000	341,303	(158,697)
Detention Center Revenues	2,500,000	2,275,000	1,982,417	(292,583)
Intergovernmental	1,020,000	1,100,000	1,496,958	396,958
Miscellaneous	<u>10,000</u>	<u>(50,000)</u>	<u>261,754</u>	<u>311,754</u>
Total Revenues	<u>\$15,260,000</u>	<u>\$16,225,000</u>	<u>\$17,034,938</u>	<u>\$ 809,938</u>
EXPENDITURES:				
Public Safety-				
Current-				
Personnel Services & Related Benefits	\$11,250,000	\$11,000,000	\$10,968,401	\$ 31,599
Operating Services	1,800,000	2,050,000	1,882,528	167,472
Materials & Supplies	810,000	850,000	803,595	46,405
Travel & Other Charges	45,000	75,000	32,390	42,610
Professional Services	205,000	225,000	181,758	43,242
Food - Detention Center	360,000	450,000	438,286	11,714
Work Release	0	0	5,297	(5,297)
Debt Service	560,000	850,000	718,464	131,356
Capital Outlay	<u>250,000</u>	<u>1,550,000</u>	<u>1,565,051</u>	<u>(15,051)</u>
Total Expenditures	<u>\$15,280,000</u>	<u>\$17,050,000</u>	<u>\$16,595,770</u>	<u>\$ 454,230</u>
Excess of Revenues over Expenditures	\$ <u>(20,000)</u>	\$ <u>(825,000)</u>	\$ <u>439,168</u>	\$ <u>1,264,168</u>
OTHER FINANCING SOURCES:				
Proceeds from Capital Leases	\$ 400,000	\$ 1,400,000	\$ 1,401,612	\$ 1,612
Sale of Assets	<u>250,000</u>	<u>250,000</u>	<u>28,215</u>	<u>(221,785)</u>
Total Other Financing Sources	<u>\$ 650,000</u>	<u>\$ 1,650,000</u>	<u>\$ 1,429,827</u>	<u>\$ (220,173)</u>
Excess of Revenues and Other Sources over Expenditures and Other Uses	\$ 630,000	\$ 825,000	\$ 1,868,995	\$1,043,995
Fund Balance - Beginning of Year	<u>11,742,000</u>	<u>11,742,000</u>	<u>11,742,000</u>	<u>0</u>
Fund Balance - End of Year	<u>\$12,372,000</u>	<u>\$12,567,000</u>	<u>\$13,610,995</u>	<u>\$1,043,995</u>

See independent auditor's report and notes to the financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Schedule of Employer's Share of Net Pension Liability  
For the Year Ended June 30, 2023

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
<i>Sheriff's Pension and Relief Fund</i>					
2015	1.060528%	\$4,199,696	\$7,269,719	57.77%	87.34%
2016	1.096465%	\$4,887,512	\$7,667,983	63.74%	99.23%
2017	1.137991%	\$7,222,709	\$8,033,613	89.91%	82.10%
2018	1.161652%	\$5,030,271	\$7,729,710	65.08%	88.49%
2019	1.122078%	\$4,302,775	\$6,274,552	68.58%	90.41%
2020	1.068737%	\$5,055,371	\$7,530,830	67.13%	88.91%
2021	1.021778%	\$7,071,882	\$6,737,288	104.97%	84.73%
2022	0.925142%	\$ (458,454)	\$6,764,282	-6.78%	101.04%
2023	0.910029%	\$7,396,591	\$6,937,519	106.62%	83.90%

The amounts presented have a measurement date of the previous fiscal year end.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Schedule of Employer Contributions  
For the Year Ended June 30, 2023

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
<i>Sheriff's Pension and Relief Fund</i>					
2015	\$1,035,937	\$1,035,937	\$0	\$7,269,719	14.25%
2016	\$1,054,348	\$1,054,348	\$0	\$7,667,983	13.75%
2017	\$1,109,874	\$1,109,874	\$0	\$8,033,613	13.82%
2018	\$ 985,969	\$ 985,969	\$0	\$7,729,710	12.76%
2019	\$ 914,912	\$ 914,912	\$0	\$6,274,552	14.58%
2020	\$ 922,648	\$ 922,648	\$0	\$7,530,830	12.25%
2021	\$ 825,319	\$ 825,319	\$0	\$6,737,288	12.25%
2022	\$ 828,625	\$ 828,625	\$0	\$6,764,282	12.25%
2023	\$ 797,815	\$ 797,815	\$0	\$6,937,815	11.50%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Changes of Assumptions:

- There were no changes of benefit assumptions for the year ended June 30, 2023.

See independent auditors' report and notes to the financial statements.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Schedule of Changes in Net OPEB Liability and Related Ratios  
For the Year Ended June 30, 2023

	6/30/23	6/30/22	6/30/21	6/30/20	6/30/19	6/30/18
<b>Total OPEB Liability</b>						
Service Cost	\$ 196,790	\$ 108,938	\$ 105,704	\$ 53,344	\$ 63,326	\$ 64,951
Interest	539,235	313,102	274,414	281,110	273,960	270,569
Changes of Benefit Terms	0	0	0	0	0	0
Differences between Expected and Actual Experience	685,139	2,006,268	1,054,488	620,580	455,457	362,056
Changes in Assumptions	(268,596)	(1,357,978)	1,005,139	3,747,921	406,264	(309,949)
Benefit Payments	(397,820)	(377,081)	(362,832)	(343,917)	(241,382)	(266,699)
<b>Net Change in Total OPEB Liability</b>	\$ 754,748	\$ 693,249	\$ 2,076,913	\$ 4,359,038	\$ 957,625	\$ 120,928
<b>Total OPEB Liability - Beginning</b>	\$15,134,241	\$14,440,992	\$12,364,079	\$ 8,005,041	\$7,047,416	\$6,926,488
<b>Total OPEB Liability - Ending</b>	\$15,888,989	\$15,134,241	\$14,440,992	\$12,364,079	\$8,005,041	\$7,047,416
<b>Covered-Employee Payroll</b>	\$ 6,683,629	\$ 6,488,960	\$ 6,978,537	\$ 6,775,279	\$7,839,827	\$7,611,483
<b>Net OPEB Liability as a Percentage of Covered-Employee Payroll</b>	237.73%	233.23%	206.93%	182.49%	102.11%	92.59%

Notes to Schedule:

*Benefit Changes.* There were no changes of benefit terms for the year ended June 30, 2023.

*Changes of Assumptions.* The discount rate changed in the current year to 3.65%, which is a 0.11% increase from the prior year.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditors' report and notes to the financial statements.



SUPPLEMENTARY INFORMATION

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended June 30, 2023

Agency Head Name: R. Stuart Wright, Sheriff

<u>Purpose</u>	<u>Amount</u>
Salary	\$189,727
Benefits-Retirement	23,045
Deferred Compensation	10,660
Registration Fees	385
Travel	<u>2,505</u>
Total	<u>\$226,322</u>

See independent auditors' report.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Justice System Funding Schedule - Collecting/Disbursing Entity  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended June 30, 2023

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 12/31/2022</b>	<b>Second Six Month Period Ended 06/30/2023</b>
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	746,254	893,863
<b>Add: Collections</b>		
Civil Fees <i>(including refundable amounts such as garnishments or advance deposits )</i>	505,803	331,487
Bond Fees	72,130	105,211
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees	511,024	659,907
Criminal Fines - Contempt	-	-
Criminal Fines - Other	76,930	58,860
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
Interest Earnings on Collected Balances	-	-
Other <i>(do not include collections that fit into more specific categories above)</i>	-	-
<b>Subtotal Collections</b>	<b>1,165,887</b>	<b>1,155,465</b>
<b>Less: Disbursements To Governments &amp; Nonprofits:</b> <i>(Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary. )</i>		
Franklin Parish Sheriff - Civil Fees	31	-
Bossier Parish Sheriff - Civil Fees	77	-
East Baton Rouge Parish Sheriff - Civil Fees	42	143
Sabine Parish Sheriff - Civil Fees	101	-
Jefferson Parish Sheriff - Civil Fees	30	90
Caddo Parish Sheriff - Civil Fees	65	-
Jackson Parish Sheriff - Civil Fees	66	-
Ouachita Parish Sheriff - Civil Fees	252	109
Natchitoches Parish Sheriff - Civil Fees	33,670	42,585
Natchitoches Parish Sheriff - Bonds	10,774	8,712
Natchitoches Parish Sheriff - Criminal Court Costs / Fees	19,883	19,521
Natchitoches Parish Sheriff (DARE) - Criminal Court Costs / Fees	3,121	4,991
Natchitoches Parish Sheriff- Criminal Fines- Other	27,025	31,788
Natchitoches Parish Clerk of Court - Civil Fees	10,963	47,931
Natchitoches Parish Clerk of Court - Bond Fees	346	242
Natchitoches Parish Clerk of Court - Criminal Court Costs/Fees	23,301	25,231
Natchitoches Tax Commission - Civil Fees	705	25
Tenth Judicial District Court - Bond Fees	7,133	6,670

See independent auditors' report.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Justice Funding Schedule - Collecting/Disbursing Entity (continued)  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended June 30, 2023

Tenth Judicial District Court - Criminal Court Costs/Fees	24,174	27,582
Tenth Judicial District Court - Criminal Fines - Other	27,025	31,788
Indigent Defender Board - Bond Fees	7,479	6,912
Indigent Defender Board - Criminal Court Costs/Fees	67,125	78,616
Tenth Judicial District Attorney - Bond Fees	9,044	7,517
Tenth Judicial District Attorney - Criminal Court Costs/Fees	31,541	36,000
Tenth Judicial District Attorney - Criminal Fines - Other	59,095	60,573
North LA Crime Lab - Bond Fees	346	242
North LA Crime Lab - Criminal Court Costs/Fees	45,779	54,388
LA Treasury - CMIS - Criminal Court Costs/Fees	3,609	4,149
LA Traumatic Head & Spinal Cord Fund - Criminal Court Costs/Fees	3,935	4,320
Natchitoches Parish Government - Criminal Court Costs/Fees	85,481	127,728
Natchitoches Parish Government - Criminal Fines - Other	112,077	111,447
LA Supreme Court - Criminal Court Costs/Fees	568	647
LA Commission on Law Enforcement - Criminal Court Costs/Fees	2,903	3,375
LA State Police - Criminal Court Costs/Fees	50	-
Ware Youth Center - Criminal Court Costs/Fees	9,054	10,368
LA Wildlife & Fisheries - Criminal Court Costs/Fees	-	-
City of Natchitoches - Bond Fees	130	-
Natchitoches Coroner's Office - Criminal Court Costs/Fees	260	399
Natchitoches Public Defender - Criminal Court Costs/Fees	-	-
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	5,603	3,602
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds		
Bond Fee Refunds	6,290	38,992
Restitution Payments to Individuals (additional detail is not required)	71,584	55,232
Other Disbursements to Individuals (additional detail is not required)	306,201	389,691
Payments to 3rd Party Collection/Processing Agencies	1,344	2,138
<b>Subtotal Disbursements/Retainage</b>	<b>1,018,279</b>	<b>1,243,743</b>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<b>893,863</b>	<b>805,585</b>
<b>Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.</b>	<b>-</b>	<b>-</b>
<b>Other Information:</b>		
Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	-	-
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	-	-

See independent auditors' report.

Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Annual Reporting Requirement of Sheriff as Ex Officio  
Tax Collector to Legislative Auditor  
As Required by Act 711 of the 2010 Regular Legislative Session  
For the Year Ended June 30, 2023

STATE OF LOUISIANA

PARISH OF NATCHITOCHES

AFFIDAVIT

**The Honorable R. Stuart Wright, Sheriff of Natchitoches Parish**

**BEFORE ME**, the undersigned authority, personally came and appeared, R. Stuart Wright, the sheriff of Natchitoches Parish, State of Louisiana, who after being duly sworn, deposed and said:

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

**\$135,476 is the amount of cash on hand in the tax collector account on June 30, 2023;**

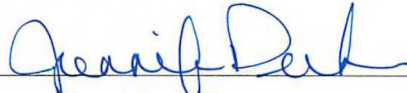
He further deposed and said:

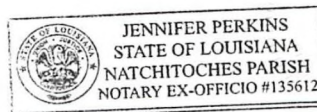
**All itemized statements of the amount of taxes collected for tax year 2022, by taxing authority, are true and correct.**

**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.**

  
\_\_\_\_\_  
Sheriff of Natchitoches Parish

**SWORN** to and subscribed before me, Notary, this 20<sup>th</sup> day of December 20 23, in my office in Natchitoches, Louisiana.  
(City/Town)

 (Signature)  
Jennifer Perkins (Print), # 135612  
Notary Public  
\_\_\_\_\_  
(Commission)



OTHER REPORTS/SCHEDULES

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - LLC  
Jessica H. Broadway, CPA - A Professional Corporation  
Ryan E. Todtenbier, CPA - A Professional Corporation

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Natchitoches, Louisiana 71457  
(318) 352-3652  
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INDEPENDENT AUDITORS' 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*

Stuart Wright, Sheriff  
of Natchitoches Parish  
P O Box 266  
Natchitoches, LA 71458

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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, the major fund, and fiduciary funds as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Natchitoches Parish Sheriff's (Sheriff) basic financial statements and have issued our report thereon dated December 20, 2023.

**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 entity'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 weaknesses. 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 from 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 20, 2023



Natchitoches Parish Sheriff  
Natchitoches, Louisiana  
Schedule of Audit Results  
Year Ended June 30, 2023

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Natchitoches Parish Sheriff as of and for the year ended June 30, 2023.
2. The audit disclosed no material weakness in internal control that is required to be reported under *Government Auditing Standards*.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

No findings were identified.

III. PRIOR YEAR FINDINGS

No findings were identified.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
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INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES

To the Natchitoches Parish Sheriff and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The Natchitoches Parish Sheriff’s ( 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 LLA’s SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. 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 as follows:

***Written Policies and Procedures***

---

1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories if applicable to public funds and the operations:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management’s actions to determine the completeness of all collections for each type of revenue or agency 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.)

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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 entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***Procedure Results: No exceptions were noted as a result of these procedures.***

#### ***Board or Finance Committee***

---

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - Observed that the minutes referenced or included quarterly budget-to-actual comparisons on the proprietary fund.
  - Obtained the prior year audit report and observed the unrestricted net position in the General Fund. If the General Fund had a negative ending unrestricted net position in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted net position in the General Fund.

- Observed 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### ***Bank Reconciliations***

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3. We obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
  - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - Bank reconciliations included 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 (e.g. initialed and dated, electronically logged); and
  - 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### ***Collections (excluding electronic funds transfers)***

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4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money orders (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, then inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - 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.
  - The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was in force during the fiscal period.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
  - We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed 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).
  - We traced the actual deposit per the bank statement to the general ledger.

*Procedure Results: No exceptions were noted as a result of these procedures.*

*Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)*

---

8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. We randomly selected the required amount of disbursement locations (or all locations if less than 5).
9. For each location selected under #8 above, obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquired of employees about their job duties), and we observed that job duties are properly segregated such that:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
  - Only employees/officials authorized to sign checks approved the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some electronic means.

10. For each location selected under #8 above, we obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
- We observed that the disbursement, whether paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.
  - We observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in procedure #3 under Bank Reconciliations, we randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. If no electronic payments were made from the main operating account during the month selected, we selected an alternative month and/or account for testing that does include electronic disbursements.

*Procedure Results: No exceptions were noted as a result of these procedures.*

*Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)*

---

12. We obtained 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. We obtained management's representation that the listing is complete.
13. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed that 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) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
  - We observed that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (a) an original itemized receipt that identified precisely what was purchased, (b) written documentation of the business/public purpose, and (c) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### *Travel and Expense Reimbursement*

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15. We obtained 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. We randomly selected 5 reimbursements, and obtained 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:
- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1, 8<sup>th</sup> bullet).
  - We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### *Contracts*

---

16. We obtained from management a listing of all agreements/contracts (or active vendor list) for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to 5) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed 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 document approval).
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### *Payroll and Personnel*

---

17. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees or officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
18. We randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, we obtained attendance records and leave documentation for the pay period, and:
  - We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees or officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
19. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. If applicable, we agreed the hours to the employee's or official's cumulative leave records, and the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and the termination payment to entity policy.
20. We obtained 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### *Ethics*

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21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, we obtained ethics documentation from management, and:
  - We observed 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.
  - We observed that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. We inquired and/or observed whether the agency has appointed an ethics designee as required by R.S. 42:1170.

***Procedure Results: No exceptions were noted as a result of these procedures.***



### ***Debt Service***

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23. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Fraud Notice***

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25. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. We observed whether the entity 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Information Technology Disaster Recovery/Business Continuity***

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27. We performed the following procedures:
  - We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
  - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed 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.
28. We randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19, and observed evidence that the selected terminated employees have been removed or disabled from the network.

***Procedure Results: We performed the procedures and discussed the results with management.***

***Prevention of Sexual Harassment***

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29. We randomly selected the employees/officials from procedure #17 under “Payroll and Personnel” above, obtained sexual harassment training documentation from management, and observed that 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.
30. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
31. We obtained the entity’s annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:
  - Number and percentage of public servants in the agency who have completed the training requirements;
  - Number of sexual harassment complaints received by the agency;
  - Number of complaints which resulted in a finding that sexual harassment occurred;
  - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - Amount of time it took to resolve each complaint.

***Procedure Results: No exceptions were noted as a result of these procedures.***

We were engaged by the Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with 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 those 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.

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