

St. Helena Parish Sheriff

Greensburg, Louisiana

ANNUAL FINANCIAL STATEMENTS

As of and for the Year
Ended June 30, 2013

ANTHONY B. BAGLIO, CPA
CERTIFIED PUBLIC ACCOUNTANT
A Professional Accounting Corporation

TABLE OF CONTENTS

St. Helena Parish Sheriff Greensburg, Louisiana

Annual Financial Statements
As of and for the Year Ended June 30, 2013
And Supplemental Information Schedules

	<u>Statement</u>	<u>Page</u>
Independent Auditor's Report -----		1
Management Discussion and Analysis -----		5-12
Basic Financial Statements:		
Government-Wide Statements:		
Statement of Net Position-----	A	14
Statement of Activities -----	B	15
Fund Financial Statements:		
Balance Sheet- Governmental Funds-----	C	17
Reconciliation of the Governmental Funds Balance sheet to the Government-Wide Financial Statement of Net Position-----	D	18
Statement of Revenues, Expenditures, and Changes in Fund Balances-----	E	19
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Government-Wide Statement of Activities-----	F	20
Fiduciary Fund Financial Statements:		
Statement of Net Position - Fiduciary-----	G	22
Statement of Changes in Net Position - Fiduciary -----	H	23
Notes to Financial Statements -----		25-50

TABLE OF CONTENTS

St. Helena Parish Sheriff Greensburg, Louisiana

Annual Financial Statements
As of and for the Year Ended June 30, 2013
And Supplemental Information Schedules

	<u>Schedule</u>	<u>Page</u>
Required Supplemental Information:		
Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget (GAAP Basis) and Actual – General Fund ---	1	52
Supplemental Information Schedules:		
Schedule of funding Progress -----	2	54
Tax Collector Agency fund-Affidavit		55
Compliance and Internal Control Report		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in accordance with <i>Government Auditing Standards</i> -----		57-58
Audit Findings		
Summary Schedule of Prior Audit Findings-----		60-62
Schedule of Current Year Audit Findings-----		64-65
Management Corrective Action Plan for Current Year Audit Findings-----		67-68

ANTHONY B. BAGLIO, CPA
A PROFESSIONAL ACCOUNTING CORPORATION
2011 Rue Simone
Hammond, Louisiana 70403
(9850 542-4155 or (985) 542-4186

INDEPENDENT AUDITOR'S REPORT

The Honorable Nathaniel Williams
St. Helena Parish Sheriff
Greensburg, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, the general fund and fiduciary funds of the St. Helena Parish Sheriff (Sheriff), Greensburg, Louisiana as of and for the year ended June 30, 2013 and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

Management's Responsibility 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; this includes 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.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the fiduciary funds of the St. Helena Parish Sheriff as of June 30, 2013 and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5-12 and 52 be presented to supplement the basic financial statements. Such information, 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 in financial reporting for placing the basic financial statements in an appropriate operational, economic, and historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Sheriff's financial statements. The supplemental information schedules on pages 54 and 55 are presented for purposes of additional analysis and are not a required part of the financial statements. The information has not been subjected to auditing procedures applied in the audit of the basic financial statements and accordingly, I do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 18, 2013 on my consideration of the St. Helena Parish Sheriff, Greensburg, Louisiana's internal control over financial reporting and St. Helena Parish Sheriff, Greensburg, Louisiana on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 St. Helena Parish Sheriff, Greensburg, Louisiana's internal control over financial reporting and compliance.

Respectfully submitted,



Anthony B. Baglio, CPA
A Professional Accounting Corporation
Hammond, Louisiana
December 18, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

As management of the St. Helena Parish Sheriff, Greensburg, Louisiana, we offer readers of the Sheriff's financial statements this narrative overview and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2013. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Financial Highlights

- The Sheriff's assets exceeded its liabilities at the close of the most recent fiscal year by \$778,171 (net position). Of this amount \$247,671 (unrestricted net position) may be used to meet the Sheriff's ongoing obligations to its citizens and creditors.
- The Sheriff's total net position decreased by \$302,011 during the year.
- At June 30, 2013, the governmental fund reported a fund balance of \$474,683. \$7,717 was nonspendable and \$466,966 was unassigned and is available for spending at the Sheriff's discretion.
- Governmental fund balance decreased \$204,533 during the year.
- The Sheriff's long-term liabilities consist of net other post employee benefits obligations and the long-term portion of capital leases which increased by \$38,318. Current liabilities consist of the current portion of capital leases, accounts payable, payroll withholdings, and accrued salaries and related expenses which increased by \$46,302.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Sheriff's financial statements. The Sheriff's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

Government-Wide Financial Statements

The *government-wide* financial statements are designed to provide readers with a broad overview of the Sheriff's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Sheriff's assets and liabilities using the accrual basis of accounting, the difference between the assets and liabilities are reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Sheriff is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements present governmental activities of the Sheriff that are principally supported by property taxes and gaming revenues. The sole purpose of these governmental activities is public safety. The government-wide financial statements can be found on pages 14 and 15 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Sheriff, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Sheriff uses two categories of funds to account for financial transactions: governmental funds and fiduciary (agency) funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

Governmental funds are used to account for most of the Sheriff's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Sheriff's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Sheriff's programs.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Sheriff's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The reconciliations can be found on page 18 and 20 of this report.

Fiduciary funds (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Sheriff's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 25 through 50 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the St. Helena Parish Sheriff's performance.

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

Government-Wide Financial Analysis

Overtime, 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.

The Sheriff's investment in capital assets at fiscal year-end was \$522,783. The following table provides a summary of the Sheriff's net position:

St. Helena Parish Sheriff- Net Position

	Governmental Activities <u>6/30/2013</u>	% <u>Total</u>	Governmental Activities <u>6/30/2012</u>	% <u>Total</u>
Current and Other Assets	\$ 755,140	55%	\$ 915,252	57%
Capital Assets, Net	627,860	45%	685,139	43%
Total Assets	1,383,000	100%	1,600,391	100%
Long-Term Liabilities Outstanding	291,443	48%	253,125	49%
Other Liabilities	313,386	52%	267,084	51%
Total Liabilities	604,829	100%	520,209	100%
Net Investment in Capital Assets	522,783	67%	546,348	51%
Restricted	7,717	1%	8,387	1%
Unrestricted	247,671	32%	525,447	49%
Total Net Position	\$ 778,171	100%	\$ 1,080,182	100%

The Sheriff's current ratio for governmental activities is 2.4 to 1. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations.

The Sheriff reported positive balance in net position for the governmental activities. The net position for the Sheriff decreased by \$302,010 for governmental activities for the fiscal year ended June 30, 2013.

67% of the St. Helena Parish Sheriff's net position reflects its investment in capital assets (i.e. equipment). The Sheriff uses these capital assets to provide services to its citizens.

The following table provides a summary of the Sheriff's changes in net position:

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

St. Helena Parish Sheriff - Changes in Net Position

	Governmental Activities 6/30/2013	%	Governmental Activities 6/30/2012	%
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Revenue				
Program revenue:				
Charges for Services	\$ 613,577	23%	\$ 569,534	20%
Operating Grants and Contributions	178,433	7%	260,717	9%
Capital Grants and Contributions	400	0%	-	0%
General Revenue:				
Property Taxes	869,869	32%	833,919	29%
State Revenue Sharing	69,183	3%	70,211	2%
Gaming Revenues	954,784	35%	950,651	34%
Investment Earnings	3,634	0%	2,332	0%
Other	19,960	1%	(11,308)	0%
Transfers from Local Government	14,097	1%	154,303	5%
Total Revenue	<u>2,723,937</u>	<u>100%</u>	<u>2,830,359</u>	<u>100%</u>
Expenses				
Public Safety	3,018,676	100%	2,967,643	100%
Interest on Debt	7,271	0%	6,977	0%
Total Expenses	<u>3,025,947</u>	<u>100%</u>	<u>2,974,620</u>	<u>100%</u>
Increase in Net Position	(302,010)		(144,261)	
Net Position-Beginning of Year	<u>1,080,181</u>		<u>1,224,442</u>	
Net Position-End of Year	<u>\$ 778,171</u>		<u>\$ 1,080,181</u>	

Financial Analysis of the Governmental Funds

Gaming revenue is the largest revenue sources for the Sheriff amounting to 35% of total general revenues. Property taxes are the second largest source for the Sheriff amounting to 32% of total general revenues. The prior year percentage for property taxes and gaming revenues was comparable to the current year's percentage.

The expenses of the St. Helena Parish Sheriff's Office, as reported in Statement of Activities, were \$3,025,947, which increased by \$51,327.

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

As noted earlier, the Sheriff used fund account to ensure and demonstrate compliance with finance-related legal requirements. The focus on the Sheriff's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing resources available for spending at the end of the fiscal year. As of the current fiscal year the Sheriff's General Fund reported ending fund Balance of \$474,683.

General Fund Budgetary Highlights

Changes from the Sheriff's original budget to the final budget are detailed in the Required Supplementary Information Section along with a comparison to actual activity for year ended June 30, 2013. Highlights of significant changes from the Sheriff's original budget to the final budget include:

- Total final budgeted revenues and other financing sources decreased by \$104,880 from the original budgeted revenues and other financing sources for June 30, 2013. The original loan proceeds in the amount of \$285,000 were not utilized during the fiscal year June 30, 2013 which was the majority of the decrease.
- Final budgeted expenditures decreased by \$179,494 from the original budgeted expenditures for June 30, 2013. The majority of the decrease is in capital outlays which decreased by \$242,000. The Sheriff did not make the capital outlay expenditure to purchase a building during the fiscal year ending June 30, 2013.

Capital Asset and Debt Administration

Capital Assets:

The Sheriff's investment in capital assets for its governmental activities as of June 30, 2013 amounts to \$627,860 (net of accumulated depreciation). This investment in capital assets includes land, improvements, and equipment. The decrease in capital assets for the year was \$57,279 as reflected in the following schedule.

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

**Capital assets at Year-end
(Net of Depreciation)**

	Governmental Activities	
	<u>6/30/2013</u>	<u>6/30/2012</u>
Land	\$ 10,000	\$ 10,000
Buildings	330,373	341,436
Vehicles	199,777	246,464
Furniture and Equipment	87,710	82,848
Construction in Progress	-	4,391
Total	<u>627,860</u>	<u>685,139</u>

The following reconciliation summarized the change in capital assets.

Changes in Capital Assets

	Governmental Activities	
	<u>6/30/2013</u>	<u>6/30/2012</u>
Beginning Balance	\$ 685,139	\$ 870,482
Additions	73,133	342,750
Retirements	(19,758)	(397,194)
Depreciation	<u>(110,654)</u>	<u>(130,899)</u>
Ending Balance	<u>627,860</u>	<u>685,139</u>

Long-Term Debt:

At the end of the fiscal year, the Sheriff had other long-term debt of capital leases and net unfunded other post-employment benefit obligations in the amount of \$324,372. Of this total, \$32,929 is due within one year. For more detailed information, see Note 12 to the financial statements on page 45 and 46 of this report.

<u>Other Long Term Debt</u>	<u>Governmental Activities</u>	
	<u>2013</u>	<u>2012</u>
Capital Leases	105,077	138,791
Unfunded Net Other Post employment Benefit	219,295	145,383
Total Long-Term Debt	<u>324,372</u>	<u>284,174</u>

St. Helena Parish Sheriff
Greensburg, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

Economic Factors and Next Year's Budgets and Rates

Gaming Revenues is the largest source of revenues for the sheriff and property taxes the second largest. Both are expected to remain approximately the same for the fiscal year ending June 30, 2014 as they were in the previous year.

Request for Information

This financial report is designed to provide a general overview of the Sheriff's finances for all those with an interest in the government's finances. Questions regarding this report or requests for additional information should be addressed to the St. Helena Parish Sheriff, P. O. Box 1205, Greensburg, Louisiana 70441, Telephone (225) 222-4413.

BASIC FINANCIAL STATEMENTS
Government-Wide Financial Statements

**St. Helena Parish Sheriff
Greensburg, Louisiana**

Statement of Net Position

June 30, 2013

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 565,964
Receivables	181,459
Prepaid Insurance	7,717
Capital Assets (Net of accumulated depreciation)	<u>627,860</u>
 TOTAL ASSETS	 <u><u>\$ 1,383,000</u></u>
LIABILITIES	
Accounts Payable	280,457
Current portion of long-term obligations - due within one year	32,929
Non-current Liabilities:	
Unfunded Net Other Post Employment Benefit Obligations	219,295
Non-current portion of long-term obligations	<u>72,148</u>
 TOTAL LIABILITIES	 <u><u>\$ 604,829</u></u>
NET POSITION	
Net Investment in Capital Assets	522,783
Restricted for Prepaid Expenses	7,717
Unrestricted	<u>247,671</u>
TOTAL NET POSITION	<u><u>\$ 778,171</u></u>
 Total Liabilities and Net Position	 <u><u>\$ 1,383,000</u></u>

"The accompany notes are an integral part of this statement."

**St. Helena Parish Sheriff
Greensburg, Louisiana**

**Statement of Activities
For the Year Ended June 30, 2013**

	<u>Program Revenues</u>				
	<u>(Expenses)</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
				<u>Net (Expenses) Revenues</u>	
Governmental Activities					
Public Safety	\$ (3,018,676)	\$ 613,577	\$ 178,433	\$ 400	\$ (2,226,266)
Interest on Long Term Debt	(7,271)	-	-	-	(7,271)
Total Governmental Activities	<u>\$ (3,025,947)</u>	<u>\$ 613,577</u>	<u>\$ 178,433</u>	<u>\$ 400</u>	<u>(2,233,537)</u>
 General Revenues:					
Ad Valorem Taxes					869,869
State Revenue Sharing					69,183
Gaming Revenues					954,784
Interest Income					3,634
Miscellaneous					32,514
Loss on Sale of Assets					(12,554)
Transfers from/to other Governments					14,097
Total General Revenues and Transfers					<u>1,931,527</u>
 Change in Net Position					(302,010)
 Net Position - Beginning					<u>1,080,181</u>
 Net Position - Ending					<u>\$ 778,171</u>

"The accompanying notes are an integral part of this statement."

BASIC FINANCIAL STATEMENTS

Fund Financial Statements

**St. Helena Parish Sheriff
Greensburg, Louisiana**

Balance Sheet - Governmental Funds

June 30, 2013

	<u>General Fund</u>
ASSETS AND OTHER DEBITS	
Cash	\$ 565,964
Receivables	181,459
Prepaid Insurance	<u>7,717</u>
TOTAL ASSETS AND OTHER DEBITS	<u><u>\$ 755,140</u></u>
 LIABILITIES, EQUITY, AND OTHER CREDITS	
Liabilities:	
Accounts Payable	<u>\$ 280,457</u>
Total Liabilities	<u>280,457</u>
 Equity and Other Credits:	
Fund Balances	
Nonspendable	7,717
Unassigned	<u>466,966</u>
Total Equity and Other Credits	<u>474,683</u>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u><u>\$ 755,140</u></u>

"The accompanying notes are an integral part of this statement."

STATEMENT D

St. Helena Parish Sheriff

Reconciliation of The Governmental Funds Balance Sheet
to The Government-Wide Financial Statement of Net Position

June 30, 2013

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

Fund Balances, Total Governmental Funds (Statement C) \$ 474,683

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

Governmental Capital Assets net of depreciation 627,860

Long term liabilities are not due and payable in the current period, and, therefore, are not reported in the governmental funds

Capital Leases Payable (105,077)

Unfunded Net Other Post Employment Benefit Obligations (219,295)

Net Position of Governmental Activities (Statement A) 778,171

"The accompanying notes are an integral part of this statement"

**St. Helena Parish Sheriff
Greensburg, Louisiana**

**Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended June 30, 2013**

	<u>Governmental</u> <u>Fund</u>
<u>REVENUES</u>	
Ad Valorem Taxes	\$ 869,869
Intergovernmental Revenues:	
Federal Grants	43,766
State Grants:	
State Revenue Sharing	69,183
State Supplemental Pay	125,150
Other	9,917
Fees, charges, and commissions for Services:	
Commissions on Collection of Tax and licenses	251,910
Fines, Forfeitures, and other fees	33,830
Feeding and keeping prisoners	327,837
Miscellaneous:	
Gaming Revenue	954,784
Investment Earnings	3,634
Donations	12,217
Other	20,297
TOTAL REVENUES	<u>2,722,394</u>
<u>EXPENDITURES</u>	
Public Safety:	
Personal services and related benefits	1,919,649
Operating Services	463,175
Materials and Supplies	444,907
Travel and Other Charges	6,379
Capital Outlays	73,133
Debt Service	40,985
TOTAL EXPENDITURES	<u>2,948,228</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(225,834)</u>
OTHER FINANCING SOURCES (USES)	
Sale of Assets	7,204
Transfers to/from Other Governments	14,097
Proceeds from Borrowing	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>21,301</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>(204,533)</u>
FUND BALANCE AT BEG OF YEAR	<u>679,216</u>
FUND BALANCE AT END OF YEAR	<u>\$ 474,683</u>

"The accompanying notes are an integral part of this statement"

St. Helena Parish Sheriff

**Reconciliation of The Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Year Ended June 30, 2013**

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

Net Change in Fund Balances, Total Governmental Funds (Statement E) \$ (204,533)

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

Capital assets	73,133	
Depreciation Expense	<u>(110,654)</u>	(37,521)

The net effect of transactions involving the sale of capital assets is to decrease net assets:

Proceeds from Sale of Assets	7,204	
Cost of assets sold	75,695	
Accumulated Depreciation	<u>(55,937)</u>	
Basis in Assets Sold	<u>19,758</u>	
Loss on sale of assets		(12,554)

When recognizing the sale of capital assets, the governmental funds report total proceeds of the sale. Only the gain or loss on the sale is reported on the Statement of Changes in Net Position. (7,204)

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal Payments - Capital Leases	33,714
-------------------------------------	--------

Increase in unfunded post-employment benefit obligations for medical and life insurance expected in future periods are not recorded for governmental funds on the fund basis	(73,912)
--	----------

Changes in Net Position (Statement B)		<u><u>\$ (302,010)</u></u>
--	--	----------------------------

"The accompanying notes are an integral part of this statement"

BASIC FINANCIAL STATEMENTS

Fiduciary Fund Financial Statements

Statement G

St. Helena Parish Sheriff
Greensburg, Louisiana

Statement of Net Position - Fiduciary Funds

June 30, 2013

	Sheriff's Fund	Tax Collector Fund	Prisoner Funds	Total
ASSETS				
Cash and cash equivalents	\$ 119,151	\$ 381,257	\$ 201	\$ 500,609
TOTAL ASSETS	\$ 119,151	\$ 381,257	\$ 201	\$ 500,609
LIABILITIES				
Due to taxing bodies & others	119,151	381,257	201	500,609
TOTAL LIABILITIES	119,151	381,257	201	500,609
NET POSITION	\$ -	\$ -	\$ -	\$ -

"The accompanying notes are an integral part of this statement"

Statement H

St. Helena Parish Sheriff
Greensburg, Louisiana

Statement of Changes in Net Position - Fiduciary Funds

For the Year Ended June 30, 2013

	Sheriff's Fund	Tax Collector Fund	Prisoner Funds	Total
ADDITIONS:				
Deposits:				
Sheriff's Sales	121,207			121,207
Bonds	38,561			38,561
Fines and costs	160,417			160,417
Garnishments	61,118			61,118
Other Deposits	7,596		6,077	13,673
Taxes, fees, etc., paid to tax collector		10,434,177		10,434,177
TOTAL ADDITIONS	388,899	10,434,177	6,077	10,829,153
DEDUCTIONS				
Taxes, fees, etc. distributed to taxing bodies and others		10,433,883		10,433,883
Deposits settled to:				
Sheriff's General Fund	88,638			88,638
Police Jury				-
District Attorney	85,427			85,427
Clerk of court	17,039			17,039
Attorneys, appraisers, etc.				-
Other Settlements	204,280		21,780	226,060
TOTAL DEDUCTIONS	395,384	10,433,883	21,780	10,851,047
CHANGE IN NET POSITION	(6,485)	294	(15,703)	(21,894)
NET POSITION-BEGINNING	125,636	380,963	15,904	522,503
NET POSITION-ENDING	\$ 119,151	\$ 381,257	\$ 201	\$ 500,609

"The accompanying notes are an integral part of this statement"

BASIC FINANCIAL STATEMENTS

Notes to the Financial Statements

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

INTRODUCTION

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

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The accompanying basic financial statements of the St. Helena Parish Sheriff have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net assets (or balance sheet), a statement of activities, and a statement of cash flows. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are amended by GASB Statements included in the following paragraphs. The St. Helena Sheriff as also adopted the provision of Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* that require capital contributions to the Sheriff to be presented as a change in net position.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net assets by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The Definition and reporting of net position is further described in N – *Net Position/Fund Equity*.

B. REPORTING ENTITY

The sheriff is an independently elected official; The St. Helena Parish Police Jury does maintain and operate the parish courthouse in which the sheriff's office is located and provides funds for equipment and furniture of the sheriff's office. However, because the police jury does not provide significant assistance to the sheriff, which makes the sheriff fiscally independent of the police jury, the sheriff was determined not to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity.

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

C. FUND ACCOUNTING

The sheriff 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.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Governmental Funds

Governmental funds account for all or most of the sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the sheriff. The following are the sheriff's governmental funds:

General Fund - the primary operating fund of the sheriff and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to sheriff policy. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, video poker revenue, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

Fiduciary Funds - Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the sheriff are agency funds. The agency 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 are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the sheriff as a whole. These statements include all the non-fiduciary activities of the Sheriff with most of the interfund activities removed. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expense, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs, (regardless of when cash is received of disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest earnings and other revenues not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements (FFS)

The amounts reflected in the General Fund are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources, (i.e., revenues and other financing sources, and uses (i.e. expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Sheriff's operations (See the reconciliation statements).

The amounts reflected in the General Fund in the FFS, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become 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 they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are available for collection. The taxes are generally collected in December of the current year and January and February of the ensuing year. Federal and State grants are recorded when the law enforcement district is entitled to the funds.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Expenditures

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

Other Financing Sources (Uses)

Proceeds from the sale of capital assets are accounted for as other financing sources and are recognized when received. Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses).

E. BUDGETS

Budgetary procedures applicable to the Sheriff are defined in state law, Louisiana Revised Statutes 39:1301-15. The major requirements of the local governmental budget act are summarized as follows:

1. The Sheriff must adopt a budget each year for the general fund and each special revenue fund, if applicable.

The Sheriff must prepare and submit the proposed budget for consideration no later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in the parish. The notice of public hearing for the fiscal year ended June 30, 2013 budget was published in the official journal on June 13, 2012, which was held on June 28, 2012.

All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on June 28, 2012.

2. All budgetary appropriations lapse at the end of each fiscal year.
3. The St. Helena Parish Sheriff does not use encumbrance accounting.
4. The budget is prepared and reported on GAAP basis of accounting.

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements with annual budgets, compare the expenditures with the amended budgets.

5. Budgetary amendments require the approval of the Sheriff. Budget amendments are made during the year when actual operations are different from those anticipated in the original budget. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

F. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the sheriff may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are state at cost.

G. INVENTORIES

The Sheriff utilizes the "purchase method" of accounting for supplies in governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. The Sheriff did not record any inventory at June 30, 2013, as the amount is not material.

H. PREPAID ITEMS

Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both government wide and fund financial statements.

I. CAPITAL ASSETS

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 \$500 or more for capitalizing capital assets.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend their lives are not capitalized.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes except for vehicles. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	25 - 40 years
Furniture and fixtures	5 - 7 years
Equipment	5 - 15 years
Vehicles	5 years

J. LONG-TERM OBLIGATIONS

Long-Term Obligations are recorded in the statement of net position and statement of activities.

K. COMPENSATED ABSENCES

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

Vacation Leave

Vacation leave is earned by all permanent full-time salaried employees according to the length of service.

- 1 to 3 year = 40 hours of vacation
- 4 to 10 year = 80 hours of vacation
- 10 or more years = 120 hours of vacation

Vacation leave not taken in year earned can be carried forward up to a maximum of 120 hours, and any excess over 120 hours is converted to sick leave. Upon resignation, termination, or retirement, unused vacation leave earned during the current year shall be paid based on current salary. Based on GASB Statement No 16 vacation leave has been accrued as a liability as the benefits were earned.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Sick Leave

Sick leave is earned by all full-time salaried employees at a rate of one day of sick leave for each month of employment. Sick leave may be carried forward to a maximum of 576 hours and upon resignation, termination, or retirement, all unused sick leave shall be forfeited. No liability has been accrued for unused employee sick leave. In accordance with GASB 16, *Accounting for Compensated Absences*, an accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.

L. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transactions are reported as transfers.

M. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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.

N. NET POSITION/FUND EQUITY

GASB Statement No. 34, *Basic Financial statements, Management's Discussion and analysis, for State and Local Governments*, required reclassification of net position into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Net Investment in Capital Assets – This component of net position includes capital assets, net of accumulated depreciation, reduced by the outstanding balance of any bonds, or indebtedness attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of the resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

Restricted Net Position – This component of net position consist of constraints placed on net position through (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This component of net position consists of net position that does not meet the definition of “restricted” or “net investment in capital assets.” In the Fund Financial Statements, governmental fund equity is classified as fund balance. Beginning with fiscal year June 30, 2012, the sheriff implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. 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,

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

- 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, positive amounts are reported only in the general fund

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Sheriff's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the sheriff's office reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

O. RECONCILIATIONS OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of certain of differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements

2. LEVIED TAXES

The following is a summary of authorized and levied property taxes:

	<u>Millage</u>	<u>Millage</u>	<u>Date</u>
Law enforcement District	10.62	10.62	none
Law enforcement District	9.20	9.20	none

Total taxable property valuation was \$44,970,610 for the year ended June 30, 2013. The authorized millage was 19.82 for 2012. The following are the principal taxpayers and related ad valorem tax revenue for the sheriff:

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Taxpayer	Type of Business	Assessed Valuation	Assessed Valuation	Revenue for Sheriff
Transcontinental Gas Pipeline	Public Utility	\$ 5,778,140	9.32%	\$ 114,523
Dixie Electric Membership Corp.	Public Utility	3,448,190	5.56%	73,490
Entergy Gulf States, Inc.	Public Utility	2,023,860	3.27%	43,229
Soterra	Timber Co.	1,773,070	2.86%	33,231
Florida Gas	Public Utility	1,689,190	2.73%	33,780

3. CASH AND CASH EQUIVALENTS

At June 30, 2013, the sheriff has cash and cash equivalents (book balances) totaling \$1,066,573 as follows:

Demand deposits	\$ 124,100
Interest-bearing demand deposits	552,379
Savings	389,794
Other	<u>300</u>
Total	<u><u>\$ 1,066,573</u></u>

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

At June 30, 2013, the sheriff has \$1,480,432 in deposits (collected bank balances). These deposits are secured from risk by \$500,000 of federal deposit insurance and \$980,432 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

4. RECEIVABLES

The receivables of \$181,459 at June 30, 2013, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes:	
Ad valorem	\$ -
Intergovernmental - grants:	
Federal	-
State	-
Video Poker	120,902
Feeding and Keeping of prisoners	36,773
Fees & commission	20,827
Other	2,957
Total	<u>\$ 181,459</u>

The sheriff has not established an allowance for bad debts since any bad debts would not be material to the financial statements.

5. INTERFUND RECEIVABLES/PAYABLES

There are no interfund balances reported in the fund financial statements as June 30, 2013.

6. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2013, is as follows:

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

	Balance, July 1, 2012	Additions	Deletions	Balance, June 30, 2013
Governmental Activities				
Capital Assets not Depreciated:				
Land	\$ 10,000	\$ -		\$ 10,000
Construction in Progress	4,391	-	4,391	-
Total Capital Assets not Depreciated	<u>14,391</u>	<u>-</u>	<u>4,391</u>	<u>10,000</u>
Other Capital Assets:				
Buildings	392,325			392,325
Vehicles	584,888	37,100	71,304	550,684
Furniture and equipment	506,857	36,033		542,890
Total Other Capital Assets	<u>1,484,070</u>	<u>73,133</u>	<u>71,304</u>	<u>1,485,899</u>
Less accumulated depreciation:				
Buildings	50,889	11,063		61,952
Vehicles	338,424	68,420	55,937	350,907
Furniture and equipment	424,009	31,171		455,180
Total Accumulated Depreciation	<u>813,322</u>	<u>110,654</u>	<u>55,937</u>	<u>868,039</u>
Other Capital Assets, Net	670,748	(37,521)	15,367	617,860
Total Capital assets, net	<u>\$ 685,139</u>	<u>\$ (37,521)</u>	<u>\$ 19,758</u>	<u>\$ 627,860</u>

7. PENSION PLAN

Plan Description. Substantially all employees of the St. Helena Parish Sheriff's Office are members of the Louisiana Sheriffs Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month if employed after September 7, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; \$800.00 per month if employed January 1, 2000 and after, and who are age 18 or older are required to participate in the system. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5% for each year if total service is at least 12 but less than 15 years, 2.75% for each year if total service is at least 15 but less than 20 years, and 3% for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25% for all service rendered on or after January 1, 1980.) In any case, the retirement benefit cannot exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

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

Funding Policy. Plan members are required by state statute to contribute 10% of their annual covered salary and the St. Helena Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 13.25% of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the St. Helena Parish Sheriff are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Helena Parish Sheriff's contributions to the System for the years ending June 30, 2013 and 2012, were \$176,364 and \$164,835 respectively, equal to the required contributions for each year.

8. OTHER POSTEMPLOYMENT BENEFITS

Plan Description – The St. Helena Parish Sheriff's Office's medical and life insurance benefits are provided to employees upon actual retirement.

The employer pays 100% of the medical coverage for the retiree (not dependents). Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 15 years of service. Based on actual historical patterns, most employees retire after age 55 and 25 years of service, but not later than age 65 and 15 years of service.

Life insurance coverage is continued to retirees by election and the employer pays 100% of the "cost" of the life insurance. However, the rates are based on the blended active/retired rate and there is thus an implied subsidy. Since GASB 45 requires the use of "unblended" rates, we have used the 94GAR mortality table described below to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. Based on past experience, we have assumed that 75% of retirees continue the higher insurance amounts into retirement. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

Contribution Rates – Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Fund Policy – Until 2009, the St. Helena Parish Sheriff recognized the cost of providing post-employment medical and life insurance benefits (the St. Helena Parish Sheriff’s portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2013 and 2012, the St. Helena Parish Sheriff’s portion of health care and life insurance funding cost for retired employees totaled \$20,484 and \$21,213, respectively.

Effective July 1, 2009, the St. Helena Parish Sheriff implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions* (GASB 45). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

Annual Required Contribution – The St. Helena Parish Sheriff’s Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	2013	2012
Normal cost	\$ 43,423	\$ 32,035
30-year UAL amortization amount	53,565	40,185
Annual required contribution (ARC)	\$ 96,988	\$ 72,220

Net Post-employment Benefit Obligation (Asset) – The table below shows the St. Helena Parish Sheriff’s Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending June 30:

	2013	2012
Beginning Net OPEB Obligation	\$ 145,383	\$ 96,090
Annual required contribution	96,988	72,220
Interest on Net OPEB Obligation	5,815	3,844
ARC Adjustment	(8,407)	(5,557)
OPEB Cost	94,396	70,506
Contribution to Irrevocable Trust	-	-
Current year retiree premium	(20,484)	(21,213)
Change in Net OPEB Obligation	73,912	49,294
Ending Net OPEB Obligation	\$ 219,295	\$ 145,383

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

The following table shows the St. Helena Parish Sheriff's annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post-employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
June 30, 2013	\$ 94,396	21.70%	\$ 219,295
June 30, 2012	\$ 70,507	30.09%	\$ 145,383

Funded Status and Funding Progress – In 2013 and 2012, the St. Helena Parish Sheriff made no contributions to its post-employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the July 1, 2012 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year June 30, 2013 was \$963,348 which is defined as that portion, as determined by a particular actuarial cost method (the St. Helena Parish Sheriff uses the Projected Unit Credit Cost Method), of the actuarial present value of post-employment plan benefits and expenses which is not provided by normal cost.

	<u>2013</u>	<u>2012</u>
Actuarial Accrued Liability (AAL)	\$ 963,348	\$ 722,712
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	\$ 963,348	\$ 722,712
Funded Ratio (AVP/AAL)	0.00%	0.00%
Covered Payroll (active plan members)	\$ 1,373,556	\$ 1,362,315
UAAL as a percentage of covered payroll	70.14%	53.05%

Actuarial Methods and Assumptions – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post-employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the St. Helena Parish Sheriff and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the St. Helena Parish Sheriff and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the St. Helena Parish Sheriff and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

Actuarial Cost Method – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

Actuarial Value of Plan Assets – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

Turnover Rate – An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 18%.

Post-employment Benefit Plan Eligibility Requirements – We have assumed that employees retire three years after the historical retirement age as described in the section above entitled "Plan Description". The three years is to accommodate the D.R.O.P. period. Medical benefits are provided to employees upon actual retirement.

Investment Return Assumption (Discount Rate) – GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Health Care Cost Trend Rate – The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Mortality Rate - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates, is used. This is a recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Method of Determining Value of Benefits - The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical benefits for the retiree only (not dependents). The medical rates provided are "blended" rates for active and retired. We have therefore estimated the "unblended" rates as required by GASB 45 for valuation purposes to be 130% of the blended rates prior to Medicare eligibility, and 80% of the blended rates after Medicare eligibility.

Inflation Rate - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

Projected Salary Increases - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

Post-retirement Benefit Increases - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.

OPEB Costs and Contributions

	FY 2011	FY 2012	FY 2013
OPEB Cost	\$ 68,602	\$ 70,507	\$ 94,396
Contribution	-	-	-
Retiree premium	<u>19,642</u>	<u>21,213</u>	<u>20,484</u>
Total contribution and premium	<u>19,642</u>	<u>21,213</u>	<u>20,484</u>
Change in net OPEB obligation	<u>\$ 48,960</u>	<u>\$ 49,294</u>	<u>\$ 73,912</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	28.63%	30.09%	21.70%

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

9. DEFERRED COMPENSATION PLAN

The St. Helena Parish Sheriff offers its employees, the Louisiana Public Employees Deferred compensation Plan, a deferred compensation plan created in accordance with Internal Revenue code Section 457, as revised January 1, 1999. The plan, available to all St. Helena Parish Sheriff employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property, or rights, shall be held for the exclusive benefit of participants and their beneficiaries.

At June 30, 2013 the amounts applicable to the employees of the St. Helena Parish Sheriff's office were \$24,140. As of June 30, 2013 the total amount of plan assets was \$1,270,092,336.

10. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$280,457 at June 30, 2013, are as follows:

	General Fund
Withholdings	\$ 2,589
Accrued Salaries & Related exp	174,777
Accounts	<u>103,091</u>
Total	<u>\$ 280,457</u>

11. LEASES

The Sheriff records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Lease purchase due in monthly installments of \$494, including interest at 5.423%, collateralized by equipment.	\$ 16,392
Lease purchase due in monthly installments of \$494, including interest at 5.423%, collateralized by equipment.	\$ 16,392
Lease purchase due in monthly installments of \$494, including interest at 5.423%, collateralized by equipment.	\$ 16,392
Lease purchase due in monthly installments of \$494, including interest at 5.423%, collateralized by equipment.	\$ 16,392
Lease purchase due in monthly installments of \$494, including interest at 5.423%, collateralized by equipment.	\$ 16,392
Lease purchase due in monthly installments of \$681, including interest at 5.499%, collateralized by equipment.	<u>\$ 23,117</u> \$105,077

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of June 30, 2013:

	Equipment
Fiscal year:	
2014-2017	114,177
Total minimum lease payments	114,177
Less - amounts representing interest	(9,100)
Present value of net minimum lease payments	\$ 105,077

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

The Sheriff has operating leases for the following:

Land

On April 15, 2003, the Sheriff leased a parcel of land located at 46447 Highway 16, Pine Grove, Louisiana on which a Sub-Station for the St. Helena Parish Sheriff was constructed. The lease is for 99 years terminating on April 15, 2102. The amount of the lease payment is \$1.00 per year.

Building

The Sheriff leased a building on a month to month basis from the First Guaranty Bank which terminated January 31, 2013. The lease payments for the year ended June 30, 2013 was \$14,000.

On August 29, 2008, the Sheriff leased a building to be used as a substation from Easleyville Wash and Rental, Inc. The Lease began on August 1, 2008 and will end August 1, 2018. The lease is a renewal lease in ten year intervals. The annual lease payment is \$10 annually.

The minimum annual commitments under non-cancelable operating leases are as follows:

<u>Fiscal Year</u>	<u>Building and Facilities</u>
2014	11
2015	11
2016	11
Future Years	<u>114</u>
Total	<u>147</u>

12. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2013:

	<u>Lease- Purchase Agreements</u>	<u>Unfunded OPEB Obligations</u>	<u>Total</u>
Long-term obligations			
July 1, 2012	\$ 138,791	\$ 145,383	\$ 284,174
Additions	-	73,912	\$ 73,912
Deductions	<u>(33,714)</u>	<u>-</u>	<u>(33,714)</u>
Long-term Obligations			
June 30, 2013	<u>\$ 105,077</u>	<u>\$ 219,295</u>	<u>\$ 324,372</u>

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

The following is a summary of the current and the long-term portions of long-term obligations as of June 30, 2013:

	Lease Agreements	Unfunded OPEB Obligations	Total
Current portion	\$ 32,929	\$ -	\$ 32,929
Long-term portion	72,148	219,295	291,443
Total	\$ 105,077	\$ 219,295	\$ 324,372

The annual requirements to amortize all debt outstanding at June 30, 2013, including principal and interest Payment are as follows:

<u>Year Ending June 30,</u>	Capital Leases		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	32,929	4,903	37,832
2015	34,766	3,066	37,832
2016	36,704	1,128	37,832
2017	678	3	681
Total	105,077	9,100	114,177

13. RISK MANAGEMENT

The sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Sheriff attempts to minimize risk from significant losses through the purchase of insurance.

14. LITIGATION AND CLAIMS

At June 30, 2013, the sheriff is involved in six (6) lawsuits. All of the lawsuits are insured by the Louisiana Sheriff's Risk Management Program.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

15. ON-BEHALF PAYMENTS

During 1998, the Sheriff implemented GASB Statements No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. The standard requires the Sheriff to report in the financial statement on-behalf salary and fringe benefits payments made by the State of Louisiana to certain groups of sheriff employees.

Supplementary salary payments are made by the state directly to certain groups of employees. The Sheriff is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditures (expense) payments is the actual contribution made by the state. For the year June 30, 2013 the state paid supplemental salaries to law enforcement employees of the Sheriff's office. On-behalf payment recorded as revenues and expenditures (expenses) in June 30, 2013 financial statements are as follows:

	State Supplemental Salaries
General Fund:	<u>June 30, 2013</u>
Policeman Supplemental Pay	\$125,150

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

Certain operating expenditures of the Sheriff's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized for June 30, 2013 as follows:

	<u>Amount</u>
Sheriff's Office-Utility bills	\$ 23,016
Sheriff's Office-Insurance on Building	3,364
Sheriff's Office-Building Maintenance & supplies	<u>13,162</u>
Total	<u>\$ 39,542</u>

17. EX-OFFICIO TAX COLLECTOR

The tax collector collected and disbursed the following taxes and fees for the year ended June 30, 2013, by taxing body as follows:

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Occupational, alcohol, and amusement license taxes collected and remitted to the Parish Police Jury for the current year consisted of:

	<u>Collections</u>	<u>Cost</u>	<u>Distribution</u>
St. Helena Parish Police Jury	143,050	21,458	121,592

State Revenue Sharing Taxes collected and remitted to the various bodies for the current year consisted of:

<u>Taxing Bodies</u>	<u>Amount</u>
St. Helena Parish Police Jury	91,300
St. Helena Parish School Board	31,776
St. Helena Parish Hospital District	5,448
St. Helena Parish Sheriff	69,183
St. Helena Parish Assessor	18,475
Florida Parish Juvenile	6,810
Parish Assessor Retirement System	528
Parish Clerk Retirement System	528
Parish District Attorney Retirement System	421
Parish Municipal Employee Retirement System	528
Parish Parochial Employee Retirement System	528
Parish Register of Voters Retirement System	130
Parish Sheriff Retirement System	1,057
Parish Teachers Retirement System	2,116
Total State Revenue Sharing	228,828

Sales taxes collected and remitted to the various bodies for the current year consisted of:

<u>Taxing Bodies</u>	<u>Collections</u>	<u>Cost</u>	<u>Distribution</u>
St Helena Parish School Board	1,762,823	52,958	1,709,865
St. Helena Parish Police Jury	2,644,294	105,960	2,538,334
Town of Greensburg	159,786	3,110	156,676
Parish Tourist Commission	1,603	-	1,603
Village of Montpelier	43,818	-	43,818
Total Sales Taxes	4,612,324	162,028	4,450,296

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

Schedule of 2012 Ad Valorem Tax Roll, Collections, and Uncollected Ad Valorem Taxes:

Taxing Authority	Amount Assessed	Tax	Total	Taxes	Total	Uncollected by taxing authority as of June 30, 2013		
		Order Changes	Taxes Collectible	Taxes Collected	Not Collected	Adjudications of Taxes	Other	Total Uncollected
St. Helena Parish Police Jury	1,810,773	(40,796)	1,769,977	(1,768,088)	1,889	1,452	437	1,889
St. Helena Parish School Board	803,175	(17,095)	786,080	(785,303)	777	477	300	777
St. Helena Parish Hospital	989,353	(21,058)	968,295	(967,352)	943	673	270	943
St. Helena Parish Sheriff	891,317	(18,972)	872,345	(871,507)	838	607	231	838
Louisiana Tax Commission	1,989	-	1,989	(1,989)	-	-	-	-
St. Helena Parish Assessor	335,481	(7,141)	328,340	(328,020)	320	228	92	320
Fire Protection District #4	247,251	(414)	246,837	(247,812)	(975)	-	(975)	(975)
Fifth Ward Recreation District	89,942	(296)	89,646	(88,602)	1,044	115	929	1,044
Florida Parish Juvenile	123,669	(2,632)	121,037	(120,907)	130	84	46	130
Council on Aging	159,646	(3,398)	156,248	(156,085)	163	109	54	163
State Forestry Tax	14,453		14,453	(14,445)	8	-	8	8
Total	5,467,049	(111,802)	5,355,247	(5,350,110)	5,137	3,745	1,392	5,137

18. TAXES PAID UNDER PROTEST

The net assets held for others in the agency funds at June 30, 2013, as reflected on Statement C, include \$367,052 of taxes paid under protest, plus interest earned to date of \$14,205 on the investment of these funds totaling \$381,257. These funds are held pending resolution of the protest and are accounted for in the Tax Collection Agency Fund.

19. COMPLIANCE WITH LAWS

The sheriff has collected monies which are in the Bond and Civil Funds. Accounting records do not indicate to whom all the money is owed. The Sheriff did not follow the public bid law.

20. CONTRACTS

For the fiscal year ending June 30, 2013, The Sheriff did not have any contracts that require disclosure.

St. Helena Parish Sheriff
Greensburg, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2013

21. COOPERATIVE ENDEAVOR AGREEMENTS

Beginning April 1, 2013, the Sheriff entered into a cooperative agreement with the St. Helena Parish Police Jury. The agreement states that the St. Helena Parish Police Jury will provide office space to the Sheriff and his department. The agreement began April 1, 2013 and will terminate on December 31, 2014. The monthly payment amount to the St. Helena Parish Police Jury is \$2,424.67 per month. The lease payments for the year ended June 30, 2013 was \$7,274.

The minimum annual commitment under non-cancelable operating lease is as follows:

Fiscal year end 2014	\$29,096
Fiscal year end 2015	<u>14,548</u>
	\$43,644

22. SUBSEQUENT EVENTS

As of September 15, 2013 the Sheriff's office will receive \$190,000 in state capital outlay funds for new evidence technology and renovations of the Sheriff's office facility.

REQUIRED SUPPLEMENTARY INFORMATION

St. Helena Parish Sheriff
Greensburg, Louisiana
Governmental Fund-General Fund
Schedule of Revenues, Expenditures,
and Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amount</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable</u> <u>(Unfavorable)</u>
<u>REVENUES</u>				
Ad Valorem Taxes	\$ 826,000	\$ 870,200	\$ 869,869	(331)
Intergovernmental Revenues:				
Federal Grants	75,000	43,800	43,766	(34)
State Grants:				
State Revenue Sharing	70,000	70,000	69,183	(817)
State Supplemental Pay	125,000	125,000	125,150	150
Other	13,000	14,400	9,917	(4,483)
Fees, charges, and commissions for Services:				
Commissions on Collection of Tax and licenses	208,000	263,600	251,910	(11,690)
Fines, Forfeitures, and other fees	32,000	33,070	33,830	760
Feeding and keeping prisoners	343,000	323,500	327,837	4,337
Miscellaneous:				
Gaming Revenue	920,000	973,000	954,784	(18,216)
Investment Earnings	1,000	2,450	3,634	1,184
Donations	-	11,900	12,217	317
Other	-	20,600	20,297	(303)
TOTAL REVENUES	2,613,000	2,751,520	2,722,394	(29,126)
<u>EXPENDITURES</u>				
Public Safety:				
Personal services and related benefits	1,900,984	1,923,550	1,919,649	3,901
Operating Services	459,000	451,100	463,175	(12,075)
Materials and Supplies	440,575	457,400	444,907	12,493
Travel and Other Charges	5,000	7,000	6,379	621
Capital Outlays	316,000	74,000	73,133	867
Debt Service	15,985	45,000	40,985	4,015
TOTAL EXPENDITURES	3,137,544	2,958,050	2,948,228	9,822
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(524,544)	(206,530)	(225,834)	(19,304)
<u>OTHER FINANCING SOURCES (USES)</u>				
Sale of Assets	-	7,500	7,204	(296)
Transfers to/from Other Governments		14,100	14,097	(3)
Proceeds from Borrowing	285,000	20,000	-	(20,000)
TOTAL OTHER FINANCING SOURCES (USES)	285,000	41,600	21,301	(20,299)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(239,544)	(164,930)	(204,533)	(39,603)
FUND BALANCE AT BEG OF YEAR	679,216	679,216	679,216	-
FUND BALANCE AT END OF YEAR	\$ 439,672	\$ 514,286	\$ 474,683	\$ (39,603)

"See Accountant's Report"

SUPPLEMENTAL INFORMATION SCHEDULES

Schedule 2

St. Helena Parish Sheriff
Greensburg, Louisiana

Employee Health Care Plan
June 30, 2013

Schedule of Funding Progress

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
June 30, 2010	\$0	\$ 642,488	\$642,488	0.0%	\$ 1,481,703	43.36%
June 30, 2011	\$0	\$ 694,915	\$694,915	0.0%	\$ 1,305,364	53.24%
June 30, 2012	\$0	\$ 722,712	\$722,712	0.0%	\$ 1,362,315	53.05%
June 30, 2013	\$0	\$ 963,348	\$963,348	0.0%	\$ 1,373,556	70.14%

See Accountant's Report

STATE OF LOUISIANA, PARISH OF ST. HELENA

Affidavit

Nathaniel Williams, Sheriff of St. Helena Parish

BEFORE ME, the undersigned authority, personally came and appeared, Nathaniel Williams, the sheriff of St. Helena Parish, State of Louisiana, who after being duly sworn, deposed and said:

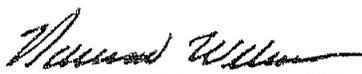
The following information if true and correct:

\$381,257 is the amount of cash on hand in the tax collector account on June 30, 2013.

He further deposed and said:

All itemized statements of the amount of taxes collected for the tax year from July 1, 2012 to June 30, 2013, 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.



Signature
Sheriff of St. Helena Parish

SWORN to and subscribed before me, Notary, this 12th day of NOVEMBER, 2013, in my office in GREENSBURG, Louisiana.

 (Signature)

ANN M HUFF (Print), #81027

_____(Commission)

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

ANTHONY B BAGLIO CPA
A PROFESSIONAL ACCOUNTING CORPORATION
2011 RUE SIMONE
HAMMOND, LOUISIANA 70403
PHONE: 985-542-4155 FAX: 985-542-4186

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

Honorable Nathaniel Williams
St. Helena Parish Sheriff
Greensburg, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, general fund and fiduciary funds of St. Helena Parish Sheriff, Greensburg, Louisiana, as of for the year ended June 30, 2013, and the related notes to the financial statements which collectively comprise St. Helena Parish Sheriff, Greensburg, Louisiana's basic financial statements and have issued my report thereon dated December 18, 2013.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the St. Helena Parish Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St. Helena Parish Sheriff's internal control. Accordingly, I do not express an opinion on the effectiveness of the St. Helena Parish 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 present, 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.

Honorable Nathaniel Williams
St. Helena Parish Sheriff
Greensburg, Louisiana
Page 2

My consideration of internal control was for the limited purpose described in the preceding paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify certain deficiencies in internal control, described in the accompanying schedule of current year audit findings that I consider to be significant deficiencies. (13-01 and 13-02)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the St. Helena Parish Sheriff's financial statements are free of material misstatements, I 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 statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of current year audit finding as number 13-03 and 13-04.

St. Helena Parish Sheriff's Response to Findings

The St. Helena Parish Sheriff's response to the findings identified in my audit, are described in the accompanying schedule of managements corrective action plan for current year audit findings. St. Helena Parish Sheriff's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

The purpose of this report is solely to describe the scope of my 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.



Anthony B. Baglio, CPA
A Professional Accounting Corporation
Hammond, Louisiana
December 18, 2013

**ST. HELENA PARISH SHERIFF
GREENSBURG, LOUISIANA**

Summary Schedule of Prior Audit Findings

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2013

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Management's Corrective Action Taken</u>
Section 1 12-01	Internal Control <u>Bank Deposits Agency Funds</u> Ad valorem taxes received in mail are not deposited until the accounts are posted. During the tax collection period deposits could be held in office for weeks. In looking at deposits for mail in sales tax, it was determined that there were also delays in making deposits. On a sample of 25 deposits for occupational licenses, it was determined that checks were kept in office on eight (8) items ranging from 10 days to 202 days. In the Civil Fund, deposits for garnishments are being held until the end of the month for posting before deposits are made.	Corrected
12-02	<u>Sales Tax Account</u> In reviewing the sales tax account, it was determined that information is not available to verify if all sales taxes are being collected. The computer system is not able to generate a delinquent list of accounts for monthly inspection. It was also determined that on internet sales tax collections, there was no follow-up to determine why some deposits were rejected by the bank. During the audit, several rejections were noted that would require follow ups to be made by Sheriff's personnel.	Partial. See Finding No. 13-01

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2013

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Management's Corrective Action Taken</u>
12-03	<p><u>Payroll</u> In testing of 10 employees' payroll checks from 3 separate payrolls, it was determined that one employee was paid vacation which was not deducted from his vacation accrual. Timesheets or time cards were not available on 2 out of 30 employees tested. There were no approved pay rates available. Several other employees (ones which were not tested) were missing a timesheet or time card. On another payroll, it was determined that 14 employees lacked proper documentation for leave, vacation or sick time.</p>	Corrected
12-04	<p><u>Traffic Tickets</u> In reviewing traffic tickets, it was determined that there were no written procedures for maintaining, issuing, and accounting for traffic tickets. It was also observed that some old ticket books had not been turned in. In testing of 30 tickets, 6 were not entered into the citation log in the computer.</p>	Corrected
12-05	<p><u>Travel</u> In reviewing \$2,262 of travel expenses which were 56% of the total travel expenses it was determined that \$307 or 14% of this amount was undocumented or lacked proper documentation.</p>	Corrected
12-06	<p><u>Ordinances</u> During the audit it was determined that three (3) of the ordinances were not available to verify if proper collections and disbursements were being made for the sales tax and bond fund.</p>	Corrected

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2013

Ref. No.	Description of Findings	Management Response
Section II	Compliance	
12-07	<p><u>Due to Taxing Bodies- Bond and Civil</u> The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$4,958 for the Civil Fund at June 30, 2012. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.</p>	<p>Not corrected. See Finding No. 13-03</p>
<p>Follow-up – Independent Accountant’s Report on Applying Agreed-Upon Procedures</p>		
<p>Financial Management</p>		
	<p>-Written policies and procedures for:</p> <ul style="list-style-type: none"> -Purchasing -Checks and balances compliance with bid law -Documentation required to maintain all bids and price quotes. 	<p>Not corrected. See Finding No. 13-02</p>
<p>Credit Cards</p>		
	<p>-Written policies and procedures</p>	<p>Not corrected. See Finding No. 13-02</p>
<p>Travel and Expense Reimbursement</p>		
	<p>-Written policies and procedures</p>	<p>Not corrected. See Finding No. 13-02</p>
<p>Contracts</p>		
	<p>-Written policies and procedures</p>	<p>Not corrected. See Finding No. 13-02</p>
<p>Payroll and Personnel</p>		
	<p>-Written policies and procedures</p>	<p>Not corrected. See Finding No. 13-02</p>

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Schedule of Current Year Audit Findings

**ST. HELENA PARISH SHERIFF
Greensburg, Louisiana**

**Schedule of Current Year Audit Findings
Year Ended June 30, 2013**

SECTION I: INTERNAL CONTROL

FINDING NO. 13-01

Sales taxes and Occupational Licenses

The Sheriff has listing of accounts for sales tax and occupational licenses that are delinquent. The Sheriff does not have an adequate policy for monitoring the delinquent accounts. The amounts owed should be collected timely. Lack of collecting receivable negatively impacts cash flow for many organizations.

It is recommended that the Sheriff review current practices and develop a policy for the collections of past due accounts.

FINDING NO. 13-02

Written Procedures

As was determined in the last audit in regards to the Accountant's Report on Applying Agreed-Upon Procedures, the Sheriff does not have written policies and procedures for

Financial Management

- Purchasing**
- Checks and balance compliance with bid law**
- Documentation required to maintained for all bids and price quotes**

Credit Cards

Travel and Expense Reimbursement

Contracts

Payroll

A written set of policies and procedures is a good business practice. Lack of written instructions can lead to incorrect and inconsistent practices. The Sheriff does not have a comprehensive written procedures manual.

It is recommended the Sheriff develop a comprehensive policy and procedures manual to address the above. Sample policies and procedures can be found on the Legislative Auditors website.

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Schedule of Current Year Audit Findings
Year Ended June 30, 2013

SECTION II: COMPLIANCE

FINDING NO. 13-03

Due to Taxing Bodies-Bond and Civil

The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$7,528 for the Civil Fund at June 30, 2013. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.

Accounting records for payables should have detail showing to whom monies are owed. These detail records should be reconciled to the general ledger monthly. The Sheriff is required by law to make proper disbursement of the monies.

It is recommended that an analysis of these accounts be performed and the money distributed to those owed.

FINDING NO. 13-04

Public Bid Law

The Sheriff violated the public bid law for the purchase of a \$19,963 phone system.

For purchases of material or supplies costing between \$10,000 and \$30,000, the Sheriff should obtain at least three (3) telephone or facsimile quotations and document as part of the approval process (R.S. 38:2212.1 (A)(1)(b)). The Sheriff did not obtain the quotes.

It is recommended the Sheriff develop purchasing procedures that adheres to the state public bid law.

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Management's Corrective Action Plan for
Current Year Audit Findings

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Management's Corrective Action Plan for Current Year Audit Findings
Year Ended June 30, 2013

<u>Ref. No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
Section I	Internal Control	
13-01	<p><u>Sales Taxes and Occupational Licenses</u> The Sheriff has listing of accounts for sales tax and occupational licenses that are delinquent. The Sheriff does not have an adequate policy for monitoring the delinquent accounts. The amounts owed should be collected timely. Lack of collecting receivable negatively impacts cash flow for many organizations.</p>	A policy for the collection of past due sales tax and occupational license accounts will be implemented.
13-02	<p><u>Written Procedures</u> As was determined in the last audit in regards to the Accountant's Report on Applying Agreed-Upon Procedures, the Sheriff does not have written policies and procedures for:</p> <p>Financial Management -Purchasing -Checks and balance compliance with bid law -Documentation required to maintained for all bids and price quotes</p> <p>Credit Cards</p> <p>Travel and Expense Reimbursement</p> <p>Contracts</p> <p>Payroll</p>	The Sheriff will develop a comprehensive policy and procedures manual for financial management, purchasing, etc., credit cards, travel and expense reimbursement, contracts and payroll.

<u>Ref. No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
Section II	Compliance	
13-03	<p><u>Due to Taxing Bodies-Bond and Civil</u> The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$7,528 for the Civil Fund at June 30, 2013. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.</p>	The St. Helena Sheriff's Office is still in the process of determining to whom these monies are owed.

ST. HELENA PARISH SHERIFF
Greensburg, Louisiana

Management's Corrective Action Plan for Current Year Audit Findings
Year Ended June 30, 2013

<u>Ref. No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
13-04	<u>Public Bid Law</u> The Sheriff violated the public bid law for the purchase of a \$19,963 phone system.	The St. Helena Sheriff's Office does Adhere to the public bid law. In this instance, the purchase of a phone system, there is only one land line phone system located in the Town of Greensburg where our office is located which is CenturyTel. We needed a vendor that could service and maintain the phone system.