

**WEST FELICIANA PARISH SHERIFF  
ST. FRANCISVILLE, LOUISIANA  
ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2006**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11-15-06

**WEST FELICIANA PARISH SHERIFF  
ST. FRANCISVILLE, LOUISIANA  
ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2006**

**CONTENTS**

	<u>Page</u>
<b>Independent Auditors' Report</b>	1-2
<b>Management's Discussion and Analysis</b>	3-8
<b>Basic Financial Statements:</b>	
<i>Government Wide Financial Statements.</i>	
Statement of Net Assets	9
Statement of Activities	10
<i>Fund Financial Statements:</i>	
Balance Sheet - Governmental Funds	11
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Assets	12
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds	13-14
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds to the Statement of Activities	15
Statement of Fiduciary Net Assets	16
<i>Notes to Financial Statements</i>	17-28
<b>Required Supplementary Information</b>	
Budgetary Comparison Schedule - General Fund	29-30
<b>Supplemental Information Schedules -</b>	
Capital Project Fund - Work Release Fund:	
Description	31
Statement of Revenues, Expenditures, & Changes in Fund Balance	32
Fiduciary Funds - Agency Funds:	
Descriptions	33
Combined Balance Sheet	34
Schedule of Changes in Balance Due to Taxing Bodies and Others	35
<b>Other Information Required by <i>Government Auditing Standards</i>:</b>	
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>	36
Schedule of Findings and Questioned Costs	37
Summary Schedule of Prior Audit Findings	38
Corrective Action Plan for Current Year Audit Findings	39

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CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT**

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

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Sheriff as of and for the year ended June 30, 2006, which collectively comprise the Sheriff's basic financial statements as listed in the foregoing table of contents. These financial statements are the responsibility of the West Feliciana Parish Sheriff management. Our responsibility is to express opinions on these financial statements based on our audit.

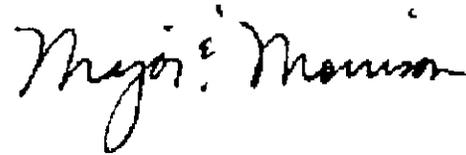
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Sheriff, as of June 30, 2006, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 25, 2006 on our consideration of the West Feliciana Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and budgetary comparison information on pages 3 through 8 and pages 29 and 30, are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the West Feliciana Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.*



Major and Morrison  
New Roads, Louisiana  
September 25, 2006

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**WEST FELICIANA PARISH SHERIFF**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2006**

Within this section of the West Feliciana Parish Sheriff (the Sheriff) annual financial report, the Sheriff's management provides this narrative discussion and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2006. The Sheriff's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

**FINANCIAL HIGHLIGHTS**

The Sheriff's assets exceeded its liabilities by \$6,472,171 (net assets) for the fiscal year reported.

Total assets are comprised of the following:

1. Capital assets, net of related debt, of \$1,207,684 include property and equipment, net of accumulated depreciation, and reduced for outstanding debt.
2. Unrestricted net assets of \$5,260,291 represent the portion available to maintain the Sheriff's continuing obligations to citizens and creditors.

The Sheriff's governmental funds reported total ending fund balance of \$5,264,487 this year. This compares to the prior year ending fund balance of \$5,272,333, showing an decrease of \$7,846. General fund balance of \$5,260,291 shows a \$3,142 decrease from the prior year.

At the end of the current fiscal year, unreserved fund balance for the General Fund was \$5,138,214. Overall, the Sheriff's office continues to maintain a strong financial position. The financial highlights are explained in more detail in the "financial analysis" section of this document.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This Management Discussion and Analysis document introduces the Sheriff's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Sheriff also includes in this report additional information to supplement the basic financial statements.

**Government-wide Financial Statements**

The Sheriff's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Sheriff's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

The first of these government-wide statements is the Statement of Net Assets. This is the government-wide statement of position presenting information that includes all of the Sheriff's assets and liabilities, with the difference reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Sheriff as a whole is improving or deteriorating. Evaluation of the overall health of the Sheriff's finances would extend to other nonfinancial factors such as diversification of the taxpayer base, in addition to the financial information provided in this report.

The second government-wide statement is the Statement of Activities, which reports how the Sheriff's net assets changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Sheriff's distinct activities or functions on revenues provided by the Sheriff's taxpayers.

**WEST FELICIANA PARISH SHERIFF**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2006**

The government-wide financial statements present governmental activities of the Sheriff that are principally supported by property taxes. The sole purpose of these governmental activities is public safety. The government-wide financial statements are presented on pages 9 and 10 of this report.

**Fund Financial Statements**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Sheriff uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Sheriff's most significant funds rather than the Sheriff as a whole.

The Sheriff has two kinds of funds:

Governmental funds are reported in the fund financial statements and encompass the same function reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Sheriff's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives. The basic governmental fund financial statements are presented on pages 11-15 of this report.

Fiduciary funds are reported in the fund financial statements and report taxes collected for other taxing bodies, deposits held pending a court action and the individual prison inmate accounts. The Sheriff only reports agency funds. The basic agency fund financial statement is presented on page 16 of this report.

**Notes to the basic financial statements**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 17 of this report.

**Other information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Sheriff's budget presentations. Budgetary comparison statements are included as "required supplementary information" for the general fund. These statements and schedules demonstrate compliance with the Sheriff's adopted and final revised budget. Required supplementary information can be found on pages 29 and 30 of this report.

In addition, other supplemental information providing details on the capital project fund and individual agency funds is presented on pages 32, 34, and 35 of this report.

**FINANCIAL ANALYSIS OF THE SHERIFF AS A WHOLE**

The Sheriff implemented the new financial reporting model used in this report beginning with the fiscal year ended June 30, 2003. Over time, as year-to-year financial information is accumulated on a

**WEST FELICIANA PARISH SHERIFF**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2006**

consistent basis, changes in net assets may be observed and used to discuss the changing financial position of the Sheriff as a whole.

The Sheriff's net assets at fiscal year-end are \$6,472,171. The following table provides a summary of the Sheriff's net assets:

Summary of Net Assets

	<u>2006</u>	<u>%</u>	<u>2005</u>	<u>%</u>
	<u>Governmental</u>	<u>Total</u>	<u>Governmental</u>	<u>Total</u>
	<u>Activities</u>		<u>Activities</u>	
<b>Assets:</b>				
Current assets and other assets	\$ 5,534,357	82%	\$ 5,554,592	82%
Capital assets	<u>1,207,684</u>	<u>18%</u>	<u>1,196,368</u>	<u>18%</u>
<b>Total Assets</b>	<u><b>6,742,041</b></u>	<u><b>100%</b></u>	<u><b>6,750,960</b></u>	<u><b>100%</b></u>
<b>Liabilities:</b>				
Current liabilities	269,870	100%	282,259	100%
Long-term liabilities	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>
<b>Total liabilities</b>	<u><b>269,870</b></u>	<u><b>100%</b></u>	<u><b>282,259</b></u>	<u><b>100%</b></u>
<b>Net assets:</b>				
Investment in capital assets, net of debt	1,207,684	19%	1,196,368	19%
Restricted	4,196	0%	8,900	0%
Unrestricted	<u>5,260,291</u>	<u>81%</u>	<u>5,263,433</u>	<u>81%</u>
<b>Total net assets</b>	<u><b>\$ 6,472,171</b></u>	<u><b>100%</b></u>	<u><b>\$ 6,468,701</b></u>	<u><b>100%</b></u>

The Sheriff continues to maintain a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio for governmental activities is 20.5 to 1.

The Sheriff reported positive balances in net assets for the governmental activities. Net assets for the sheriff increased by \$3,470 for governmental activities in fiscal 2006.

Note that only 19% of the governmental activities' net assets are tied up in capital assets. 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 assets:

**WEST FELICIANA PARISH SHERIFF**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2006**

Summary of Changes in Net Assets

	Governmental Activities <u>6/30/06</u>	Percent of Total <u>6/30/06</u>	Governmental Activities <u>6/30/05</u>	Percent of Total <u>6/30/05</u>
<b>Revenue:</b>				
<b>Program:</b>				
Charges for services	\$ 799,344	15%	\$ 641,794	12%
Operating grants	298,143	5%	570,436	10%
Capital grants	6,044	0%	5,623	0%
<b>General:</b>				
Ad Valorem taxes	3,889,762	71%	3,925,435	70%
Unrestricted state grants	248,801	5%	226,494	4%
Interest earnings	189,995	3%	100,333	2%
Miscellaneous	<u>72,570</u>	<u>1%</u>	<u>100,225</u>	<u>2%</u>
<b>Total revenues</b>	<b><u>5,504,659</u></b>	<b><u>100%</u></b>	<b><u>5,570,340</u></b>	<b><u>100%</u></b>
<b>Program expenses:</b>				
Public safety	5,501,189	100%	5,614,529	100%
Interest	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0%</u>
<b>Total expenses</b>	<b><u>5,501,189</u></b>	<b><u>100%</u></b>	<b><u>5,614,529</u></b>	<b><u>100%</u></b>
Change in net assets	3,470		( 44,190)	
Beginning net assets	<u>6,468,701</u>		<u>6,512,891</u>	
Ending net assets	<u>6,472,171</u>		<u>6,468,701</u>	

**Governmental Revenues**

The Sheriff is heavily reliant on property taxes to support its operation. Property taxes provided 71% of the sheriff's total revenues. Program revenues, intergovernmental agreements, sheriff's office fees and commissions, other sheriff's office revenues, and interest on deposits fund 29% of governmental operating expenses. Prior year percentages for property taxes were comparable to the current year's percentage.

**Governmental Functional Expenses**

The total function of the Sheriff's office is public safety activities. Of the total public safety costs, depreciation on the capital assets was \$267,905 or 4.8% of total costs.

**FINANCIAL ANALYSIS OF THE SHERIFF'S FUNDS**

**Governmental funds:**

As discussed, governmental funds are reported in the fund statements with short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$5,264,487. Of this year-end total, \$5,142,410 is unreserved indicating availability for

## WEST FELICIANA PARISH SHERIFF

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2006

continuing the sheriff's activities. Legally restricted fund balances (reserved fund balances) include \$122,078 for prepaid items.

The total ending fund balances of governmental funds show a decrease of \$7,846 and resulted mainly from both a decrease in revenues and expenses.

#### Major Governmental Funds

The General Fund is the Sheriff's primary operating fund and the largest source of day-to-day service delivery. The General Fund's balance decreased by \$3,142 from the prior year. In fiscal 2004 – 2005 the General Fund increased approximately \$35,495. The current year decrease was due to a small decrease in revenues and an effort by the sheriff to decrease operating costs (mainly fuel) because of the revenue decrease. Revenues decreased by \$65,681 mainly from decreases in grant income and property taxes. Expenses decreased by \$113,340 due to decreases in operating services (fuel, insurance, and supplies).

The General Funds ending fund balance was almost equal to the prior year, reflecting the continued goal of spending only what is generated and operating within budgeted costs. The fund balance reflects an adequate reserve for unexpected occurrences.

#### Budgetary Highlights

##### General Fund

The General Fund's original budget, which was not amended during the current year, was less than actual collected amounts reported in fiscal 2006. In fact, actual results were better than estimated in almost all revenue categories. Expenses came in slightly over budget, but within an acceptable range. Salaries were under budgeted due to overtime, operating expenses were somewhat higher due to fuel costs even though extra effort was made to contain those costs, and capital outlay was almost on target.

The original budget reported expected decreases in tax revenues and increases in capital outlays for needed equipment. Other items having budget significance included:

- An increase of 5.0% in health insurance coverage for employees
- Pension contributions were 9.0% higher (due to 1% increase in employer rate)
- Fuel costs were 21.6% higher than estimated due to higher gasoline prices
- Capital outlay included estimates for four new vehicles, a new office building for the CID/Narcotics Division and miscellaneous other capital equipment.

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

The Sheriff's investment in capital assets, net of accumulated depreciation as of June 30, 2006, was \$1,207,684. The overall increase was .9% for the Sheriff as a whole. See footnote number 6 for additional information about changes in capital assets during the fiscal year and balances at year end. The following table reflects a summary of capital asset activity.

**WEST FELICIANA PARISH SHERIFF**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2006**

**Capital Assets:**

	<u>Governmental Activities</u>	
	<u>2006</u>	<u>2005</u>
Depreciable assets:		
Building, equipment & furniture	\$ 1,125,291	\$ 923,231
Construction in progress	174,759	131,295
Vehicles	<u>1,263,049</u>	<u>1,317,403</u>
Total depreciated assets	2,563,099	2,371,929
Less accumulated depreciation	<u>1,519,321</u>	<u>1,390,705</u>
Book value – depreciable assets	<u>\$ 1,043,778</u>	<u>\$ 981,224</u>
Percentage depreciated	<u>59%</u>	<u>59%</u>

The major additions to capital assets include:

Three new vehicles & four ATV's	\$77,612
Four used vehicles	\$37,600
CID/Narcotics building	\$119,776
Communication and computer equipment	\$129,098

**Long-term debt:**

At the end of the fiscal year, the Sheriff had no long-term debt.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Approximately 71% of the sheriff's revenues are derived from ad valorem taxes, with the Entergy River Bend Nuclear Plant providing 72% of the ad valorem taxes in the parish. As the plant ages, assessment values and revenues will continually decline. Grant revenues are expected to increase due to funding for the work release center and homeland security related funds. Expenses in total are expected to remain stable with increases in the capital outlay budget to fund 6 new vehicles (implementing a system of yearly replacements to avoid large one time expenditures), an equipment storage building, and other capital equipment. Group health costs are expected to increase 9% with pension costs remaining comparable to last year. Funds are to be provided for a possible \$1,000 annual increase to all full time employees. Due to the work release center construction, it is expected that the need to use excess fund balance will occur at some point during the year.

**CONTACTING THE SHERIFF'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Sheriff's finances, comply with finance-related laws and regulations, and demonstrate the Sheriff's commitment to public accountability. If you have questions about this report or would like to request additional information, contact J. Austin Daniel, Sheriff, West Feliciana Sheriff and Tax Collector, P. O. Box 1844, St. Francisville, LA, 70775.

**BASIC FINANCIAL STATEMENTS**

WEST FELICIANA PARISH SHERIFF  
St. Francisville, Louisiana

Statement of Net Assets

June 30, 2008

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 61,804
Investments	5,221,338
Accounts receivable	129,138
Prepaid assets	122,078
Capital assets:	
Land	163,906
Other capital assets, net of depreciation	<u>1,043,778</u>
Total Assets	<u>6,742,041</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	<u>269,870</u>
Total Liabilities	<u>269,870</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	1,207,684
Restricted for:	
Capital projects	4,196
Unrestricted (deficit)	<u>5,260,291</u>
Total net assets	<u>\$ 6,472,171</u>

The accompanying notes are an integral part of this statement.

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

**Statement of Activities**

**For the Year Ended June 30, 2006**

<b>FUNCTIONS/PROGRAMS</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense) Revenue</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>
<i>Governmental activities:</i>				
General government - Public Safety	\$ 5,501,189	\$ 799,344	\$ 298,143	\$ 6,044
				\$ (4,397,658)
<b>Total governmental activities</b>	<b>\$ 5,501,189</b>	<b>\$ 799,344</b>	<b>\$ 298,143</b>	<b>\$ 6,044</b>
				<b>(4,397,658)</b>
<i>General revenues:</i>				
Ad valorem taxes				3,889,762
State revenue sharing				119,884
Video poker revenues				128,937
Gain (loss) on sale of equipment				3,812
Miscellaneous				68,958
Unrestricted investment earnings				<u>189,995</u>
<b>Total general revenues</b>				<u>4,401,128</u>
Change in net assets				3,470
<b>Net assets - beginning of the year</b>				<u>6,468,701</u>
<b>Net assets - end of the year</b>				<u>\$ 6,472,171</u>

The accompanying notes are an integral part of this statement.

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

**June 30, 2008**

	GENERAL FUND	OTHER GOVERNMENTAL FUND	TOTAL GOVERNMENTAL FUNDS
<b>ASSETS AND OTHER DEBITS</b>			
Assets:			
Cash and cash equivalents	\$ 57,808	\$ 4,196	\$ 61,804
Investments	5,221,338	0	5,221,338
Receivables	129,138	0	129,138
Prepaid assets	122,078	0	122,078
Total Assets and other debits	\$ 5,530,162	\$ 4,196	\$ 5,534,357
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>			
Liabilities:			
Accounts and salaries payable	\$ 29,373	\$ 0	\$ 29,373
Compensated absences payable	240,498	0	240,498
Total Liabilities	269,870	0	269,870
Equity and Other Credits:			
Fund balances			
Reserved for prepaids	122,078	0	122,078
Unreserved - designated	0	4,196	4,196
Unreserved - undesignated	5,138,214	0	5,138,214
Total Equity and Other Credits	5,260,291	4,196	5,264,487
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>\$ 5,530,162</b>	<b>\$ 4,196</b>	<b>\$ 5,534,357</b>

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF  
St. Francisville, Louisiana

Reconciliation of the Balance Sheet - Governmental Funds  
to the Statement of Net Assets

For the Year Ended June 30, 2006

Total fund balance - governmental funds	\$ 5,254,487
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance sheet - governmental funds.	1,207,684
Long-term liabilities, including certificates of indebtedness, are not due and payable in the current period and therefore are not reported in the governmental funds.	<u>0</u>
Total net assets of governmental activities	<u>\$ 6,472,171</u>

The accompanying notes are an integral part of this statement.

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

**Combined Statement of Revenues, Expenditures,  
and Changes In Fund Balance  
For the Year Ended June 30, 2006**

	<b>GENERAL FUND</b>	<b>OTHER GOVERNMENTAL FUND</b>	<b>TOTAL GOVERNMENTAL FUNDS</b>
<b>REVENUES</b>			
Ad valorem taxes	\$ 3,889,762	\$ 0	\$ 3,889,762
Intergovernmental revenues:			
Federal grants	112,847	6,044	118,890
State grants:			
State revenue sharing	119,884	0	119,884
State supplemental pay	141,483	0	141,483
Miscellaneous	43,814	0	43,814
Local	397,556	0	397,556
Fees, charges, and commissions for services:			
Commissions on licenses, etc.	26,223	0	26,223
Civil and criminal fees	28,705	0	28,705
Court attendance	2,825	0	2,825
Feeding, transporting, and keeping prisoners	274,098	0	274,098
Other	26,029	0	26,029
Fines and forfeitures	37,265	0	37,265
Interest	189,995	0	189,995
Miscellaneous	204,538	0	204,538
	<u>5,495,003</u>	<u>6,044</u>	<u>5,501,046</u>
<b>Total revenues</b>			
<b>EXPENDITURES</b>			
Public safety:			
Personal services and related benefits	3,788,254	0	3,788,254
Operating services	1,163,954	0	1,163,954
Material and supplies	223,865	0	223,865
Travel and other charges	39,708	0	39,708
Capital outlay	320,822	43,464	364,086
Facilities acquisition & construction	0	1,240	1,240
Miscellaneous	18,263	0	18,263
	<u>5,552,687</u>	<u>44,704</u>	<u>5,597,371</u>
<b>Total expenditures</b>			
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (57,684)</b>	<b>\$ (38,660)</b>	<b>\$ (96,324)</b>

The accompanying notes are an integral part of this statement.

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

**Combined Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended June 30, 2008**

	<b>GENERAL FUND</b>	<b>OTHER GOVERNMENTAL FUND</b>	<b>TOTAL GOVERNMENTAL FUNDS</b>
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>	\$ (57,664)	\$ (38,880)	\$ (96,324)
<b>OTHER FINANCING SOURCES(Uses)</b>			
Sale of equipment	88,478	0	88,478
Operating transfers in	0	33,957	33,957
Operating transfers out	(33,957)	0	(33,957)
Total other financing sources(uses)	64,522	33,957	88,478
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	(3,142)	(4,704)	(7,846)
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	5,283,433	8,900	5,272,333
<b>FUND BALANCE AT END OF YEAR</b>	\$ 5,280,291	\$ 4,196	\$ 5,284,487

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF  
St. Francisville, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes In Fund Balances - Governmental Funds to the Statement of Activities

For the Year Ended June 30, 2006

Net change in fund balances - total governmental funds \$ (7,846)

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

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

Capital outlays	364,086
Depreciation expense	(267,905)

Governmental funds report the proceeds from the sale of capital assets as revenues.  
However, in the statement of activities only gains or losses are reported:

Gain (loss) on the disposal of capital assets	3,612
Proceeds from sale of capital assets	(88,478)

Repayment of the principal of long term debt results in the use of current financial resources  
in the governmental funds, but has no effect on the Statement of Net Assets. This represents  
the amount of principal retirement of long term debt.

0

Change in net assets of governmental activities \$ 3,470

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF  
St. Francisville, Louisiana

STATEMENT OF FIDUCIARY NET ASSETS  
June 30, 2006

	<u>AGENCY FUNDS</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ <u>181,041</u>
<b>TOTAL ASSETS</b>	<b>\$ <u>181,041</u></b>
<b>LIABILITIES</b>	
Due to taxing bodies and others	<u>181,041</u>
<b>TOTAL LIABILITIES</b>	<b>\$ <u>181,041</u></b>

The accompanying notes are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS**

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2006**

**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, fines, costs, and bond forfeitures imposed by the district court.

**1. SUMMARY OF SIGNIFICANT POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the West Feliciana 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 34, *Basic Financial Statements— and Management's Discussion and Analysis— for State and Local Governments*, issued in June 1999.

**B. REPORTING ENTITY**

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

The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general 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 financial management by segregating transactions relating to certain government functions or activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Funds of the sheriff are classified into two categories: governmental and fiduciary. Each category, in turn is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**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 General Fund, as provided by Louisiana Revised Statute 13:1422, is the principal fund of the sheriff's office and accounts for all financial resources, except those required to be accounted for in other funds. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

*Capital Project Fund*—accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in other governmental funds.

**Fiduciary Funds**

Fiduciary fund reporting focuses on net assets and changes in net assets. 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. The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from these funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. 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 Assets and the Statement of Activities display information about the sheriff as a whole. These statements include all the financial activities of the sheriff. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or 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*.

**Program Revenues** – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund and other funds of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance 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

**WEST CALCIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

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**

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

Local intergovernmental reimbursements are recognized monthly when available and measurable.

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

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

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

Substantially all other revenues are recorded when received.

**Expenditures**

Salaries are recorded as expenditures when earned.

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

Compensated absences are recognized as benefits are earned.

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

**Other Financing Sources (Uses)**

Transfers between funds, which are not expected to be repaid, sale of equipment, and proceeds from the sale of certificates of indebtedness are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

**Deferred Revenues**

Deferred revenues arise when resources are received by the sheriff before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

sheriff has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

**E. BUDGETS**

The proposed budget for the general fund, which is prepared on the modified accrual basis of accounting, for fiscal year June 30, 2006 was made available for public inspection on June 14, 2005. A notice concerning the public hearing was published in the official journal on June 16, 2005. The public hearing was held at the West Feliciana Parish Sheriff's office on June 30, 2005 for comments from taxpayers at which time it was legally adopted. The budget is legally adopted and amended, as necessary, by the sheriff.

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

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

**F. ENCUMBRANCES**

The Office of the West Feliciana Parish Sheriff does not employ encumbrance accounting.

**G. CASH AND CASH EQUIVALENTS**

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

**H. INVESTMENTS**

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

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

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

In accordance with GASB Statement No. 31, the sheriff reports investments at amortized cost, money market investments and participating interest-bearing investment contracts that have a remaining maturity at time of purchase

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

**I. PREPAID ITEMS**

The Sheriff records prepaid assets for any significant expenditure that can be allocable to future periods in both the government-wide and fund financial statements.

**J. 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. All fixed assets are valued at historical cost.

Capital assets are recorded in the Statement of Net Assets 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. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Life</u>
Buildings	40 years
Vehicles	5 years
Office furniture & equipment	5 - 20 years
Law enforcement weapons & equipment	7 - 10 years

**K. COMPENSATED ABSENCES**

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

Annual Leave

One week vacation after one year of service; Two weeks after three years of service.  
Three weeks after eight years of service; Four weeks after twelve years of service.  
Five weeks after eighteen years of service; Six weeks after thirty or more years of service.  
Accumulation of 5 days is allowed to be carried over from date of hire to following year's date of hire and will be paid upon retirement, resignation, or termination.

K-time

Compensatory time may be awarded to employees in lieu of cash payments and is work performed in connection with an emergency declared by the sheriff. K-time may accrue up to a maximum of 240 hours, must be used within one year from the date earned, and is paid upon termination.

Sick Leave

At the Sheriff's discretion.

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

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

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**L. RESTRICTED NET ASSETS**

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

- 1) externally imposed by creditors ( such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
- 2) imposed by law through constitutional provisions or enabling legislation.

**M. FUND EQUITY**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

**N. USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The following fund had actual expenditures over budgeted appropriations for the year ended June 30, 2006:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
General Fund	\$5,442,750	\$5,442,750	\$5,552,667	\$109,917

**3. LEVIED TAXES**

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Property Tax	8.43	8.43	Indefinite
Property Tax	5.77	5.77	December 31, 2010

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed</u>	<u>Ad Valorem Tax Revenue for Sheriff</u>
Entergy	Utility	\$206,945,240	70.82%	\$ 2,938,622
Tombec	Paper	22,133,221	7.57%	314,292
Texas Eastern	Utility	4,207,170	1.43%	59,742
Dixie Electric	Utility	1,916,840	0.66%	27,219
Bell South	Telephone	<u>1,451,430</u>	<u>0.50%</u>	<u>20,610</u>
		<u>\$236,653,901</u>	<u>80.98%</u>	<u>\$ 3,360,485</u>

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**4. DEPOSITS AND INVESTMENTS**

**A. Cash and Cash Equivalents**

Cash and Cash equivalents include bank accounts and short-term investments. See Note 1(G) for additional cash disclosure note information.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure the Sheriff's deposits may not be returned. Deposits are exposed to custodial credit risk if they are either (a) uninsured and uncollateralized, or (b) uninsured and collateralized with securities held by the pledging financial institution or it's trust department/agent but not in the name of the Sheriff. The Sheriff's cash and investment policy, as well as state law, require that deposits be fully secured by federal deposit insurance or the pledge of securities owned by the bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the bank. The following chart represents bank balances for the sheriff as of June 30, 2006. Deposits are listed in terms of whether they are exposed to custodial credit risk.

	<u>Uninsured &amp; Uncollateralized</u>	<u>Uninsured &amp; collateralized With securities held by Pledging Institution or it's Trust Department/Agent But not in the Entity's Name</u>	<u>Total Bank Balances - All Deposits</u>	<u>Total Carrying Value - All Deposits</u>
Cash and Cash Equivalents	\$ _____	\$ _____	\$ 411,700	\$ 242,845

Total bank balances and total carrying amount of deposits includes cash in the agency funds at year end.

**B. Investments**

Investments are stated at fair value. See also Note 1 (H) for additional investment disclosure information.

Credit Risk - Investments

Investments permitted by state statute include obligations issued, insured or guaranteed by the U.S. government including certificates or other ownership interest in such obligations and/or investments in registered mutual or trust funds consisting solely of U.S. government securities. The Sheriff's investment program is limited to purchases of bank certificate of deposits, U.S. treasury and government agency obligations as well as investments in the Louisiana Asset Management Pool, Inc. (LAMP). LAMP is a nonprofit corporation formed by an initiative of the State Treasurer, and organized under the laws of the State of Louisiana which operates a local government investment pool. It is the Sheriff's opinion that since these securities are governmental agencies, credit risk is not a factor.

Custodial Credit Risk - Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the Sheriff will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agent but not in the name of the Sheriff. The following chart presents the investment position of the Sheriff as of June 30, 2006. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**Investments**

	Uninsured, Unregistered, and Held by the <u>Counterparty</u>	Uninsured, Unregistered & Held by the Counterparty's Trust Department or Agent <u>But not in the Entity's Name</u>	<u>All Investments - Reported Amount</u>	<u>All Investments - Fair Value</u>
Certificates of Deposit			\$ 1,530,194	\$ 1,530,194
<u>Investments Not Categorized:</u>				
LAMP	-	-	<u>\$ 3,691,144</u>	<u>\$ 3,691,144</u>
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,221,338</u>	<u>\$ 5,221,338</u>

**Interest Rate Risk - Investments**

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The Sheriff's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to liquidation of securities prior to maturity, especially in a rising interest rate environment. Investing in longer term maturities that contain a "step up" in coupon interest rates will also contribute to the reduction of interest rate risk. Investments classified by maturity dates at June 30, 2006 are summarized below:

<u>Investment</u>	<u>Fair Value</u>	<u>0-1 Years Before Maturity</u>	<u>1-5 Years Before Maturity</u>	<u>6+ Years Before Maturity</u>
Certificates of Deposits	\$ 1,530,194	\$ 1,530,194	-	-
LAMP	<u>3,691,144</u>	<u>3,691,144</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 5,221,338</u>	<u>\$ 5,221,338</u>	<u>\$ -</u>	<u>\$ -</u>

**5. RECEIVABLES**

The following is a summary of receivables at June 30, 2006:

	<u>General Fund</u>
<u>Intergovernmental:</u>	
Federal	\$ 20,501
State	41,173
Local	40,640
Accounts	25,643
Accrued Interest Receivable	<u>1,181</u>
Total Receivables	<u>\$ 129,138</u>

**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2006 are as follows:

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

	<u>Furniture &amp; Fixtures</u>	<u>Vehicles</u>	<u>Weapons &amp; Equipment</u>	<u>Land &amp; Buildings</u>	<u>Totals</u>
Cost of capital assets, June 30, 2005	\$ 44,202	\$ 1,317,403	\$ 780,426	\$ 313,747	\$2,455,778
Additions	3,975	115,212	80,890	120,545	320,622
Deletions	<u>0</u>	<u>( 169,567)</u>	<u>( 3,350)</u>	<u>( 51,238)</u>	<u>(224,155)</u>
Cost of capital assets, June 30, 2006	<u>48,177</u>	<u>1,263,048</u>	<u>857,966</u>	<u>383,054</u>	<u>2,552,245</u>
Accumulated depreciation, June 30, 2005	28,916	922,627	433,156	6,006	1,390,705
Additions	5,624	159,861	99,690	2,730	267,905
Deletions	<u>0</u>	<u>(138,172)</u>	<u>(1,117)</u>	<u>0</u>	<u>(139,289)</u>
Accumulated depreciation, June 30, 2006	<u>34,540</u>	<u>944,316</u>	<u>531,729</u>	<u>8,736</u>	<u>1,519,321</u>
Capital assets net of accumulated depreciation, at June 30, 2006	<u>\$13,637</u>	<u>\$ 318,732</u>	<u>\$ 326,237</u>	<u>\$ 374,318</u>	<u>\$1,032,924</u>

Construction in progress on the work release center in the amount of \$174,760 has not begun to be depreciated due to non-completion of the asset and is not included in the above amounts. Depreciation expense of \$267,905 for the year ended June 30, 2006 was charged to the general fund governmental function.

**7. PENSION PLAN**

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

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 percent for each year if total service is at least 12 but less than 15 years, 2.75 percent for each year if total service is at least 15 but less than 20 years, and 3 percent for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by .25 percent for all service rendered on or after January 1, 1980). In any case, the retirement benefit cannot exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriff's 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 10.0 percent of their annual covered salary and the West Feliciana Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 10.75 percent of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the West Feliciana Parish Sheriff are established and may be amended by state statute. As provided by Louisiana

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Feliciana Parish Sheriff's contributions to the System for the years ending June 30, 2006, 2005, and 2004, were \$272,052, \$248,626, and \$231,251, respectively, equal to the required contributions for each year.

**8. DEFERRED COMPENSATION PLAN**

Certain employees of the Sheriff participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

**9. OTHER POSTEMPLOYMENT BENEFITS**

The West Feliciana Parish Sheriff provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the sheriff. The sheriff recognizes the cost of providing these benefits (the sheriff's portion of premiums) as an expenditure when the monthly premiums are due, which was \$22,789 for the year ending June 30, 2006. The sheriff had seven retirees receiving benefits as of June 30, 2006.

**10. COMPENSATED ABSENCES**

At June 30, 2006, employees of the sheriff have accumulated and vested \$240,498 of employee leave benefits, which was computed in accordance with GASB Codification C60. This entire amount is recorded as an obligation of the General Fund.

**11. LEASES**

The sheriff has operating leases for three copiers, office and storage space with various local entities. Rent expense was \$35,877 for the year ending June 30, 2006. The minimum annual commitments under cancelable operating leases are as follows:

<u>Fiscal year</u>	<u>Office Facilities</u>
2007	2,642
2008	662
2009	0
2010	0
2011	<u>0</u>
<b>Totals</b>	<b><u>\$ 3,304</u></b>

**12. CHANGES IN AGENCY FUND BALANCES**

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

**13. LONG-TERM OBLIGATIONS**

The sheriff had no long-term obligations for the year ended June 30, 2006.

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**14. INTERFUND TRANSFERS**

The following inter-fund transfers were incurred during the year ended June 30, 2006:

<u>Transferring Fund</u>	<u>Capital Project Fund</u>
General Fund	\$ 33,957

Transfers to the capital project fund were for the initial start up expenses incurred for the building of a work release center.

**15. LITIGATION, CLAIMS, AND RISK MANAGEMENT**

At June 30, 2006, the sheriff is involved in three lawsuits and no unasserted claims. In the opinion of the sheriff's legal counsel, the ultimate resolution of these claims would not materially affect the financial statements. However, the ultimate outcome of these matters cannot presently be determined and no provision for any liability that may result from such claims has been made in the financial statements. The cost of litigation and claims incurred during the current year was \$7,573. The sheriff manages its risk from losses by purchasing commercial insurance coverage. Of the above lawsuits, legal council indicates all are covered by the sheriff's insurance policies with no decrease in coverage amounts from the prior year.

**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 as follows:

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

**17. ON-BEHALF PAYMENTS**

A portion of the salaries of the sheriff's deputies are paid through a supplement from the state. These payments provide the deputies of the sheriff's office with an additional \$300 per month, which is added to their base salary. For the year ended June 30, 2006, \$141,463 was received from the state and is included in revenues under state supplemental pay and in expenses under personal services and related benefits on the combined statement of revenue, expenditures, and changes in fund balance.

**18. CONSTRUCTION COMMITMENTS**

The Sheriff plans to build an 88 bed minimum security work release center. This center is estimated to cost \$1.6 million and is to be financed by a \$500,000 federal grant, current operations, and loans from local area banks. Plans and specifications as well as the environmental assessment report are complete with the loan application pending before moving forward on the project. Preliminary architect costs and site development have begun on the project expected to be completed within the next fiscal year.

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Notes to the Financial Statements**

**19. FEDERAL FINANCIAL ASSISTANCE**

The sheriff participates in the following federal financial assistance programs:

<u>Federal Grants/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass Through Grantor's Number</u>	<u>Expenditures</u>
<b>United States Department of Justice</b>			
Passed through the Louisiana Commission on Law Enforcement:			
Byrne Formula Grant Program- Integrated Criminal Apprehension	16.579	B04-5-022	5,638
Byrne Memorial Justice Assistance Grant Criminal Patrols	16.738	B05-5-021	10,871
Violence Against Women Formula Grant- Combination Investigation	16.588	M03-5-004 M04-5-004	7,695 9,074
Juvenile Justice & Delinquency Prevention- Law Enforcement Equipment	16.540	J02-8-014	6,000
Juvenile Accountability Incentive Block Grants- Local Probation	16.523	A03-8-037	6,117
Passed through La. Dept of Public Safety & Corrections:			
Violent Offender Incarceration & Truth in Sentencing Incentive Grant (VOITIS)- Work Release Facility	16.586	N/A	<u>6,044</u>
Total United States Department of Justice			<b><u>\$ 51,439</u></b>
<b>United States Department of Homeland Security</b>			
Passed through La. Military Department- Office of Homeland Security & Emergency Preparedness:			
Disaster Grant – Public Assistance			
Hurricane Katrina	97.036	FEMA1603-DR-LA	46,100
Hurricane Rita	97.036	FEMA1607-DR-LA	20,788
Law Enforcement Terrorism Prevention Program (ODP Grant Funds)	97.074	LETPPX04-5-016	<u>563</u>
Total other			<u>67,451</u>
Total Program Expenditures			<b><u>\$118,890</u></b>

**REQUIRED SUPPLEMENTARY INFORMATION**

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

**BUDGETARY COMPARISON SCHEDULE**  
**For the Year Ended June 30, 2006**

	<u>BUDGETED AMOUNTS</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>ACTUAL</u>	<u>FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>				
Ad valorem taxes	\$ 3,784,000	\$ 3,784,000	\$ 3,889,762	\$ 105,762
Intergovernmental revenues:				
Federal grants	73,700	73,700	112,847	39,147
State grants:				
State revenue sharing	119,000	119,000	119,864	864
State supplemental pay	140,000	140,000	141,483	1,483
Miscellaneous	19,000	19,000	43,814	24,814
Local	265,600	265,600	397,556	131,956
Fees, charges, and commissions for services:				
Commissions on licenses, etc.	20,000	20,000	26,223	6,223
Civil and criminal fees	25,000	25,000	28,705	3,705
Court attendance	2,500	2,500	2,825	325
Feeding, transporting, and keeping prisoners	130,000	130,000	274,098	144,098
Other	22,000	22,000	26,029	4,029
Fines and forfeitures	0	0	37,285	37,285
Interest	85,000	85,000	189,995	104,995
Miscellaneous	127,900	127,900	204,538	76,638
	<u>4,813,700</u>	<u>4,813,700</u>	<u>6,496,003</u>	<u>681,303</u>
<b>EXPENDITURES</b>				
Public safety:				
Personal services and related benefits	3,731,350	3,731,350	3,788,254	(56,904)
Operating services	1,088,200	1,088,200	1,163,954	(75,754)
Material and supplies	231,000	231,000	223,865	7,135
Travel and other charges	50,000	50,000	39,708	10,292
Capital outlay	302,200	302,200	320,622	(18,422)
Miscellaneous	40,000	40,000	16,263	23,737
	<u>5,442,750</u>	<u>5,442,750</u>	<u>5,552,667</u>	<u>(109,917)</u>
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (629,050)</b>	<b>\$ (629,050)</b>	<b>\$ (57,664)</b>	<b>\$ 671,386</b>

**WEST FELICIANA PARISH SHERIFF**  
**St Francisville, Louisiana**  
**GENERAL FUND**

**BUDGETARY COMPARISON SCHEDULE**  
**For the Year Ended June 30, 2006**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		<u>WITH FINAL</u> <u>BUDGET</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
<b>EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES</b>	\$ (829,050)	\$ (629,050)	\$ (57,664)	\$ 571,388
<b>OTHER FINANCING SOURCES (Uses)</b>				
Sale of equipment	9,000	9,000	88,478	79,478
Operating transfers out	0	0	(33,957)	(33,957)
Total other financing sources (uses)	<u>9,000</u>	<u>9,000</u>	<u>54,522</u>	<u>45,522</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	(620,050)	(620,050)	(3,142)	616,908
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>5,034,524</u>	<u>5,034,524</u>	<u>5,263,433</u>	<u>228,909</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 4,414,474</u>	<u>\$ 4,414,474</u>	<u>\$ 5,260,291</u>	<u>\$ 845,817</u>

**SUPPLEMENTAL INFORMATION SCHEDULES**

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
**As of and for the Year Ended June 30, 2006**

**CAPITAL PROJECT FUND**

Capital project funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

**WORK RELEASE CENTER**

To account for the acquisition and construction of an 88 bed minimum security work release center. Expenditures are to be funded through a \$500,000 federal grant, loans from local banks, and excess operating funds.

**WEST FELICIANA PARISH SHERIFF  
 SL Francineville, Louisiana  
 CAPITAL PROJECT FUNDS**

**Statement of Revenues, Expenditures,  
 and Changes in Fund Balances  
 For the Year Ended June 30, 2006**

	<u>WORK RELEASE CENTER FUND</u>
<b>REVENUES</b>	
Intergovernmental revenue:	
Federal grant	\$ 6,044
Miscellaneous	0
Interest earnings	0
Total revenues	<u>6,044</u>
<b>EXPENDITURES</b>	
General administration	0
Loan issuance costs	0
Facilities acquisition and construction	1,240
Capital outlay	43,464
Miscellaneous	0
Total expenditures	<u>44,704</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(38,660)</u>
<b>OTHER FINANCING SOURCES (Uses)</b>	
Bond Proceeds	0
Operating transfers in	33,957
Operating transfers out	0
Total other financing sources (uses)	<u>33,957</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>(4,704)</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>8,800</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 4,196</u>

**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
**As of and for the Year Ended June 30, 2006**

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**SHERIFF'S FUND**

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

**TAX COLLECTOR FUND**

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

**FINE ACCOUNT**

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

**CANTEN FUND**

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

**WITNESS SUBPOENA FUND**

This Fund is to account for the reimbursements from the police jury for payment to off duty deputies for testifying in court proceedings involving judicial matters. Funds are reimbursed to the sheriff who in turn makes payments to deputies who testify on the judicial matters.

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

**Combined Balance Sheet, June 30, 2006**

	SHERIFF'S FUND	TAX COLLECTOR FUND	FINES FUND	CANTEEN FUND	TOTAL
<b>ASSETS</b>					
Cash and cash equivalents	\$ 65,860	\$ 507	\$ 78,429	\$ 36,255	\$ 181,041
<b>TOTAL ASSETS</b>	<b>\$ 66,860</b>	<b>\$ 507</b>	<b>\$ 78,429</b>	<b>\$ 36,255</b>	<b>\$ 181,041</b>
<b>LIABILITIES</b>					
Due to taxing bodies and others	65,860	507	78,429	36,255	181,041
<b>TOTAL LIABILITIES</b>	<b>\$ 65,860</b>	<b>\$ 507</b>	<b>\$ 78,429</b>	<b>\$ 36,255</b>	<b>\$ 181,041</b>

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

**Schedule of Changes In Balance Due  
to Taxing Bodies and Others  
For the Year Ended June 30, 2008**

	TAX SHERIFF'S COLLECTOR FUND	FINES FUND	CANTEEN FUND	WITNESS SUBPOENA FUND	TOTAL
<b>BALANCES AT BEGINNING OF YEAR</b>	<b>\$ 65,765</b>	<b>\$ 3,586</b>	<b>\$ 75,222</b>	<b>\$ 18,860</b>	<b>\$ 0</b>
<b>ADDITIONS</b>					
Deposits:					
Sheriff's Sales	\$ 21,519				\$ 21,519
Cash bonds	102,140				102,140
Fines and Costs		703			703
Garnishments	98,271				98,271
Bail bonds	28,085				28,085
Parish licenses	82,936				82,936
Forfeitures & fines	147,687				147,687
Other deposits	0		249,776	3,000	252,776
Taxes, fees, etc., paid to tax collector		19,689,068			19,689,068
Interest	3,197	0	2,505	0	5,702
<b>Total additions</b>	<b>\$ 483,835</b>	<b>\$ 19,689,068</b>	<b>\$ 3,208</b>	<b>\$ 249,776</b>	<b>\$ 3,000</b>
<b>Total</b>	<b>\$ 549,600</b>	<b>\$ 19,692,654</b>	<b>\$ 78,429</b>	<b>\$ 268,736</b>	<b>\$ 3,000</b>
<b>REDUCTIONS</b>					
Taxes, fees, etc., distributed to taxing bodies and others		19,692,148			19,692,148
Deposits settled to:					
Sheriff's General Fund	53,726		0		53,726
Police jury	9,862				9,862
District attorney	28,682				28,682
Indigent defender board	28,601				28,601
Criminal court fund	50,703				50,703
Clerk of court	21,267				21,267
Litigants	96,000				96,000
Attorneys, appraisers, etc.	91,129				91,129
Other settlements	103,769		0		103,769
Other reductions:					
Purchases - merchandise			232,481	3,000	235,481
<b>Total reductions</b>	<b>\$ 483,750</b>	<b>\$ 19,692,148</b>	<b>\$ 0</b>	<b>\$ 232,481</b>	<b>\$ 3,000</b>
<b>BALANCES AT END OF YEAR</b>	<b>\$ 65,850</b>	<b>\$ 507</b>	<b>\$ 78,429</b>	<b>\$ 36,255</b>	<b>\$ 0</b>

**OTHER INFORMATION REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

# MAJOR & MORRISON

CERTIFIED PUBLIC ACCOUNTANTS

JOHN L. MORRISON III, CPA, PC  
MARK A. DAVID, CPA, PC

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

VAN P. MAJOR, CPA (1951-2005)

## 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 J. Austin Daniel  
West Feliciana Parish Sheriff  
P O Drawer 1844  
St. Francisville, Louisiana

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Sheriff, as of and for the year ended June 30, 2006, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated September 25, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

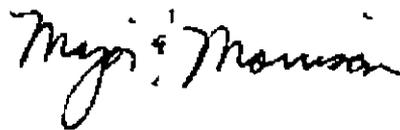
In planning and performing our audit, we considered the West Feliciana Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the West Feliciana Parish Sheriff's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed 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 findings and questioned costs as item 06-1.

This report is intended solely for the information and use of the West Feliciana Parish Sheriff, management, and the Legislative Auditor for the State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Major & Morrison  
New Roads, Louisiana  
September 25, 2006



**WEST FELICIANA PARISH SHERIFF**  
**St. Francisville, Louisiana**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended June 30, 2006**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness (es) identified?	__yes <u>X</u> _no
Reportable condition(s) identified not considered to be material weaknesses?	__yes <u>X</u> none reported
Noncompliance material to financial statements noted?	<u>X</u> _yes __no

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**Finding 06-1**

**Criteria:** According to LA RS 49:125 "any political subdivision of the state is hereby authorized to sell surplus moveable property at public auction, in addition to the other methods provided by law for such sales". LA RS 38:2319.21 "shall not prohibit the donation or exchange of moveable surplus property between or among political subdivisions whose functions include public safety". Surplus property can also be sold through competitive bids to the highest bidder after advertisement in the same manner required by the public bid law.

**Condition:** The West Feliciana Parish Sheriff's office sold 2 used surplus forklifts for \$2,000, without holding a public auction nor advertising for bids to the highest bidder, to a non-governmental entity.

**Effect:** Results in a violation of LA RS 49:125. It also results in the possibility that the Sheriff's office could have obtained additional funds from the sale by holding either a public auction or advertising for bids resulting in higher income from the sale.

**Cause:** Property sales procedures for the Sheriff's office were not properly followed by the maintenance services manager according to state statutes and the sheriff's policy manual. The service manager was uninformed of the law regarding sale of surplus public property and sold the used equipment for parts.

**Recommendation:** We recommend that steps be taken to inform those employees involved in tracking and maintaining the fixed assets of the proper procedures involved with the sale of surplus property and dispositions be reviewed by an authorized supervisor before the transaction is finalized.

**Management's Response:** The chief financial officer discovered the sale of the surplus forklifts upon review of the monthly financial records and noted that the proper procedures were not followed according to RS 49:125. He contacted legal council as to what should be done and was informed to make a note in the audit file for the independent accountants to cite in the upcoming audit and inform the maintenance manager of the proper procedures in disposing of surplus property. The chief financial officer has taken steps to inform all authorized personnel of the proper procedures of public property dispositions and installing an additional approval step prior to transactions being finalized so that this will not occur again.

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

**Summary Schedule of Prior Audit Findings**  
**For the Year Ended June 30, 2006**

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

There were no prior year audit findings.

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

Not applicable.

**Section III -- Management Letter**

No management letter was issued.

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

**Corrective Action Plan for**  
**Current Year Audit Findings**  
**For the Year Ended June 30, 2006**

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completed</u>
<b>Section I – Internal Control and Compliance Material to the Financial Statements:</b>				
06-01	Violation of LA RS 49:125 sale of surplus public property without auction or advertisement for bids.	Additional controls implemented adding additional approval process prior to finalizing sale and informing the in charge employees of proper sale procedures.	J. Kapp J.A. Daniel	01/2006

**Section II – Internal Control and Compliance Material to Federal Awards:**

Not applicable.

**Section III – Management Letter**

*No management letter was issued.*