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ALLEN PARISH SHERIFF  
Oberlin, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 1999  
With Supplemental Information Schedules

Under provisions of state law, this report is a public document. A copy of the report is available to any individual, entity and governmental 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 1-12-00

VERNON R  
COON  
CERTIFIED PUBLIC ACCOUNTANT

ALLEN PARISH SHERIFF  
Oberlin, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended June 30, 1999  
With Supplemental Information Schedules

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
<b>Independent Auditor's Report</b>		3
<b>General Purpose Financial Statements:</b>		
Combined Balance Sheet - All Fund Types and Account Groups	A	6
Governmental Fund Type:		
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	B	7
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP Basis) and Actual - General and Special Revenue Funds	C	9
Notes to the Financial Statements		11
	<u>Schedule</u>	<u>Page No.</u>
<b>Supplemental Information Schedules -     Fiduciary Fund Type - Agency Funds:</b>		
Combining Balance Sheet	1	24
Combining Schedule of Changes in Balances Due to Taxing Bodies and Others	2	25
Year 2000 Issue (Unaudited)	3	27

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Contents, June 30, 1999

C O N T E N T S (CONT'D.)

	<u>Schedule</u>	<u>Page No.</u>
<b>Independent Auditor's Reports Required by <i>Government Auditing Standards:</i></b>		
Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting		29
Schedule of Findings and Questioned Costs	4	31
Summary Schedule of Prior Audit Findings	5	32



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## Independent Auditor's Report

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS

PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

HONORABLE HAROLD A. TURNER  
ALLEN PARISH SHERIFF  
Oberlin, Louisiana

I have audited the general purpose financial statements of the Allen Parish Sheriff, a component unit of the Allen Parish Police Jury, as of June 30, 1999, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Allen Parish Sheriff's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and *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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

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

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ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Independent Auditor's Report,  
June 30, 1999

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Allen Parish Sheriff. Such information, except for the schedule on the Year 2000 issue which is marked unaudited, has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

The year 2000 supplementary information on page 27 is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the Year 2000 supplementary information. However, I did not audit the information and do not express an opinion on it. In addition, I do not provide assurance that the Allen Parish Sheriff is or will be year 2000 compliant, that the Allen Parish Sheriff's remediation efforts will be successful in whole or in part, or that parties with which the Allen Parish Sheriff does business are or will become year 2000 compliant.

In accordance with *Government Auditing Standards*, I have also issued a report dated December 9, 1999 on the Allen Parish Sheriff's compliance with laws, regulations, contracts and grants, and my consideration of the agency's internal control over financial reporting.



West Monroe, Louisiana  
December 9, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1999

.....GOVERNMENTAL FUND TYPE.....

	GENERAL FUND	E-911 SPECIAL REVENUE FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS AND OTHER DEBITS</b>								
Cash and cash equivalents	\$1,665,355	\$232,892		\$36,996	\$484,424			\$2,419,667
Receivables	59,019	10,351				\$1,780,917		69,370
Land, buildings and equipment								1,780,917
Amount to be provided for retirement of general long-term obligations							\$555,000	555,000
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<u>\$1,724,374</u>	<u>\$243,243</u>	<u>NONE</u>	<u>\$36,996</u>	<u>\$484,424</u>	<u>\$1,780,917</u>	<u>\$555,000</u>	<u>\$4,824,954</u>
<b>LIABILITIES AND FUND EQUITY</b>								
Liabilities:								
Accounts payable	\$6,167		\$34					\$6,201
Due to taxing bodies and others					\$484,424			484,424
Certificates of indebtedness payable							555,000	555,000
Total Liabilities	<u>6,167</u>	<u>NONE</u>	<u>34</u>	<u>NONE</u>	<u>484,424</u>	<u>NONE</u>	<u>555,000</u>	<u>1,045,625</u>
Fund Equity:								
Investment in general fixed assets						\$1,780,917		1,780,917
Fund balances - unreserved								
undesignated	1,718,207	\$243,243	(34)	36,996	NONE		NONE	1,998,412
Total Fund Equity	<u>1,718,207</u>	<u>243,243</u>	<u>(34)</u>	<u>36,996</u>	<u>NONE</u>	<u>1,780,917</u>	<u>NONE</u>	<u>3,779,329</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$1,724,374</u>	<u>\$243,243</u>	<u>NONE</u>	<u>\$36,996</u>	<u>\$484,424</u>	<u>\$1,780,917</u>	<u>\$555,000</u>	<u>\$4,824,954</u>

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances  
For the Year Ended June 30, 1999

	GENERAL FUND	E-911 SPECIAL REVENUE FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL (MEMORANDUM ONLY)
<b>REVENUES</b>					
Taxes - ad valorem	\$894,007				\$894,007
Intergovernmental revenues:					
Federal grants	60,602				60,602
State grants:					
State revenue sharing(net)	128,201				128,201
State supplemental pay	101,917				101,917
Other	28,483				28,483
Local funds	1,512,312				1,512,312
Fees, charges, & commissions for services:					
Commissions on licenses, taxes, etc.	32,338				32,338
Civil and criminal fees	168,488				168,488
Court attendance	4,976				4,976
Transportation of prisoners	13,863				13,863
Feeding and keeping of prisoners	160,875				160,875
Use of money and property	61,456	\$9,602		\$1,799	72,857
Other revenues		113,080			113,080
Miscellaneous	4,925				4,925
Total revenues	<u>3,172,443</u>	<u>122,682</u>	<u>NONE</u>	<u>1,799</u>	<u>3,296,924</u>
<b>EXPENDITURES</b>					
Public safety:					
Current:					
Personal services and related benefits	1,617,808				1,617,808
Operating services	375,072	162,182			537,254
Materials and supplies	273,544				273,544
Travel and other charges	6,652				6,652
Capital outlay	262,910			555,651	818,561
Debt service			76,185		76,185
Total expenditures	<u>2,535,986</u>	<u>162,182</u>	<u>76,185</u>	<u>555,651</u>	<u>3,330,004</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>636,457</u>	<u>(39,500)</u>	<u>(76,185)</u>	<u>(553,852)</u>	<u>(33,080)</u>
<b>OTHER FINANCING SOURCES (Uses)</b>					
Sale of fixed assets	13,777				13,777
Operating transfers in			76,421	240,000	316,421
Operating transfers out	(316,421)				(316,421)
Total other financing sources (uses)	<u>(302,644)</u>	<u>NONE</u>	<u>76,421</u>	<u>240,000</u>	<u>13,777</u>

(Continued)

ALLEN PARISH SHERIFF  
 Oberlin, Louisiana  
 GOVERNMENTAL FUND TYPE  
 Combined Statement of Revenues, Expenditures  
 and Changes in Fund Balances, etc.

	<u>GENERAL FUND</u>	<u>E-911 SPECIAL REVENUE FUND</u>	<u>DEBT SERVICE FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	\$333,813	(\$39,500)	\$236	(\$313,852)	(\$19,303)
<b>FUND BALANCES AT BEGINNING</b>	<u>1,384,394</u>	<u>282,743</u>	<u>(270)</u>	<u>350,848</u>	<u>2,017,715</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u><u>\$1,718,207</u></u>	<u><u>\$243,243</u></u>	<u><u>(\$34)</u></u>	<u><u>\$36,996</u></u>	<u><u>\$1,998,412</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL  
AND SPECIAL REVENUE FUND

Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances - Budget  
(GAAP) Basis and Actual  
For the Year Ended June 30, 1999

	.....GENERAL FUND.....			...SPECIAL REVENUE FUND...		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>						
Taxes - ad valorem	\$875,000	\$894,007	\$19,007			
Intergovernmental revenues:						
Federal grants	65,000	60,602	(4,398)			
State grants:						
State revenue sharing(net)	128,202	128,201	(1)			
State supplemental pay	96,800	101,917	5,117			
Other grants	25,000	28,483	3,483			
Local funds	1,504,000	1,512,312	8,312			
Fees, charges, and commissions for services:						
Commissions on licenses, taxes, etc.	31,250	32,338	1,088			
Civil and criminal fees	167,000	168,488	1,488			
Court attendance	5,000	4,976	(24)			
Transportation of prisoners	11,500	13,863	2,363			
Feeding and keeping of prisoners	159,086	160,875	1,789			
Use of money and property	29,000	61,456	32,456	\$4,000	\$9,602	\$5,602
Other revenues				120,000	113,080	(6,920)
Miscellaneous	13,629	4,925	(8,704)			
Total revenues	<u>3,110,467</u>	<u>3,172,443</u>	<u>61,976</u>	<u>124,000</u>	<u>122,682</u>	<u>(1,318)</u>
<b>EXPENDITURES</b>						
Public safety:						
Current:						
Personal services and related benefits	1,596,400	1,617,808	(21,408)			
Operating services	517,224	375,072	142,152	244,113	162,182	81,931
Materials and supplies	253,500	273,544	(20,044)			
Travel and other charges	12,000	6,652	5,348			
Capital outlay	258,693	262,910	(4,217)			
Total expenditures	<u>2,637,817</u>	<u>2,535,986</u>	<u>101,831</u>	<u>244,113</u>	<u>162,182</u>	<u>81,931</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>472,650</u>	<u>636,457</u>	<u>163,807</u>	<u>(120,113)</u>	<u>(39,500)</u>	<u>80,613</u>
<b>OTHER FINANCING SOURCES (Uses)</b>						
Sale of fixed assets	13,777	13,777				
Operating transfers out	(343,261)	(316,421)	26,840			
Total other financing sources (uses)	<u>(329,484)</u>	<u>(302,644)</u>	<u>26,840</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>

(Continued)

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL  
AND SPECIAL REVENUE FUND

Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances - Budget  
(GAAP) Basis and Actual  
For the Year Ended June 30, 1999

	.....GENERAL FUND.....			...SPECIAL REVENUE FUND...		
	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	\$143,166	\$333,813	\$190,647	(\$120,113)	(\$39,500)	\$80,613
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>1,384,394</u>	<u>1,384,394</u>	<u>                    </u>	<u>264,334</u>	<u>282,743</u>	<u>18,409</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u><u>\$1,527,560</u></u>	<u><u>\$1,718,207</u></u>	<u><u>\$190,647</u></u>	<u><u>\$144,221</u></u>	<u><u>\$243,243</u></u>	<u><u>\$99,022</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended June 30, 1999

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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 also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

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

**A. REPORTING ENTITY**

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

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

1. Appointing a voting majority of an organization's governing body,  
and;

ALLEN PARISH SHERIFF

Oberlin, Louisiana

Notes to the Financial Statements (Continued)

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

Because the police jury maintains the sheriff's office and provides funds for various operations of the parish jail, the sheriff was determined to be a component unit of the Allen 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.

**B. FUND ACCOUNTING**

The sheriff uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account

ALLEN PARISH SHERIFF

Oberlin, Louisiana

Notes to the Financial Statements (Continued)

for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of only governmental and fiduciary funds and are described as follows:

**Governmental Funds:**

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund and is used to account for the operations of the sheriff's office. 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.

**E-911 Special Revenue Fund**

The E-911 Special Revenue Fund was established for the purpose of maintaining and operating the enhanced 911 emergency telephone system for the parish. The sheriff signed an intergovernmental agreement with the Allen Parish Police Jury on October 31, 1997 and assumed responsibility for the operation of the Allen Parish Enhanced 911 Service. Revenue to operate the service comes from a telephone service charge on local telephone service supplied within the parish.

**Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the payment of principal and interest on certificates on indebtedness.

**Capital Projects Fund**

The capital projects fund is used to account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

**Fiduciary Fund - Agency Funds**

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**C. FIXED ASSETS AND LONG-TERM DEBT**

General fixed assets are not capitalized in the fund used to acquire or construct them. Instead, capital acquisitions are reflected as expenditures (capital outlay) in the General Fund and the related assets are reported in the general fixed assets account group. General fixed assets provided by the police jury are not recorded in the general fixed assets account group. All fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

Long-term obligations such as certificates of indebtedness, are recognized as a liability of a governmental fund only when due. The remaining portion of such obligations is reported in the general long-term obligations account group.

The two account groups are not "funds." They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both

## ALLEN PARISH SHERIFF

Oberlin, Louisiana

### Notes to the Financial Statements (Continued)

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 be used to pay liabilities of the current period. The sheriff uses the following practices in recognizing and reporting revenues and expenditures:

#### **Revenues**

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

Intergovernmental revenues and fees, charges, and commissions for services are recorded when the sheriff is entitled to the funds.

Interest income on demand deposits is recorded at the end of each month when the interest has been earned and credited by the bank to the sheriff's account. Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Substantially all other revenues are recognized when received by the sheriff. Based on the above criteria, intergovernmental revenues and fees, charges, and commissions for services have been treated as susceptible to accrual.

#### **Expenditures**

Expenditures are generally recognized under the modified accrual basis when the related fund liability is incurred, except for principal and interest on general long-term obligations, which are recognized when due.

#### **Other Financing Sources (Uses)**

Sale of fixed assets and transfers between funds which are not expected to be repaid are accounted for as other financing sources (uses) and are

recognized when the underlying events have occurred.

**E. BUDGET PRACTICES**

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. Public hearings are held at the Allen Parish Sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. Encumbrance accounting is not utilized.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

**F. CASH AND CASH EQUIVALENTS**

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1999, the sheriff has cash (book balances) totaling \$2,419,667, as follows:

Demand deposits	\$9,979
Interest bearing demand deposits	1,223,388
Certificate of deposit	1,186,300
Total	<u>\$2,419,667</u>

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 deposits are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 1999, are secured as follows:

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Notes to the Financial Statements (Continued)

Bank balances	<u>\$2,542,852</u>
Federal deposit insurance	\$601,809
Pledged securities (uncollateralized)	<u>9,057,623</u>
Total	<u>\$9,659,432</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent bank has failed to pay deposited funds upon demand.

**G. VACATION AND SICK LEAVE**

After six months of service, employees are granted from one to two weeks of non-cumulative vacation leave annually. Sick leave is granted at the discretion of the sheriff. At June 30, 1998, there are no vested leave benefits which require disclosure in conformity with generally accepted accounting principles.

**H. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the sheriff maintains commercial insurance policies covering; automobile liability, medical payments, uninsured motorist, and collision; and surety bond coverage. In addition to the above policies, the sheriff maintains a public officials liability policy and a law enforcement liability policy. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amount.

**I. TOTAL COLUMN ON THE  
COMBINED STATEMENTS**

Total columns on the combined statements are captioned Memorandum Only

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Notes to the Financial Statements (Continued)

(overview) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**2. RECEIVABLES**

The following is a summary of receivables at June 30, 1999:

	General Fund	E-911 Special Revenue Fund	Total
Taxes - ad valorem	\$1,692		\$1,692
Federal grants	8,563		8,563
State supplemental pay	8,700		8,700
Other state funds	1,950		1,950
Local funds	3,419		3,419
Fees, charges, and commissions for services:			
Commissions on licenses, taxes, etc.	7,578		7,578
Civil and criminal fees	10,655		10,655
Court attendance	496		496
Transportation of prisoners	970		970
Feeding and keeping prisoners	14,996		14,996
Other revenues		\$10,351	10,351
Total	<u>\$59,019</u>	<u>\$10,351</u>	<u>\$69,370</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment for the year ended June 30, 1999, follows:

Balance at July 1, 1998	\$796,540
Additions	1,041,668
Deletions	<u>(57,291)</u>
Balance at June 30, 1999	<u>\$1,780,917</u>

## ALLEN PARISH SHERIFF

Oberlin, Louisiana

Notes to the Financial Statements (Continued)

### 4. PENSION PLAN

Substantially all employees of the Allen Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (system), a cost sharing, multiple-employer defined benefit 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 per cent for each year if total service is at least 12 but less than 15 years, 2.75 per cent for each year if total service is at least 15 but less than 20 years, and 3 per cent for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0.25 per cent for all service rendered on or after January 1, 1980). In any case, the retirement benefit cannot exceed 100 per cent of the 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 benefits 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 the 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 Sheriffs Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

Plan members are required by state statute to contribute 8.7 per cent of their annual covered salary and the Allen Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 5.0 per cent of annual covered payroll. Contributions to the system also include one-half of one per cent 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 Allen Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Allen Parish Sheriff's contributions to the system for the years ending June 30, 1999, 1998, and 1997, were \$50,674, \$40,719, and \$40,892, respectively, equal to the required contributions for each year.

ALLEN PARISH SHERIFF  
 Oberlin, Louisiana  
 Notes to the Financial Statements (Continued)

**5. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances due to taxing bodies and others follows:

	Balance July 1, 1998	Additions	Reductions	Balance June 30, 1999
Tax Collector Fund	\$41,175	\$8,097,036	(\$8,030,913)	\$107,298
Sheriff's Fund	310,998	1,327,934	(1,271,785)	367,147
Inmate Welfare Fund	9,240	1,062	(608)	9,694
Commission on Aging	350	464	(529)	285
Totals	<u>\$361,763</u>	<u>\$9,426,496</u>	<u>(\$9,303,835)</u>	<u>\$484,424</u>

**6. GENERAL LONG-TERM OBLIGATIONS**

On September 1, 1997, the sheriff issued \$600,000 in certificates on indebtedness for the purpose of constructing a new administration building. The certificates are due in annual installments of \$45,000 to \$75,000 through September 1, 2007, with interest at 5.40 per cent. Debt retirements are made from excess annual revenues of the General Fund in each of the fiscal years the certificates are outstanding. The total amount of principal due at June 30, 1999 is \$555,000. The annual requirements to amortize the certificates of indebtedness outstanding at June 30, 1999, including interest payments of \$145,395, are as follows:

Year ending:	
2000	\$78,620
2001	75,920
2002	78,085
2003	79,980
2004	76,740
2005-2007	<u>311,050</u>
Total	<u>\$700,395</u>

**7. LITIGATION AND CLAIMS**

At June 30, 1999, the Allen Parish Sheriff is involved in several lawsuits. In the opinion of legal counsel for the sheriff, resolution of these lawsuits will not result in a material liability to the sheriff.

ALLEN PARISH SHERIFF  
 Oberlin, Louisiana  
 Notes to the Financial Statements (Continued)

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

The Allen Parish Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Allen Parish Police Jury.

**9. FEDERAL FINANCIAL ASSISTANCE**

FEDERAL GRANTOR/PASS-THROUGH GRANTOR NAME/PROGRAM TITLE	CFDA NUMBER	CONSUMED/ EXPENDED
<b>U S DEPARTMENT OF AGRICULTURE</b>		
Passed through Louisiana Department of Agriculture - Food Distribution Program	10.550	\$602
<b>U S DEPARTMENT OF JUSTICE</b>		
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice - Street Sales Disruption	16.579	60,000
Total Federal Financial Assistance		<u>\$60,602</u>

**SUPPLEMENTAL INFORMATION SCHEDULES**

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Year Ended June 30, 1999

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**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, licenses, and fees. The Tax Collector Fund is used to collect and distribute these taxes, licenses, and fees to the appropriate taxing bodies.

**SHERIFF'S FUND**

The Sheriff's Fund accounts for the collection of funds in civil suits, sheriff's sales, and garnishments and payment of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws. It also accounts for bonds, fines, and costs, and the payment of these collections in accordance with applicable laws.

**INMATE WELFARE FUND**

The Inmate Welfare Fund accounts for monies earned by the individual prisoners for work performed in the parish while incarcerated. For the welfare of all prisoners, ten percent of all monies earned by the prisoners is retained in the fund and used to purchase personal items, such as shoes and recreational equipment. Any balances remaining at the end of the individuals' sentences are returned to them upon their release from jail.

**COMMISSION ON AGING**

The Commission on Aging accounts for monies earned from a golf tournament and food sales at various events. All funds are expended to provide food and plaques for senior citizen events and to cover expenses of Senior Citizen Day at the Allen Parish Fair.

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1999

	TAX COLLECTOR FUND	SHERIFF'S FUND	INMATE WELFARE FUND	COMMISSION ON AGING	TOTAL
<b>ASSETS</b>					
Cash and cash equivalents	\$107,298	\$367,147	\$9,694	\$285	\$484,424
<b>LIABILITIES</b>					
Due to taxing bodies and others	\$107,298	\$367,147	\$9,694	\$285	\$484,424

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 1999

	TAX COLLECTOR FUND	SHERIFF'S FUND	INMATE WELFARE FUND	COMMISSION ON AGING	TOTAL
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1998</b>	\$41,175	\$310,998	\$9,240	\$350	\$361,763
<b>ADDITIONS</b>					
Deposits:					
Sheriff's sales		303,419			303,419
Fines, forfeitures, & costs		413,344			413,344
Bonds		549,315			549,315
Other deposits		61,856	1,062	464	63,382
Taxes, fees, etc., paid to tax collector	8,097,036				8,097,036
Total additions	8,097,036	1,327,934	1,062	464	9,426,496
Total	8,138,211	1,638,932	10,302	814	9,788,259
<b>REDUCTIONS</b>					
Taxes, fees, etc. distributed to taxing bodies and others	5,151,492				5,151,492
Deposits settled to:					
State agencies	81,013	2,052			83,065
Sheriff's General Fund	1,038,309	352,356			1,390,665
Police jury	1,760,099	286,935			2,047,034
District attorney		81,054			81,054
Judicial expense fund		24,662			24,662
Clerk of court		36,929			36,929
Indigent defender board		87,048			87,048

(Continued)

ALLEN PARISH SHERIFF  
 Oberlin, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Schedule of Changes in Unsettled Balances  
 Due to Taxing Bodies and Others, etc.

	TAX COLLECTOR FUND	SHERIFF'S FUND	INMATE WELFARE FUND	COMMISSION ON AGING	TOTAL
<b>REDUCTIONS: (CONTD.)</b>					
Deposits settled to: (Contd.)					
Crime lab		\$22,667			\$22,667
Attorneys, appraisers, etc.		3,437			3,437
Litigants		317,824			317,824
Other settlements		26,611			26,611
Other reductions		30,210	\$608	\$529	31,347
Total reductions	<u>8,030,913</u>	<u>1,271,785</u>	<u>608</u>	<u>529</u>	<u>9,303,835</u>
<b>UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, JUNE 30, 1999</b>					
	<u>\$107,298</u>	<u>\$367,147</u>	<u>\$9,694</u>	<u>\$285</u>	<u>\$484,424</u>

(Concluded)

ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULE  
As of and for the Year Ended June 30, 1999

**YEAR 2000 ISSUE (Unaudited)**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Allen Parish Sheriff has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the sheriff's office. The sheriff has identified the financial reporting system as requiring 2000 remediation. All testing and validation of the system has been performed.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the sheriff is or will be Year 2000 ready, that the sheriff's remediation efforts will be successful in whole or part, or that parties with whom the sheriff does business will be year 2000 ready.

**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on internal control and compliance are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



## Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

HONORABLE HAROLD A. TURNER  
ALLEN PARISH SHERIFF  
Oberlin, Louisiana

I have audited the general purpose financial statements of the Allen Parish Sheriff, a component unit of the Allen Parish Police Jury, as of June 30, 1999, and for the year then ended, and have issued my report thereon dated December 9, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Allen Parish Sheriff's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of financial 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Allen Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

MEMBER AMERICAN  
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PUBLIC ACCOUNTANTS  
  
SOCIETY OF LOUISIANA  
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ACCOUNTANTS  
  
PRACTICE LIMITED TO  
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ALLEN PARISH SHERIFF  
Oberlin, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
June 30, 1999

This report is intended for the information of the Allen Parish Sheriff, management of the sheriff's office, and interested federal and state agencies. This is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in black ink, appearing to be 'V. H. ...', written in a cursive style.

West Monroe, Louisiana  
December 9, 1999

**ALLEN PARISH SHERIFF**  
Oberlin, Louisiana

**Schedule of Findings and Questioned Costs**  
For the Year Ended June 30, 1999

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Allen Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Allen Parish Sheriff were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control Over Financial Reporting.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

ALLEN PARISH SHERIFF  
Oberlin, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 1999

There were no audit findings reported in the audit for the year ended June 30, 1998.