

**WEBSTER PARISH CORONER**  
**Annual Financial Statements**  
**For the Year Ended December 31, 2014**

WEBSTER PARISH CORONER  
Minden, Louisiana

Annual Financial Statements  
As of and for the Year Ended December 31, 2014

TABLE OF CONTENTS

	<u>Statement</u>	<u>Page</u>
Accountants' compilation report		1
<u>BASIC FINANCIAL STATEMENTS</u>		
GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)		
Statement of Net Position	A	3
Statement of Activities	B	4
FUND FINANCIAL STATEMENTS (FFS)		
Governmental Funds		
Balance Sheet	C	5
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	D	6
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	7
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	F	8
Notes to the Financial Statements		9
<u>SUPPLEMENTAL INFORMATION</u>		
Schedule of Compensation, Benefits and Other Payments to Agency Head		16
<u>OTHER INFORMATION</u>		
Schedule of Prior Year Findings		18
Schedule of Findings		19

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## ACCOUNTANTS' COMPILATION REPORT

To Dr. Carlos Irizarry  
Webster Parish Coroner  
Minden, Louisiana

We have compiled the accompanying financial statements of the governmental activities of Webster Parish Coroner, a component unit of Webster Parish Police Jury, as of and for the year ended December 31, 2014, which collectively comprise the Webster Parish Coroner's basic financial statements as listed in the table of contents. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

The management of the Webster Parish Coroner's office is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has omitted the management's discussion and analysis and budgetary comparison schedule that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operation, economic, or historical context.

The supplementary information appearing on page 16 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such information.

The other information appearing on pages 18-21 is presented for purposes of additional analysis and is not a required part of the basic financial statements. We have not compiled, reviewed, or audited the other information and do not express any form of assurance on it.

We are not independent with respect to the Webster Parish Coroner.

*Jamieson, Wise & Martin*

Minden, Louisiana  
January 31, 2016

**BASIC FINANCIAL STATEMENTS**

Webster Parish Coroner  
Minden, Louisiana

Statement of Net Position  
December 31, 2014

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash	\$ 9,492
Receivables	17,364
Deposit	<u>1,500</u>
Total assets	<u>28,356</u>
<b>LIABILITIES</b>	
Accounts payable	<u>23,393</u>
Total liabilities	<u>23,393</u>
<b>NET POSITION</b>	
Unrestricted	<u>4,963</u>
Total net position	<u>\$ 4,963</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Minden, Louisiana

Statement of Activities  
For the Year Ended December 31, 2014

	<u>Expenses</u>	<u>Program Revenues Charges for services</u>	<u>Operating grants and contributions</u>	<u>Net (expense) revenue and change in net position Governmental activities</u>
Governmental activity:				
General government	\$ (160,093)	\$ 124,598	\$ 24,000	(11,495)
General Revenues:				
Grants and contributions not restricted to specific programs				<u>4,060</u>
Change in net position				(7,435)
Net position - beginning of the year				<u>12,398</u>
Net position - end of the year				<u>\$ 4,963</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Minden, Louisiana

Balance Sheet - Governmental Fund  
December 31, 2014

	General <u>Fund</u>
ASSETS	
Cash	\$ 9,492
Receivables	17,364
Deposit	<u>1,500</u>
Total assets	<u>\$ 28,356</u>
LIABILITIES	
Liabilities:	
Accounts payable	\$ 23,393
DEFERRED INFLOWS OF RESOURCES	
Unavailable Revenue	<u>5,127</u>
Total deferred inflows of resources	<u>5,127</u>
FUND BALANCE	
Unassigned	<u>(164)</u>
Total liabilities and fund balance	<u>\$ 28,356</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Minden, Louisiana

Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
December 31, 2014

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

Fund balance - Governmental Fund (Statement C)	\$ (164)
Other assets used in governmental activities that are not financial resources and, therefore, are not reported in the governmental funds	<u>5,127</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 4,963</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Minden, LouisianaStatement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Fund  
For the Year Ended December 31, 2014

REVENUES	
Fees	\$ 124,556
Intergovernmental	<u>28,060</u>
Total revenues	<u>152,616</u>
EXPENDITURES	
Personnel services	95,414
Operating services	<u>64,679</u>
Total expenditures	<u>160,093</u>
Excess (deficiency) of revenues over expenditures	(7,477)
Fund balance, beginning of year	<u>7,313</u>
Fund balance (deficit), end of year	<u>\$ (164)</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Minden, Louisiana

Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balance of the Governmental Funds  
to the Statement of Activities  
For the Year Ended December 31, 2014

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

Changes in Fund Balance - Governmental Fund (Statement E)	\$ (7,477)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds	<u>42</u>
Changes in Net Position of Governmental Activities (Statement B)	<u>\$ (7,435)</u>

See accompanying notes and accountants' compilation report.

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

**INTRODUCTION**

The authority for the Webster Parish Coroner's Office (Coroner) is provided under Article V, Section 29 of the Louisiana Constitution of 1974.

The Webster Parish Coroner is elected by the voters of Webster Parish for a term of four years. The Webster Parish Coroner determines the manner and cause of death for those cases that fall within its jurisdiction. The Coroner's Office orders autopsies and issues death certificates. It also evaluates the mentally ill and the chemically dependent and determines the appropriate action for these persons.

The accompanying financial statements of the Coroner have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Financial Reporting Entity**

GASB Statement No. 14, *The Financial Reporting Entity*, GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units – an amendment of GASB Statement No. 14*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14, and No 34*, establish the criterion for determining the governmental reporting entity and component units which should be included within the reporting entity.

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

Under the provisions of these statements, the Coroner was determined to be a component unit of the Webster Parish Police Jury, the financial reporting entity. The Webster Parish Police Jury is financially accountable for the Coroner because its financial statements would be misleading if data of the Coroner is not included because of the nature and significance of the relationship between the Webster Parish Police Jury and the Coroner's office.

The accompanying financial statements present information only on the funds maintained by the Coroner and do not present information on the Webster Parish Policy Jury, the general government services provided by that governmental unit, or the other governmental units that comprise that financial reporting entity.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements include the Statement of Net Position and the Statement of Activities. The government-wide statements report information on all of the nonfiduciary activities of the Coroner. The governmental activities are supported by service fees and operating grants from the Webster Parish Police Jury.

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges for services, which are revenues from the public who use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. The major individual governmental fund, which is the general fund, is reported in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Service fees are recognized as revenues in the year for which they are earned. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Program revenues Program revenues included in the Statement of Activities derive directly from parties outside the Coroner's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Coroner's general revenues.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Coroner reports the following major governmental fund:

*General Fund* - The General Fund is the Coroner's primary operating fund. This fund accounts for all financial transactions and resources. Revenues are derived primarily from charges for services and operating grants from the Webster Parish Police Jury.

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

D. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumption that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

E. Budgets and budgetary accounting

Louisiana Revised Statutes 39:1303 require the Coroner to adopt a budget for its General Fund. No such budget was adopted for the year ended December 31, 2014.

F. Cash and cash equivalents

Cash includes cash and demand deposits.

Under state law, the Coroner may invest in United States bonds, treasury notes, or certificates of deposit. These are classified as investments if their original maturities exceed 90 days; however, if original maturities are 90 days or less, they are classified as cash equivalents.

The Coroner is authorized under state law to deposit funds in within a fiscal agent bank organized under Louisiana law or any other state of the United States, or under the laws of the United States. Under state laws, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. State law R.S. 39:1225 provides that the amount of the security shall at all times be equal to 100% of the amount on deposit to the credit of each depositing authority except that portion of the deposits insurance by the United States.

G. Accounts receivable

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. The financial statements of the Coroner contain no allowance for doubtful accounts. Uncollectible accounts receivable, including amounts due from other government agencies, are charged directly against earnings when they are determined to be uncollectible. Management is of the opinion that there will be no material losses on the collection of accounts receivables. No allowance for uncollectible accounts receivable is established since all receivables are determined to be 100% collectible.

H. Capital assets

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

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

The costs of normal maintenance and repairs that do not add value to an asset or materially extend an asset's useful life are not capitalized.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Furniture and fixtures	5 – 15 years
Vehicles	5 – 10 years
Equipment	5 – 15 years

As of December 31, 2014, there were no capital assets exceeding the threshold level of \$5,000.

I. Equity

Government-Wide Statements: Equity is classified as net position and displayed in three components:

- a. Invested in capital assets – consists of capital assets included restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets, if any.
- b. Restricted – consists of assets less liabilities (net position) with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted – all other net position that do not meet the definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Coroner's policy to use restricted resources first, then unrestricted resources as they are needed. As of December 31, 2014, and for the year then ended, the Coroner did not have or receive restricted resources.

Fund Financial Statements:

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision making authority. The Coroner is the highest level of decision-making authority and commitment may be established, modified, or rescinded only as approved by the Coroner.

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as either restricted or committed. The Coroner's policy does not address assignment of fund balance. Amounts in the unassigned fund balance classification have not been restricted, committed or assigned to specific purposes within the General Fund.

When fund balance resources are available for a specific purpose in multiple classifications, the Coroner would use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

The General Fund had a deficit of \$164, in fund balance as of December 31, 2014. The deficit was due to excess of expenditures over revenues as of year-end. The deficit will be eliminated through balancing expenditures with revenues.

J. Deferred Outflows/Inflows of Resources:

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until then. The Coroner's Office did not have an item that qualifies for reporting in this category for reporting in this category due to the implementation of GASB 68 and GASB 71.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Coroner's Office has one item that qualifies for reporting in this category due to the implementation of GASB 68 and GASB 71.

The Balance Sheet for Governmental Funds reports unavailable revenues as deferred inflows of resources. The governmental fund reports unavailable revenues from charges for services as these amounts are deferred and will be recognized as inflow of resources in the period in which the amounts become available.

2. Cash and cash equivalents

At December 31, 2014, the Coroner had demand deposits of \$9,492.

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2014, the Coroner bank balances of \$8,004 are secured by federal deposit insurance.

Webster Parish Coroner  
Notes to the Financial Statements  
December 31, 2014

3. Accounts receivable

Accounts receivable as of December 31, 2014 consist of \$17,364 in receivables from services.

4. Subsequent events

On August 24, 2015, the Webster Parish Coroner's former chief deputy, Glenda Lewis, turned herself in after authorities obtained arrest warrants for felony theft and malfeasance in office in connection with their investigation into allegations of charging mileage to a private entity while using a public vehicle, possible overbilling of public entities and questionable contractual agreements involving personal and private businesses.

The investigation covered events occurring during the period of August 8, 2014 through August 16, 2015. Approximately \$2,650 was overbilled for services and \$1,012.50 was overbilled or double billed mileage to jurisdictions in the parish, all of which was paid to the Coroner's office. Ms. Lewis was personally reimbursed approximately \$3,547.35 by a private employer for mileage reimbursements, while she was operating the Coroner's public vehicle. This amount was not deposited into the Webster Parish Coroner's accounts.

At the time of this report:

- This case has not gone to trial
- No restitution has been made
- No insurance claim has been filed
- No formal notification was made by the Webster Parish Coroner to the Louisiana Legislative Auditor's office as required by RS 24:523.

See the schedule of findings for items reported regarding lack of segregation of duties, controls over billings, misuse of public assets, and noncompliance with RS 24:523.

SUPPLEMENTAL INFORMATION

Webster Parish Coroner  
Schedule of Compensation, Benefits and Other Payments  
To Agency Head  
For the Year Ended December 31, 2014

Agency Head: Carlos Irizarry, MD and Webster Parish Coroner

Purpose

*Amounts paid by the Webster Parish Police Jury directly to the Webster Parish Coroner:*

Salary	\$12,000
Insurance – health	15,333
Insurance – life	295

*Amounts paid through Webster Parish Coroner office*

Compensation for services	\$1,800
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See accountants' compilation report.

OTHER INFORMATION

Webster Parish Coroner  
Schedule of Prior Year Findings  
For the Year Ended December 31, 2014

2013-01 Late submission of review report.

Status: Unresolved – see 2014-01

2013-02 Lack of segregation of duties.

Status: Unresolved – see 2014-02

2013-03 Failure to adopt budget

Status: Unresolved – see 2014-03

2013-04 Inadequate controls over disbursements

Status: Unresolved – see 2014-04

Webster Parish Coroner  
Schedule of Findings  
For the Year Ended December 31, 2014

2014-01 Late submission of review report.

**Finding:** The review report for the Coroner's office was not completed in time to meet the required deadline due to the Coroner's office's lack of producing the financial records to the independent reviewers.

**Recommendation:** The Coroner's office should establish procedures to ensure that all accounting records are completed and available in a timely manner in order for timely submission of its financial report each year to comply with its annual filing requirements.

**Management's response:** Management agrees with finding and although late, is filing reports for 2013 and 2014 to get current before newly elected coroner takes office. Newly elected coroner will take office in March, 2016 and will be advised of reporting requirement for 2015. Steps have been taken to ensure that bank activity is reconciled for 2015 before transferring to the new coroner.

2014-02 Lack of segregation of duties.

**Finding:** Due to limited personnel, the Coroner's office does not have adequate segregation of its duties regarding its accounting and reporting system to maintain a complete system of internal control.

**Recommendation:** The Coroner's office should implement checks and balances to mitigate this issue.

**Management's response:** Management is aware of problem with segregation of duties and has implemented the following steps as of September, 2015 continuing on through the end of his term:

- Coroner makes all deposits to the bank account
- Coroner actively reviews bills paid at time signing checks
- New bookkeeper has been instructed to maintain files in an organized manner
- Coroner is the only one with access to the bank account

2014-03 Failure to adopt budget

**Finding:** No budget adopted by the Coroner's office for the year ended December 31, 2014.

**Recommendation:** The Coroner's office should adopt an annual budget and submit to the Webster Parish Police Jury for approval.

**Management's response:** Coroner's office filed a budget with the Webster Parish Police Jury in 2014.

Webster Parish Coroner  
Schedule of Findings  
For the Year Ended December 31, 2014

2014-04 Controls over disbursements

**Finding:** Controls over the Coroner's disbursements are inadequate, as follows:

- No written policies and procedures for all operations
- Inadequate supporting documentation was maintained
- Separate individual is needed to oversee the bank account, including what clears the bank statement

**Recommendation:** The Coroner's should have written policies and procedures over disbursements. Someone outside of the person handling the check preparation should approve disbursements, as well as review bank statements, bank reconciliations, and accounting records for unusual charges which may be inappropriate. All disbursements should have supporting documentation before any checks are signed. This same documentation must be filed and maintained in an organized manner for timely retrieval.

**Management's response:** As stated earlier in response to finding on lack of segregation of duties, management has implemented the following steps as of September, 2015 continuing on through the end of his term:

- Coroner actively reviews bills paid at time signing checks
- New bookkeeper has been instructed to maintain files in an organized manner
- Coroner, who is outside of accounting process for financial activity, receives bank statements in mail, and has access to the online bank account which allows him to review bank activity online

2014-05 Controls over billing

**Finding:** Lack of segregation of duties also indicates a lack of oversight over billings process of the Coroner's office. One person is responsible for billing for services and recording activity. An investigation by the Webster Parish Sheriff's office indicated instances occurring during 2014 where various government entities were overbilled for services and mileage.

**Recommendation:** Although it may not practical to segregate duties over billings due to limited personnel, the Coroner should implement controls to ensure billings for Coroner's activity is monitored and reviewed by someone outside of the person responsible for handling billings process to minimize risks from lack of segregation of duties.

**Management's response:** Starting in September, 2015, Coroner began active reviews of billings for services.

Webster Parish Coroner  
Schedule of Findings  
For the Year Ended December 31, 2014

2015-06 Misuse of public assets

**Finding:** An investigation by the Webster Parish Sheriff's office indicated instances occurring in 2014 where the Chief Deputy requested personal reimbursement for mileage from a private company while using the public vehicle of the Coroner's office. In addition, no formal notification of the misappropriation was made by the Webster Parish Coroner to the Louisiana Legislative Auditor's office as required by RS 24:523.

**Recommendation:** The Coroner should establish procedures and controls to ensure proper use of public assets of the Coroner's office.

**Management's response:** Effective September, 2015, vehicle being used by Webster Parish Coroner's office was turned back over to Webster Parish Police Jury.