

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Annual Financial Report

As of and for the Year Ended
June 30, 2009

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 1/27/10

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Annual Financial Report
As of and for the Year Ended June 30, 2009

TABLE OF CONTENTS

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report		1
Required Supplemental Information (Part A)		
Management's Discussion and Analysis (MD&A)		4
Basic Financial Statements		
Government-Wide Financial Statements (GWFS)		
Governmental Activities		
Statement of Net Assets	A	13
Statement of Activities	B	14
Fund Financial Statements (FFS)		
Governmental Funds		
Balance Sheet	C	16
Reconciliation of the Governmental Fund's Balance Sheet to the Statement of Net Assets		17
Statement of Revenues, Expenditures, and Changes in Fund Balance	D	18
Reconciliation of the Governmental Fund's Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities		20
Fiduciary Fund – Agency Funds		
Combining Statement of Assets and Liabilities	E	21
Notes to the Basic Financial Statements		22

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Annual Financial Report
As of and for the Year Ended June 30, 2009

TABLE OF CONTENTS

	<u>Schedule</u>	<u>Page No.</u>
Required Supplemental Information (Part B)		
Budgetary Comparison Schedule		37
General Fund – Cash Basis	1	38
Notes to Budgetary Comparison Schedule		39
Supplemental Information		
Fiduciary Fund Type – Agency Funds		41
Combining Schedule of Changes in Balances Due Taxing Bodies and Others	2	42
Other Reports Required by <i>Government Auditing Standards</i>		
Report on Internal Control over Financial Reporting on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Audit Standards</i>		44

LUFFEY, HUFFMAN, RAGSDALE & SOIGNIER

(A PROFESSIONAL ACCOUNTING CORPORATION)
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

West Carroll Parish Sheriff Oak Grove, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund (General Fund), and the aggregate remaining fund information of the West Carroll Parish Sheriff, as of and for the year ended June 30, 2009, which collectively comprise the Sheriff's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the management of the West Carroll Parish Sheriff. 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, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Louisiana Society of Certified Public Accountants and the Louisiana Legislative Auditor. 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, the major fund (General Fund), and the aggregate remaining fund information of the West Carroll Parish Sheriff, as of June 30, 2009, and the 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 January 15, 2010, on our consideration of the West Carroll Parish Sheriff's internal control over financial reporting and on our tests of his compliance with certain provisions of laws, regulations, grant agreements, and other matters. The purpose of that report is to describe the

**West Carroll Parish Sheriff
Oak Grove, Louisiana**

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 assessing the results of our audit.

The "Management's Discussion and Analysis" presented on pages 4 through 10 and the "Budgetary Comparison Schedule" presented on page 38 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 West Carroll Parish Sheriff's basic financial statements. The Agency Funds Combining Schedule of Changes in Balances Due Taxing Bodies and Others labeled as Supplemental Information in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. 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.

Huffman, Huffman, Rogelale, & Siquiera

(A Professional Accounting Corporation)

January 15, 2010

**REQUIRED SUPPLEMENTAL INFORMATION
(PART A)**

WEST CARROLL PARISH SHERIFF
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2009

Management's discussion and analysis of the West Carroll Parish Sheriff's financial performance provides an overall review of the Sheriff's financial activities for the fiscal year ended June 30, 2009. The intent of this discussion and analysis is to look at the Sheriff's financial performance as a whole. The reader should read this discussion in conjunction with the Notes to the Basic Financial Statements and the financial statements, which are all included in this report, to enhance their understanding of the West Carroll Parish Sheriff's financial performance.

Financial Highlights

- Net assets decreased
- Total revenues increased for the year
- Expenses increased in proportion to the increase in revenues
- Federal grants increased

Using this Annual Financial Report (AFR)

This AFR consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the West Carroll Parish Sheriff as a whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The Statement of Net Assets and the Statement of Activities provide information about the activities of the Sheriff as a whole and present a longer-term view of the Sheriff's finances. Also included in the financial statements are the Fund Financial Statements, which report on governmental activities of the Sheriff. These statements provide more detail than the Government-wide Financial Statements about the services that were financed in the short term as well as what remains for future spending in the Sheriff's General Fund. The General Fund is the West Carroll Parish Sheriff's only significant fund.

Reporting the Sheriff as a Whole

Statement of Net Assets and the Statement of Activities

The Statement of Net Assets and the Statement of Activities report information about the Sheriff as a whole and his activities in a way to try to inform the reader as to how the Sheriff did financially during the 2008-09 fiscal year. In short, is the Sheriff better off financially or is he worse off financially than he was this time last year? These statements report all assets and liabilities of the Sheriff on the accrual basis of accounting similar to the accounting used by most

private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the Sheriff's net assets and the change in those assets. This change in net assets is important because it tells the reader that, for the Sheriff as a whole, the financial position of the Sheriff improved or declined. The causes of this change may be the result of many factors, some financial, some not. Non-financial factors affecting the Sheriff include the parish's property tax base, the continued housing of State prisoners in the parish jail, and the state and federal government's continued funding of grants.

The Statement of Net Assets and the Statement of Activities report the governmental activities of the Sheriff. Most of the Sheriff's programs and services are reported here including salaries and related benefits, operating services, statutory charges, and materials and supplies.

Reporting the Sheriff's Most Significant Fund (General Fund)

Fund Financial Statements

The analysis of the Sheriff's General Fund, which is the Sheriff's only major fund, begins on page 8. Fund Financial Statements provide detailed information about the Sheriff's major fund (General Fund). The Sheriff uses one fund to account for his general operating financial transactions.

Governmental Funds

Most of the Sheriff's activities are reported as a governmental fund (General Fund), which focuses on how money flows into and out of this fund and the balance left at year-end available for spending in future periods. This fund is reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund's statements provide a detailed short-term view of the Sheriff's general government operations and the basic services he provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance protective and investigative programs. The relationship (or difference) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

The Sheriff as Trustee

Reporting the Sheriff's Fiduciary Responsibilities

The Sheriff is the trustee, or fiduciary, for the Sheriff's Fund, the Tax Collector Fund, and the Work Release Program. The Sheriff's Fund, Tax Collector Fund, and Work Release Program account for assets held by the Sheriff as an agent for deposits held pending court action (Sheriff's Fund), for various taxing bodies (Tax Collector), and for the inmates' personal needs (Work Release Program). All of the Sheriff's fiduciary activities are reported in a separate Combining Schedule of Changes in Balances Due to Taxing Bodies and Others (Schedule 1) on page 42. These activities have been excluded from the Sheriff's other financial statements because the

Sheriff cannot use these assets to finance his operations. The Sheriff is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

The Sheriff as a Whole

The Sheriff's net assets decreased by \$4,151 from \$55,885 at June 30, 2008 to \$51,734 at June 30, 2009. Of the \$51,734 of net assets at June 30, 2009, the unrestricted net assets reflected a deficit balance of \$16,664. The following analysis focuses on the net assets (Table 1) and change in net assets (Table 2) of the Sheriff's governmental activities.

**Table 1
Governmental Activities
Net Assets**

	<u>June 30,</u>	
	<u>2009</u>	<u>2008</u>
Assets		
Current and other assets	\$ 39,583	\$ 39,655
Capital assets, net	<u>68,398</u>	<u>32,605</u>
Total assets	<u>107,981</u>	<u>72,260</u>
Liabilities		
Current and other liabilities	44,386	11,101
Long-term liabilities	<u>11,861</u>	<u>5,274</u>
Total liabilities	<u>56,247</u>	<u>16,375</u>
Net assets		
Invested in capital assets, net of debt	68,398	32,605
Unrestricted	<u>(16,664)</u>	<u>23,280</u>
Total net assets	<u>\$ 51,734</u>	<u>\$ 55,885</u>

The deficit balance of \$16,664 in the unrestricted assets represents the accumulated results of all past years' operations. It means that if the Sheriff had to pay off all of his bills today including all of his noncapital liabilities (compensated absences for example), he would not have enough funds to pay them off and would be short of funds by \$16,664.

The results of this year's operations for the Sheriff as a whole are reported in the Statement of Activities on page 14. Table 2 reports the information from the Statement of Activities in a different format so that total revenue for the year can be more easily identifiable.

Table 2
Governmental Activities
Changes in Net Assets

	Year Ended	
	June 30,	
	<u>2009</u>	<u>2008</u>
Revenues		
Program revenues		
Federal grants	\$ 36,939	\$ 26,653
General revenues		
Ad valorem taxes	569,843	518,441
State revenues	116,033	99,452
Fee, charges, and commissions for services	309,762	294,553
Use of money and property - interest earnings	588	2,496
Other general revenues	15,367	7,945
Total revenues	<u>1,048,532</u>	<u>949,540</u>
Functions/Program Expenses		
Public safety		
Personal services and related benefits	782,742	727,422
Operating services	103,834	88,771
Statutory charges	80,362	69,991
Materials and supplies	55,888	41,900
Travel and other charges	5,853	3,063
Depreciation expense	24,004	37,317
Total expense	<u>1,052,683</u>	<u>968,464</u>
Decrease in net assets	<u>\$ (4,151)</u>	<u>\$ (18,924)</u>

Governmental Activities

As reported in the Statement of Activities on page 14, the net cost of governmental activities this year was \$1,001,228. The taxpayers in the parish provided \$569,843 in ad valorem taxes to help meet the total cost of governmental activities. Ad valorem tax revenue was up in 2008-09 by \$51,402 or 9 percent due mainly to an increase in the assessed value of a gas company's inventory which was offset to some extent by the decrease in the value of personal property in

the parish. The Sheriff collected \$309,762 from fees and commissions during the year to help meet the total cost of governmental activities which increased slightly from the prior year.

Table 3 presents the total cost of each of the Sheriff's four largest functions -- personal services and related benefits, operating services, statutory charges and materials and supplies, as well as each function's net cost (total cost less revenues generated by the activities). Net cost shows the financial burden that was placed on the Sheriff's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

Table 3
Governmental Activities
Years Ended June 30, 2009 and 2008

	<u>Total Cost of Services</u>		<u>Net Cost of Services</u>	
	<u>2009</u>	<u>2008</u>	<u>2009</u>	<u>2008</u>
Personal services and related benefits	\$ 782,742	\$ 727,422	\$ 731,287	\$ 700,769
Operating services	103,834	88,771	103,834	88,771
Statutory charges	80,362	69,991	80,362	69,991
Material and supplies	55,888	41,900	55,888	41,900
Subtotal	<u>1,022,826</u>	<u>928,084</u>	<u>971,371</u>	<u>901,431</u>
All others	29,857	40,380	29,857	40,380
Total	<u>\$ 1,052,683</u>	<u>\$ 968,464</u>	<u>\$ 1,001,228</u>	<u>\$ 941,811</u>

The Sheriff's Funds

The Sheriff uses the General Fund to help him control and manage money to provide police protection to the citizens of West Carroll Parish. Accounting for money of the General Fund in a separate fund helps the reader to determine whether the Sheriff is being accountable for the resources taxpayers and others provide to him and it may also give the reader more insight into the Sheriff's overall financial health.

The Sheriff's General Fund, which is the only Governmental Fund, had a fund balance deficit of \$4,803 at June 30, 2009. This is a decrease of \$34,356 over the previous year's fund balance. The primary reason for this decrease was the close monitoring of ongoing revenues and expenses and holding expenses to available revenue. Overall, revenues and expenses increased proportionately from the prior year.

General Fund Budgetary Highlights

The Sheriff, in accordance with state law, must adopt a budget on the General Fund no later than fifteen days prior to the beginning of the fiscal year. In accordance with state law, the Sheriff may have variances of 5 percent of total revenues or expenditures in a fund before he is legally

required to amend the budget. The Sheriff adopted his 2008-09 budget on March 14, 2008, and revised the budget on June 24, 2009. The original estimated revenues increased by 78% or \$74,900 from \$963,300 to \$1,038,200 in the final amended budget. The change in budgeted revenues was attributable to the Sheriff receiving more in ad valorem tax revenue and less for feeding and keeping prisoners than originally anticipated. The estimated expenditures increased from the original budget to the final budget by \$121,855 primarily attributable to increases in personal services and related benefits and operating services.

Capital Assets

Capital assets of the Sheriff used in performance of general operations of the Sheriff's office are recorded in the Fund Financial Statements as expenditures when purchased. The amount represents the original cost of the assets. Depreciation of capital assets is not recognized in the Fund Financial Statements as explained in the Notes to the Basic Financial Statements. In the Government-wide Financial Statements, the capital assets are recorded as assets at their original cost at the time of purchase or fair market value, if seized by the courts. Capital assets purchased by grantors and donated to the Sheriff are recorded as capital assets at their actual cost. Depreciation of capital assets has been recognized in the Government-wide Financial Statements.

At June 30, 2008, as reported on the Statement of Net Assets, the Sheriff had \$68,398 invested in a building and furniture and equipment, net of depreciation. Net capital assets increased by \$35,793 or 110 percent during the current fiscal year. The net increase in capital assets was primarily attributable to the acquisitions of furniture and equipment. The Sheriff removed \$118,202 of fully depreciated capital assets from the inventory during the year. For more detail of capital assets, see Note 6 of the Notes to the Basic Financial Statements. Table 4 presents capital assets, net of depreciation, at June 30, 2009 and 2008.

Table 4
Governmental Activities
Capital Assets, Net of Depreciation
June 30, 2009 and June 30, 2008

	June 30,	
	2009	2008
Furniture and equipment	<u>\$ 68,398</u>	<u>\$ 32,605</u>

For the Future

The West Carroll Parish Sheriff continues to operate with a small fund balance from year to year. However, this year the Sheriff lowered his financial position by decreasing fund balance by \$34,356 which was primarily attributable to the acquisition of needed equipment. The Sheriff adopted a resolution on September 14, 2009 increasing the millage from 11.27 to 12.63. The increased revenue from the tax will be used to help fund the operations of the Sheriff's office.

The Sheriff is optimistic that he will secure additional funding for operating his office and reduce his expenditures so that he can continue the level of services he is currently providing to the citizens of West Carroll Parish.

Contacting the Sheriff's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Sheriff's finances and to show the Sheriff's accountability for the money he receives. If you have questions about this report or need additional financial information contact Jerry Philley, Sheriff of West Carroll Parish, P.O. Box 744, Oak Grove, LA 71263 or call at (318) 428-2331 or E-mail to wcpsso@yahoo.com.

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

STATEMENT OF NET ASSETS
GOVERNMENTAL ACTIVITIES

June 30, 2009

ASSETS

Cash and cash equivalents (note 3)	\$ 828
Receivables (note 4)	38,755
Capital assets, net (note 5)	<u>68,398</u>
Total assets	<u>107,981</u>

LIABILITIES

Accounts payable and accrued expenses	44,386
Long-term liabilities:	
Due within one year (note 10)	<u>11,861</u>
Total liabilities	<u>56,247</u>

NET ASSETS

Invested in capital assets	68,398
Unrestricted	<u>(16,664)</u>
Total net assets	<u>\$ 51,734</u>

See accompanying notes to the basic financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

STATEMENT OF ACTIVITIES
GOVERNMENTAL ACTIVITIES

For the Year Ended June 30, 2009

	<u>PROGRAM REVENUES</u>		<u>NET (EXPENSE) REVENUE AND CHANGES IN NET ASSETS</u>
	<u>EXPENSES</u>	<u>OPERATING GRANTS</u>	
FUNCTIONS/PROGRAMS			
Current:			
Public safety			
Personal services and related benefits	\$ 782,742	\$ 14,516	\$ 36,939
Operating services	103,834	-	-
Statutory charges	80,362	-	-
Materials and supplies	55,888	-	-
Travel and other charges	5,853	-	-
Depreciation expense	24,004	-	-
Total Governmental Activities	<u>\$ 1,052,683</u>	<u>\$ 14,516</u>	<u>\$ 36,939</u>
GENERAL REVENUES			
Ad valorem taxes			569,843
Intergovernmental revenues:			
State of Louisiana			
Commission on state revenue sharing			46,315
State supplemental pay			55,202
Fees, charges, and commissions for services			
Commissions on licenses, etc.			35,596
Civil and criminal fees			88,583
Court attendance			3,944
Transporting prisoners			12,605
Feeding and keeping prisoners			148,774
Tax notices, etc.			20,250
Use of money and property - interest earnings			588
Officer witness fees			776
Gain on sale of assets			8,357
Miscellaneous			6,244
Total general revenues			<u>997,077</u>
CHANGES IN NET ASSETS			(4,151)
NET ASSETS AT BEGINNING OF YEAR			<u>55,885</u>
NET ASSETS AT END OF YEAR			<u>\$ 51,734</u>

See accompanying notes to the basic financial statements.

FUND FINANCIAL STATEMENT (FFS)

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

GOVERNMENTAL FUNDS - GENERAL FUND
BALANCE SHEET

June 30, 2009

ASSETS

Cash and cash equivalents (note 3)	\$	828
Receivables (note 4)		<u>38,755</u>
Total assets	\$	<u><u>39,583</u></u>

LIABILITIES AND FUND BALANCE

Liabilities

Accounts payable and accrued expenses	\$	<u>44,386</u>
Total liabilities		44,386

Fund balance

Fund balance - unreserved - undesignated		<u>(4,803)</u>
Total fund balance		(4,803)

Total liabilities and fund balance	\$	<u><u>39,583</u></u>
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See accompanying notes to the basic financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

**Reconciliation of the Governmental Fund's
Balance Sheet to the Statement of Net Assets
Fiscal Year Ended June 30, 2009**

Total fund balance - Governmental Funds \$ (4,803)

The cost of capital assets (a building and furniture and equipment) purchased is reported as an expenditure in the Governmental Funds. The Statement of Net Assets includes those capital assets among the assets of the Sheriff as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in the Governmental Funds.

Cost of capital assets	\$ 363,696	
Accumulated depreciation	<u>(295,298)</u>	68,398

Long term liabilities applicable to the Sheriff's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Assets. At June 30, 2009, the Sheriff had a balance in compensated absences of \$11,861.

(11,861)

NET ASSETS **\$ 51,734**

See accompanying notes to the basic financial statements.

**WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana**

**GOVERNMENTAL FUNDS - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE**

For the Year Ended June 30, 2009

REVENUES

Ad valorem taxes	\$	569,843
Intergovernmental revenues		
State of Louisiana		
Commission of state revenue sharing		46,315
State supplemental pay		55,202
Other		14,516
Federal grants (note 15)		36,939
Fees, charges, and commissions for services:		
Commissions on licenses, etc.		35,596
Civil and criminal fees		88,583
Court attendance		3,944
Transporting prisoners		12,605
Feeding and keeping prisoners		148,774
Tax notices, etc.		20,250
Use of money and property - interest earnings		588
Officer witness fees		776
Miscellaneous		6,244
Total revenues		1,040,175

(Continued)

**WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana**

**GOVERNMENTAL FUNDS - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE (CONCLUDED)**

For the Year Ended June 30, 2009

EXPENDITURES

Current

Public safety

Personal services and related benefits	\$ 777,154
Operating services	103,834
Statutory charges	80,362
Materials and supplies	55,888
Travel and other charges	5,853

Capital outlay	59,797
Total expenditures	<u>1,082,888</u>

EXCESS OF EXPENDITURES OVER REVENUES (42,713)

OTHER FINANCING SOURCES

Sale of assets	<u>8,357</u>
Total other financing sources	<u>8,357</u>

NET CHANGE IN FUND BALANCE (34,356)

FUND BALANCE AT BEGINNING OF YEAR 29,553

FUND BALANCE AT END OF YEAR \$ (4,803)

See accompanying notes to the basic financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

**Reconciliation of the Governmental Fund's
Statement of Revenues, Expenditures, and Changes in
Fund Balances to the Statement of Activities
Fiscal Year Ended June 30, 2009**

Net change in fund balance - Governmental Funds \$ (34,356)

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

Capital outlays are reported in Governmental Funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation in the period and the amount proceeds from sale of assets exceeded the gain from the sales of fixed assets:

Capital Outlays	\$ 59,797	
Depreciation	<u>(24,004)</u>	35,793

In the Statement of Activities, certain operating expenses - compensated absences (vacation time) - are measured by the amounts earned during the year. In the Governmental Funds; however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, vacation time earned (\$16,238) exceeded the amounts used (\$10,650) by \$5,588.

(5,588)

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES

\$ (4,151)

See accompanying notes to the basic financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

FIDUCIARY FUNDS - AGENCY FUNDS
COMBINING STATEMENT OF ASSETS AND LIABILITIES

June 30, 2009

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>WORK RELEASE PROGRAM</u>	<u>TOTAL</u>
ASSETS				
Cash and cash equivalents (note 3)	\$ 331	\$ 582,054	\$ 43	\$ 582,428
Total assets	<u>\$ 331</u>	<u>\$ 582,054</u>	<u>\$ 43</u>	<u>\$ 582,428</u>
LIABILITIES				
Due to taxing bodies and others	\$ 331	\$ 582,054	\$ 43	\$ 582,428
Total liabilities	<u>\$ 331</u>	<u>\$ 582,054</u>	<u>\$ 43</u>	<u>\$ 582,428</u>

See accompanying notes to the basic financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

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

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the West Carroll Parish Sheriff (the Sheriff) have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*.

B. REPORTING ENTITY

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and the component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Sheriff includes all funds, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid by the parish police jury as required by Louisiana law, the Sheriff is financially independent. Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of local government over which the Sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Sheriff.

C. FUND ACCOUNTING

The Sheriff uses funds to maintain his financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid the Sheriff by segregating transactions related to certain Sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Fund – General Fund

The Governmental Fund – General Fund accounts for all or most of the Sheriff's general activities. This fund focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the Governmental Fund 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 describes the Sheriff's governmental fund:

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the primary operating fund of the Sheriff's office and accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and Federal laws and according to the Sheriff's policy.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Fiduciary Fund

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), for deposits held pending court action, and for inmates' personal accounts. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the Agency Funds have no measurement focus, but use the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund, Statements C and D, 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 Balance 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.

The amounts reflected in the General Fund, Statements C and D, 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 certain compensated absences which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The Governmental Fund uses the following practices in recording revenues and expenditures:

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Revenues

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.

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

Interest income on interest-bearing demand deposits and time deposits are recorded at the end of each month when credited by the bank.

Expenditures

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

Other Financing Sources

Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized when received.

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the Sheriff as a whole. These statements include all of 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 (Statement B) are derived from State and Federal grants. Program revenues reduce the cost of the function to be financed from the Sheriff's general revenues.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

E. BUDGET PRACTICES

The Sheriff adopts an annual cash budget on the General Fund prior to the beginning of each fiscal year. In accordance with Louisiana Revised Statutes 39:1301-1314 the Sheriff amends the budget when actual revenues are not meeting anticipated revenues by 5 percent or more and when actual expenditures are exceeding budgeted expenditures by 5 percent or more.

F. ENCUMBRANCES

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not used by the Sheriff in his accounting practices.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in petty cash and interest bearing demand deposits. Cash equivalents include amounts in time deposits. 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 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. CAPITAL ASSETS

Capital assets, which include a building and furniture and equipment, are capitalized at historical cost, where the actual cost is known; or estimated fair market value of the asset on the date the asset is turned over to the Sheriff by the courts. Capital assets provided by another parish Sheriff through a grant and capital assets turned over to the Sheriff by the courts as a result of drug seizures are recorded as capital assets. Capital assets provided by the parish police jury through grants are recorded as capital assets at actual cost. The capital assets are depreciated over their estimated useful lives. The Sheriff considers assets with an initial individual cost of more than \$100 and an estimated useful life of 2 years or more as a capital asset.

Capital assets are recorded in the Statement of Net Assets and depreciation expense is recorded in the Statement of Activities. Estimated useful life is the Sheriff's estimate of how long the asset is expected to meet service demands. Capital assets have not been assigned a salvage value because the Sheriff feels that the salvage value is immaterial.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Straight-line depreciation is used on all capital assets based on the following estimated useful lives.

Building	5 years
Furniture and equipment	2 to 10 years

I. COMPENSATED ABSENCES

Full-time deputies of the Sheriff's office earn from 40 to 104 hours of annual leave each year depending on length of service with the Sheriff's office. Annual leave is earned each month. A maximum of 40 hours can be accumulated and carried forward into a new calendar year. Upon termination of employment, unused annual leave is paid to deputies at the deputies' current rates of pay.

Annual leave that has been claimed by deputies as of the end of the fiscal year is recorded as an expenditure in the year claimed. Annual leave accrued as of the end of the fiscal year is valued using deputies' current rates of pay and the total is included in the Statement of Net Assets as a long-term liability. The Sheriff and the deputies are not required to contribute to the retirement system for annual leave payments. Accrued annual leave will be paid from future years' resources.

Full-time deputies earn 80 hours of sick leave each year. Sick leave may not be accumulated and carried forward to a new calendar year. Upon termination of employment, unused sick leave is not paid to employees. At June 30, 2009, there are no accumulated and vested benefits relating to sick leave that require accrual or disclosure to conform with GASB Codification Section C60.

J. ESTIMATES

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

K. RISK MANAGEMENT

The Sheriff carries insurance policies with no deductibles for liability, workman's compensation, and auto. The liability and auto insurance carry an aggregate limit of \$900,000. Property coverage for the Sheriff is carried by the West Carroll Parish Police Jury.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Note 2 - LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the year ended June 30, 2009:

Authorized Millage	11.27
Levied Millage	11.27

The following are the top five principal taxpayers and their related ad valorem tax revenue for the Sheriff:

Tax Payer	Assessed Value	Assessed Valuation	Tax Revenue for Sheriff
Trunkline Gas Company	\$ 19,276,780	28.2%	\$ 217,249
Memphis, Light, Gas, Water	\$ 1,679,060	2.5%	\$ 18,923
Entergy Louisiana	\$ 1,747,220	2.6%	\$ 19,691
Centennial Pipeline	\$ 1,476,710	2.2%	\$ 16,643
Southern Natural Gas	\$ 1,321,540	1.9%	\$ 14,894

Note 3 - CASH AND CASH EQUIVALENTS

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2009, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$583,256, as follows:

	Government-wide Statement of Net Assets	Fiduciary Funds Statement of Assets and Liabilities	Total
Petty Cash	\$ 500	\$ -	\$ 500
Interest-bearing deposits	328	582,385	582,713
Noninterest-bearing deposits	-	43	43
Total	\$ 828	\$ 582,428	\$ 583,256

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Custodial credit risk – deposits. These deposits are stated at cost, which approximates market. Under state law, these deposits (or 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 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.

Cash and cash equivalents (bank balances other than those backed by the U.S. government) at June 30, 2009, are secured, as follows:

Bank balances	\$ <u>714,919</u>
Federal deposit insurance	463,247
Pledged securities	<u>251,672</u>
Total	\$ <u>714,919</u>

Credit risk. Under state law, the Sheriff may invest funds in obligations of the United States, in federally-insured investments, or in time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. The Sheriff's cash balances are not exposed to credit risk.

Concentration of credit risk. The Sheriff does not limit the amount that may be invested in securities of any one issuer. Applicable state statutes do not place limits on credit concentration.

Interest rate risk. The Sheriff manages its exposure to declines in fair values by limiting the maturity of its investments to no longer than one year.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Note 4 - RECEIVABLES

The General Fund receivables of \$38,755 at June 30, 2009, are as follows:

Class of Receivable	Amount
Revenues:	
Feeding and keeping prisoners	\$ 10,634
Grants	8,699
State supplemental pay	5,100
Civil and criminal fees	3,630
Commissions on licenses, etc.	2,616
Reimbursements	5,706
Other	1,049
Court attendance	408
Transporting prisoners	913
Total	\$ 38,755

Note 5 - CAPITAL ASSETS

A summary of changes in capital assets (building and furniture and equipment) and depreciation follows:

	Balance June 30, 2008	Additions	Deletions	Balance June 30, 2009
Governmental Activities				
Capital assets, being depreciated				
Building	\$ 1,335	\$ -	\$ -	\$ 1,335
Furniture and equipment	420,766	59,797	(118,202)	362,361
Total capital assets, being depreciated	422,101	59,797	(118,202)	363,696
Less accumulated depreciation				
Building	(1,335)	-	-	(1,335)
Furniture and equipment	(388,161)	(24,004)	118,202	(293,963)
Total	(389,496)	(24,004)	118,202	(295,298)
Governmental activities capital assets, net	\$ 32,605	\$ 35,793	\$ -	\$ 68,398

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Note 6 - PENSION PLAN

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

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were 18 or older 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 2.50 percent for each year if total services is at least 12 but less than 15 years, 2.75 percent for each year if total services is at least 15 but less than 20 years, and 3 percent for each year if total services is at least 20 years. 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 Sheriffs' Pension and Relief Fund, 6554 Florida Boulevard, Suite 215, Baton Rouge, Louisiana 70806, or by calling (800) 586-9049.

Funding Policy: Plan members were required by state statute to contribute 10.0 percent of their annual covered salary during the 2008-09 fiscal year. The West Carroll Parish Sheriff was required to contribute at an actuarially determined rate. The rate for the 2008-09 fiscal year was 11.0 percent of the 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 Carroll 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 West Carroll Parish Sheriff's contributions to the System for

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

the years ending June 30, 2009, 2008, and 2007, were \$55,919, \$57,991, and \$50,992 respectively, equal to the required contributions for each year.

Note 7 - OTHER POSTEMPLOYMENT BENEFITS

As required by Louisiana Revised Statutes, the Sheriff provides certain continuing health care and life insurance benefits for certain retired employees through the Sheriff's group insurance plan. Retired employees are eligible for these benefits if they reached normal retirement age, as defined by the retirement system (see Note 7), while working for the Sheriff. The Sheriff recognizes the cost of providing these benefits (the Sheriff's portion of premiums) as expenditures when the monthly premiums are due. The cost of retiree benefits totaled \$11,121 during the 2008-09 fiscal year. Three employees received benefits under this plan.

The Governmental Accounting Standards Board (GASB) has issued Statement No. 45 *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. This statement will become effective for the Sheriff for the year ending June 30, 2010. Postemployment benefits (OPEB) includes postemployment healthcare benefits (such as medical insurance) paid on behalf of retired employees. Under Statement No. 45, the Sheriff will be required to recognize OPEB expense in an amount equal to the annual OPEB cost for the period on the Statement of Activities, regardless of the amount paid in cash. The cumulative difference between amounts expensed and contributions to the plan will create a liability (or asset) on the Sheriff's Statement of Net Assets. The implementation of this statement will have a tremendous effect on the Sheriff's government-wide financial statements for the year ending June 30, 2010 and ensuing years.

Note 8 - DEFERRED COMPENSATION PLAN

The Sheriff offers a deferred compensation plan to employees of his office under the provisions of Internal Revenue Service Code 457 (Deferred Compensation Plan). The deferred compensation plan is strictly on a voluntary basis with only employee contributions being made to the Plan. At June 30, 2009, the Plan had assets with an approximate market value of \$6,841. The assets in the Plan are held in trust solely for the benefit of participants and their beneficiaries. Therefore, in accordance with GASB Statement No. 31, they are not reported in the Sheriff's financial statements.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Note 9 - COMPENSATED ABSENCES

At June 30, 2009, employees of the Sheriff have accumulated and vested \$11,861 of employee leave benefits, which were computed in accordance with GASB Codification Section C60. The leave benefits have been recorded in the Government-wide Financial Statements' Statement of Net Assets as a long-term liability and in the Statement of Activities as an expense.

Note 10 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2009:

	Compensated Absences	Capital Lease	Total
Long-term obligations at July 1, 2008	\$ 6,273	\$ -	\$ 6,273
Additions	16,238	-	16,238
Deductions	(10,650)	-	(10,650)
Long-term obligations at June 30, 2009	<u>\$ 11,861</u>	<u>\$ -</u>	<u>\$ 11,861</u>
Amounts due within one year	<u>\$ 11,861</u>	<u>\$ -</u>	<u>\$ 11,861</u>

Note 11 - CHANGES IN AGENCY FUND BALANCES

A summary of changes in Agency Fund balances due to taxing bodies and others for the year ended June 30, 2009, follows:

	Sheriff's Fund	Tax Collector Fund	Work Release Program	Total
Balance July 1, 2008	\$ 75	\$ 411,401	\$ 43	\$ 411,519
Additions	241,780	4,335,337	-	4,577,117
Deductions	(241,524)	(4,164,684)	-	(4,406,208)
Balance June 30, 2009	<u>\$ 331</u>	<u>\$ 582,054</u>	<u>\$ 43</u>	<u>\$ 582,428</u>

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

Note 12 - TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the Agency Funds at June 30, 2009, as reflected on Statement E, include \$351,696 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$99,185. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

Note 13 - LITIGATION AND CLAIMS

At June 30, 2009, the Sheriff was not involved in any lawsuits. The Sheriff's legal counsel was not aware of any unasserted claims or assessments.

Note 14 - ON-BEHALF PAYMENTS

The Sheriff's office is located in the parish courthouse. Expenditures for operation and maintenance of the parish courthouse, as required by statute, are paid by the West Carroll Parish Police Jury. These expenditures are not included in the accompanying Basic Financial Statements.

Certain employees of the West Carroll Parish Sheriff receive supplemental pay from the state of Louisiana. In accordance with GASB Statement No. 24, the Sheriff recorded revenues and expenditures for these payments in the General Fund. Revenues and expenditures under this arrangement totaled \$55,202.

Note 15 - FEDERAL FINANCIAL ASSISTANCE

The Sheriff participated in the following Federal financial assistance programs during the year ended June 30, 2009:

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Basic Financial Statements
For the Year Ended June 30, 2009

<u>Program Name</u>	<u>Number</u>	<u>Expenditures</u>
Department of Homeland Security		
Passed through the Louisiana Governor's		
Office of Homeland Security		
State Homeland Security Program	97.067	\$ 6,358
Law Enforcement Terrorism Prevention	97.067	7,420
		<u>13,778</u>
Department of Justice		
Bullet Proof Vest Program	16.607	<u>2,161</u>
Department of Agriculture		
Community Facilities Grant Program	10.766	21,000
Total		<u>\$ 36,939</u>

Note 16 - SHORT TERM BANK LOANS

The Sheriff made various bank loans during the year totaling \$200,000 from a local bank to help his cash flow until his ad valorem taxes were collected. The Sheriff was authorized by the Louisiana State Bond Commission to borrow up to \$300,000. The loans were repaid by June 30, 2009, at an interest rate of 3.25 percent. Interest paid on these loans amounted to \$2,662.

**REQUIRED SUPPLEMENTAL
INFORMATION
(PART B)**

**WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana**

BUDGETARY COMPARISON SCHEDULE

For the Year Ended June 30, 2009

General Fund - with Legally Adopted Budget

The General Fund accounts for all activities of the Sheriff's office, except for the collection of fines, criminal and civil fees, and ad valorem taxes for others, which are accounted for in the Fiduciary – Agency Funds. The General Fund is the only fund legally required to adopt an annual budget.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

GENERAL FUND
Budgetary Comparison Schedule (Cash Basis)

For the Year Ended June 30, 2009

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		<u>FINAL BUDGET</u>
	<u>BUDGET</u>	<u>BUDGET</u>		<u>FAVORABLE</u>
				<u>(UNFAVORABLE)</u>
BUDGETARY FUND BALANCE (Deficit)				
AT BEGINNING OF YEAR	\$ 33,625	\$ 50,000	\$ 1,940	\$ (48,060)
RESOURCES (Inflows)				
Ad valorem taxes	525,000	589,100	569,748	(19,352)
Intergovernmental revenues				
Grants-Federal and Local	40,000	40,000	33,063	(6,937)
State grants				
Commission on state revenue sharing	47,500	47,500	46,315	(1,185)
State supplemental pay	61,000	55,000	54,352	(648)
Fees, charges, and commissions for services				
Commissions on licenses, etc.	28,000	28,000	35,541	7,541
Civil and criminal fees	76,700	88,600	88,238	(362)
Court attendance	4,500	4,500	3,978	(522)
Transporting prisoners	5,000	8,000	11,926	3,926
Feeding and keeping prisoners	159,100	148,100	151,721	3,621
Tax notices, etc.	9,500	16,900	19,377	2,477
Use of money and property - interest earnings	3,000	3,000	1,634	(1,366)
Miscellaneous	-	-	4,720	4,720
Other sources:				
Proceeds from sale of assets	4,000	9,500	8,357	(1,143)
Total resources	<u>963,300</u>	<u>1,038,200</u>	<u>1,028,970</u>	<u>(9,230)</u>
Amounts available for appropriations	996,925	1,088,200	1,030,910	(57,290)
CHARGES TO APPROPRIATIONS (Outflows)				
Current:				
Public safety:				
Personal services and related benefits	749,712	802,167	763,009	39,158
Operating services	88,900	114,500	103,259	11,241
Materials and supplies	44,000	51,300	54,582	(3,282)
Statutory charges	61,000	75,000	72,723	2,277
Travel and other charges	3,000	5,000	4,954	46
Capital outlay	16,500	37,000	37,797	(797)
Total charges to appropriations	<u>963,112</u>	<u>1,084,967</u>	<u>1,036,324</u>	<u>48,643</u>
BUDGETARY FUND BALANCE				
AT END OF YEAR	\$ 33,813	\$ 3,233	\$ (5,414)	\$ (8,647)

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

NOTES TO BUDGETARY COMPARISON SCHEDULE

For the Year Ended June 30, 2009

Budget and Budgetary Accounting

The Sheriff utilizes the following procedures in establishing the budgetary data reflected in the financial statements.

The proposed budget for the fiscal year ended June 30, 2009, was made available for public inspection on March 14, 2008. The proposed 2008-09 budget, prepared on the cash basis of accounting, was published in the official journal 14 days prior to the public hearing for comments from taxpayers, which was held at the West Carroll Parish Sheriff's office on March 14, 2008. The budget was 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.

A system of encumbrance accounting is not used. However, formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments. The following summary reconciles General Fund operations for the year from the budgetary basis (cash) to the GAAP basis of reporting.

Revenues

Resources (Inflows) on budgetary basis - cash	\$ 1,028,970
Receivables, net	11,205

Expenditures

Total charges to appropriations (Outflows) on budgetary basis - cash	(1,036,324)
Payables, net	(46,564)

Other financing sources

Proceeds from sale of assets	<u>8,357</u>
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Net change in fund balance on GAAP basis	(34,356)
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Fund balance - June 30, 2008, GAAP basis	<u>29,553</u>
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Fund balance - June 30, 2009, GAAP basis	<u><u>\$ (4,803)</u></u>
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SUPPLEMENTAL INFORMATION

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

FIDUCIARY FUND TYPE
AGENCY FUNDS

As of and for the Year
Ended June 30, 2009

Fiduciary Funds

Fiduciary Funds account for assets held by the Sheriff in a trust or agency capacity.

SHERIFF'S FUND

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments.

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 accounts for the collection and distribution of these taxes and fees to the appropriate taxing bodies. It also accounts for collections of bonds, fines, and costs and payments of these collections to the recipients in accordance with applicable laws.

WORK RELEASE PROGRAM

The Sheriff allows inmates to participate in a work release program. The inmates work in local business for wages. The wages are paid directly to the West Carroll Sheriff who deposits the wages in the Work Release Program Fund. The Sheriff receives one-half of the wages earned by the inmates for administrative expenses. The balance of the wages is accounted for in the inmates' individual accounts. The inmates direct the Sheriff as to how to spend the funds in their individual accounts. The work release program was terminated in December 2006.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

AGENCY FUNDS
COMBINING SCHEDULE OF CHANGES IN BALANCES
DUE TO TAXING BODIES AND OTHERS

For the Year Ended June 30, 2009

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>WORK RELEASE PROGRAM</u>	<u>TOTAL</u>
BALANCES AT BEGINNING OF YEAR	\$ 75	\$ 411,401	\$ 43	\$ 411,519
ADDITIONS				
Deposits				
Suits, seizures, and sales	241,685	549,411	-	791,096
Interest earnings	95	2,023	-	2,118
Taxes, fees, etc., paid to tax collector	-	3,783,903	-	3,783,903
Total additions	<u>241,780</u>	<u>4,335,337</u>	<u>-</u>	<u>4,577,117</u>
Total	<u>241,855</u>	<u>4,746,738</u>	<u>43</u>	<u>4,988,636</u>
REDUCTIONS				
Taxes, fees, etc., distributed to taxing bodies and others	-	4,164,684	-	4,164,684
Deposits settled to:				
Sheriff's General Fund	30,776	-	-	30,776
Clerk of Court	11,348	-	-	11,348
Litigants	186,458	-	-	186,458
Attorneys, appraisers, etc.	10,742	-	-	10,742
Other settlements	2,200	-	-	2,200
Total reductions	<u>241,524</u>	<u>4,164,684</u>	<u>-</u>	<u>4,406,208</u>
BALANCES AT END OF YEAR	<u>\$ 331</u>	<u>\$ 582,054</u>	<u>\$ 43</u>	<u>\$ 582,428</u>

See accompanying notes to the basic financial statements.

**OTHER REPORTS REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***

LUFFEY, HUFFMAN, RAGSDALE & SOIGNIER

(A PROFESSIONAL ACCOUNTING CORPORATION)
CERTIFIED PUBLIC ACCOUNTANTS

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

**West Carroll Parish Sheriff
Oak Grove, Louisiana**

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the West Carroll Parish Sheriff, as of and for the year ended June 30, 2009, which collectively comprise the West Carroll Parish Sheriff's Basic Financial Statements and have issued our report thereon dated January 15, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Louisiana Society of Certified Public Accountants and the Louisiana Legislative Auditor.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the West Carroll Parish Sheriff's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the West Carroll Parish Sheriff's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the West Carroll Parish Sheriff's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the West Carroll Parish Sheriff's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the West Carroll Parish Sheriff's financial statements that is more than inconsequential will not be prevented or detected by the West Carroll Parish Sheriff's internal control.

West Carroll Parish Sheriff
Oak Grove, Louisiana

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the West Carroll Parish Sheriff's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the West Carroll Parish Sheriff's financial statements are free of material misstatement, we performed tests of his compliance with certain provisions of laws, regulations, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management of the West Carroll Parish Sheriff, Federal awarding agencies and pass-through entities, and other entities granting funds to the West Carroll Parish Sheriff 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, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Shuffey, Huffman, Royal, & Siggins

(A Professional Accounting Corporation)

January 15, 2010