

LINCOLN PARISH CORONER
Ruston, Louisiana

Basic Financial Statements
With Accountants' Compilation Report
As of and for the Year Ended
December 31, 2004

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.

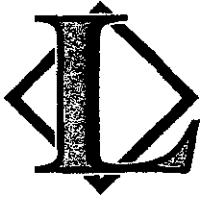
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LINCOLN PARISH CORONER
Ruston, Louisiana

Basic Financial Statements
With Accountants' Compilation Report
As of and for the Year Ended
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LITTLE & ASSOCIATES LLC
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Lincoln Parish Coroner
Ruston, Louisiana

We have compiled the accompanying financial statements of the funds of the Lincoln Parish Coroner as of and for the year ended December 31, 2004, as listed in the table of contents, in accordance with standards established by *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from generally accepted accounting principles that is described in the following paragraph.

As explained in Note 1 to the financial statements, management has not presented its financial statements in accordance with the financial reporting model required by the provisions of GASB No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* ("GASB No. 34"). GASB No. 34 requires that the basic financial statements be presented for the government as a whole and for each major fund and aggregate remaining funds. GASB No. 34 also requires that certain budgetary comparison information be presented, and that the financial statements be supplemented by Management's Discussion and Analysis. In addition, GASB No. 34 does not permit the presentation of the General Fixed Asset Account in the fund financial statements. The effect of this departure on the financial statements has not been determined.

Monroe, Louisiana
June 9, 2005

BASIC FINANCIAL STATEMENTS

**Lincoln Parish Coroner
Ruston, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS**

Balance Sheet

December 31, 2004

	GOVERNMENTAL FUNDS	ACCOUNT GROUP	
	GENERAL FUND	GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS AND OTHER DEBITS			
Assets:			
Cash and cash equivalents	\$ 5,940	\$	\$ 5,940
Receivables	2,075		2,075
Equipment		3,932	3,932
TOTAL ASSETS	\$ 8,015	\$3,932	\$ 11,947
LIABILITIES, EQUITY, AND OTHER CREDITS			
Liabilities:			
Cash overdraft	\$ 1,717	\$	\$ 1,717
Accounts payable	3,007		3,007
Withholdings payable	1,063		1,063
Total Liabilities	5,787	NONE	5,787
Fund Equity			
Investment in general fixed assets		3,932	3,932
Fund balances:			
Unreserved - undesignated			-
Total Equity	2,228		2,228
TOTAL LIABILITIES AND FUND EQUITY	\$ 8,015	\$ 3,932	\$ 11,947

The accompanying notes are an integral part of this statement.

Statement B

LINCOLN PARISH CORONER
Ruston, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balance
Budget and Actual
For the Year Ended December 31, 2004

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Intergovernmental			
Police Jury	\$ 48,000	\$ 50,554	\$ 2,554
City of Ruston	6,700	2,075	(4,625)
Town of Grambling	200	3,512	3,312
State of Louisiana	500	-	(500)
Ruston City Marshall	3,200	2,320	(880)
Sheriff	3,650	2,525	(1,125)
Use of money and property	-	104	104
Other revenues	4,800	-	(4,800)
Total revenues	<u>67,050</u>	<u>61,090</u>	<u>(5,960)</u>
EXPENDITURES			
Health and Welfare - current:			
Personal Services	20,376	20,376	-
Operating Services	45,390	49,414	(4,024)
Materials and Supplies	1,000	-	1,000
Travel and Other expenses	200	166	34
Total expenditures	<u>66,966</u>	<u>69,956</u>	<u>(2,990)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	84	(8,866)	(8,950)
FUND BALANCE AT BEGINNING OF YEAR	11,094	11,094	
FUND BALANCE AT END OF YEAR	<u>\$ 11,178</u>	<u>\$ 2,228</u>	<u>\$ 8,950</u>

The accompanying notes are an integral part of this statement.

LINCOLN PARISH CORONER
Ruston, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the coroner is elected by the voters of the parish and serves a term of four years, beginning the fourth Monday of March, following the year in which elected. The Lincoln Parish Coroner is responsible as the designated parish authority as it relates to conducting investigations concerning the manner and cause of any death when informed that particular death has resulted from violence or accident under suspicious circumstances. The coroner's office also issues death certificates and has oversight of autopsies performed on behalf of the parish. The coroner is responsible for examination, admission, commitment, and treatment of persons suffering from mental illness and substance abuse.

A. BASIS OF PRESENTATION AND ACCOUNTING

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB Statement 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments* was issued in June 1999. Certain of the significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations;
- Financial statements prepared using full accrual accounting for all of the Assessor's activities; and

The accompanying financial statements of the Lincoln Parish Coroner are not presented in conformity with GASB Statement 34. The financial statements do not include a presentation of the financial position and operations of the coroner on the full accrual basis. Also, a Management Discussion and Analysis does not supplement the financial statements.

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

LINCOLN PARISH CORONER
Ruston, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

The modified accrual basis of accounting is used for reporting all governmental fund types. 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 be used to pay liabilities of the current period. The district uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Payments from governmental agencies for services are recorded in the year in which they are earned.

Substantially all other revenues are recognized when received by the coroner.

Based on the above criteria, payments from governmental agencies for services have been treated as susceptible to accrual.

Expenditures

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

B. REPORTING ENTITY

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

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

LINCOLN PARISH CORONER
Ruston, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

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

Based on the previous criteria, the coroner has determined that there are no component units which should be considered as part of the reporting entity.

C. FUND ACCOUNTING

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

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

Funds are classified into three categories; governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types." Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The coroner's current operations require the use of only a governmental fund type (General Fund).

LINCOLN PARISH CORONER
Ruston, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

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

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets are valued at actual historical costs. No depreciation has been provided on general fixed assets. One hundred per cent of general fixed assets are valued at actual cost. The account group is not a "fund", it is concerned only with the measurement of financial position and does not involve measurement of results of operations. The coroner has no long-term debt at December 31, 2004.

E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the GAAP basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the coroner and amended during the year, as necessary. The budget is established and controlled by the coroner at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the coroner. Encumbrance accounting is not used by the coroner.

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

F. CASH AND CASH EQUIVALENTS

Under state law, the coroner 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 coroner may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2004, the coroner has cash (book balances) totaling \$5,940. These deposits are stated at cost, which approximates market value. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually

LINCOLN PARISH CORONER
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Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

acceptable to both parties. Deposit balances (bank balances) at December 31, 2004, total \$10,460, and are fully secured by federal deposit insurance.

G. RISK MANAGEMENT

The coroner is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and any medical incidents. To handle such risk of loss, the coroner maintains a commercial insurance policy covering property and professional liability. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2004.

**H. TOTAL COLUMN ON THE
BALANCE SHEET**

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

2. ACCOUNTS RECEIVABLE

As of December 31, 2004, Accounts Receivable in the amount of \$2,075 consisted solely of Coroner's fees.

3. CHANGES IN GENERAL FIXED ASSETS

The following presents the changes in general fixed assets for the year ended December 31, 2004:

Balance, January 1, 2004	\$3,932
Additions	NONE
Deletions	<u>NONE</u>
Balance, December 31, 2004	<u><u>\$3,932</u></u>

4. PENSION PLAN

Substantially all employees of the Lincoln Parish Coroner's office are members of the Parochial Employee Retirement System (system), a multiple-employer (cost-

LINCOLN PARISH CORONER
Ruston, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2004

sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent 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. The system also provides death and disability benefits. Benefits are established by state statute.

The system issues an annual publicly available report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Parochial Employee Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 9.50 per cent of their annual covered salary and the Lincoln Parish Coroner is required to contribute at an actuarially determined rate. The current rate is 11.75 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Lincoln Parish Coroner are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:104, 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 Lincoln Parish Coroner's contributions to the System under Plan A for the years ending December 31, 2004, 2003, and 2002 were \$2,115, \$1,163, and \$1,511, equal to the required contributions for each year.

5. LITIGATION AND CLAIMS

The coroner is not involved in any litigation at December 31, 2004, nor is he aware of any unasserted claims.

LINCOLN PARISH CORONER
Ruston, Louisiana

Summary Schedule of Prior Year Findings
For the Year Ended December 31, 2004

Finding 03-01: Management did not legally adopt a budget.

Condition found: Management did not legally adopt a budget for the year ended 2003.

Status: Resolved. Management did legally adopt a budget for the year ended 2004.