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**TENSAS PARISH SHERIFF**  
**St. Joseph, Louisiana**  
  
**Annual Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended**  
**June 30, 2004**  
**With Supplemental Information Schedules**

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

Release Date 11.24.04

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

Annual Financial Statements  
As of and for the Year Ended June 30, 2004  
With Supplemental Information Schedules

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## **Independent Auditor's Report**

**TENSAS PARISH SHERIFF**  
St. Joseph, Louisiana

I have audited the basic financial statements of the Tensas Parish Sheriff, a component unit of the Tensas Parish Police Jury, as of June 30, 2004, and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Tensas Parish Sheriff's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Tensas Parish Sheriff as of June 30, 2004, and the changes in its financial position for the year then ended, in conformity with U.S. generally accepted accounting principles.

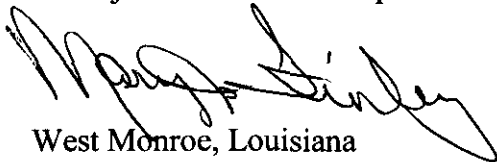
As described in Note 1 to the financial statements, the sheriff has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as of June 30, 2004.

Management's discussion and analysis, and supplementary information on pages 6 through 9 and 33 through 35, respectively are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information and reviewing the source of selected information. However, I did not audit the information and express no opinion on it.

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
Independent Auditor's Report,  
June 30, 2004

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

In accordance with *Government Auditing Standards*, I have also issued a report dated November 1, 2004, on my consideration of the Tensas Parish Sheriff's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana  
November 1, 2004

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

**Management's Discussion and Analysis**  
June 30, 2004

As management of the Tensas Parish Sheriff, I offer readers of the Tensas Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Tensas Parish Sheriff for the fiscal year ended June 30, 2004. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Sheriff's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Sheriff's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves. Comparative data for the prior year is only available on a limited basis. However, all applicable tables will present comparative data in fiscal year 2005.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Tensas Parish Sheriff's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Tensas Parish Sheriff's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Tensas Parish Sheriff is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

***Fund financial statements.*** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Tensas Parish Sheriff, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Tensas Parish Sheriff can be divided into two categories: governmental funds and fiduciary (agency) funds.

***Governmental funds.*** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Tensas Parish Sheriff adopts an annual appropriated budget for the general fund and the special revenue funds. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

***Fiduciary funds.*** Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the Tensas Parish Sheriff's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

***Notes to the financial statements.*** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

***Other Information*** in addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Tensas Parish Sheriff's performance.

The combining schedules for nonmajor governmental funds are presented immediately following the required supplementary information.



## **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Tensas Parish Sheriff exceeded liabilities by \$640,722. The largest portion of the Tensas Parish Sheriff's net assets reflects its investment in capital assets. These assets are not available for future spending.

The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by the Tensas Parish Sheriff to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets having been included in the statement of net assets for the first time.

Since this is the first year of implementing the new reporting model, comparative information is not available for further government-wide financial analysis. In future years, when prior year information is available, a comparative analysis of government-wide data will be presented.

## **Financial Analysis of the Government's Funds**

As noted earlier, the Tensas Parish Sheriff uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2004, combined governmental fund balances of \$519,063 showed an increase of \$114,442 over June 30, 2003. The General Fund's portion of the unreserved, undesignated fund balance of \$198,604 shows an increase (of approximately \$179,498) from the prior year amount. The Detention Center portion of the unreserved, undesignated fund balance of \$270,773 shows a decrease (of approximately \$98,270) from the prior year amount.

## **General Fund and Major Fund Budgetary Highlights**

Differences between Capital Outlay of the original budget and the final budget for the General Fund were due primarily to the purchase of vehicles to be used as law enforcement vehicles. Revenue for these vehicles came from grants received. Anticipated debt service payments were reduced due to the pay off of one of the two leases that are being paid from the General Fund. Personal services and materials and supplies were increased based on increase in anticipated revenues. The difference in original and final budgeted revenues in the general fund were due to increases in anticipated grants, civil and criminal fees, local feeding and keeping prisoners, and appropriations from the Detention Center.

In the Detention Center, the original budget differed greatly from the final budget due to an increase in revenues for feeding and keeping of prisoners and local grants. The Detention center is running at full or near full capacity, allowing for greater revenues and, in turn, increases in expenditures. Differences in expenditures were due to an increase in anticipated personal services and benefits, materials and supplies, travel and other charges, based on the increase in revenue.

## **Capital Asset and Debt Administration**

**Capital assets.** The Tensas Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2004, amounts to \$132,394 (net of accumulated depreciation). This investment includes furniture, equipment, and weapons. The increase in capital assets for the year was \$111,717, the majority of which was attributable to the purchase law enforcement vehicles through grant programs.

**Long-term debt.** At the end of the fiscal year, Tensas Parish Sheriff had total debt outstanding, in the form of leases, of \$10,736, which will be paid in full within two years. During the year ended June 30, 2004, \$19,479 of debt was paid in accordance with the debt agreement.

## **Requests for Information**

This financial report is designed to provide a general overview of the Tensas Parish Sheriff's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Tensas Parish Sheriff, Courthouse Building, St. Joseph LA 71282.

  
November 1, 2004

**BASIC FINANCIAL STATEMENTS**

**Statement A****TENSAS PARISH SHERIFF  
St. Joseph, Louisiana****STATEMENT OF NET ASSETS  
June 30, 2004**

<b>ASSETS</b>	
Cash and cash equivalents	\$240,423
Investments	327,345
Receivables	1,369,921
Due from other funds	18,875
Inventory	22,287
Capital assets (net of accumulated depreciation)	<u>132,394</u>
<b>TOTAL ASSETS</b>	<u><b>2,111,245</b></u>
<b>LIABILITIES</b>	
Accounts payable	264,044
Salaries payable	47,043
Due to Marketing Group	1,148,700
Long-term liabilities:	
Due within one year	6,272
Due in more than one year	<u>4,464</u>
<b>TOTAL LIABILITIES</b>	<u><b>1,470,523</b></u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	121,658
Unrestricted	<u>519,064</u>
<b>TOTAL NET ASSETS</b>	<u><u><b>640,722</b></u></u>

The accompanying notes are an integral part of this statement.

**Statement B**

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
STATEMENT OF ACTIVITIES  
June 30, 2004

Judicial:		
Personal services		\$3,180,788
Operating services		5,473,699
Materials and supplies		855,765
Travel and other		13,839
Interest expense		1,062,070
Depreciation expense		<u>83,423</u>
Total Program Expenses		<u>10,669,584</u>
Program revenues:		
Commissions on licenses and taxes		68,152
Civil and criminal fees		46,062
Court attendance		1,994
Radio dispatch		10,345
Feeding and keeping prisoners		5,898,347
Courthouse maintenance		<u>3,000</u>
Total program revenues		<u>6,027,900</u>
Net Program Expenses		<u>(4,641,684)</u>
General revenues:		
Taxes		
Ad valorem		751,172
Sales tax		104,646
Grants and contributions not restricted to specific programs:		
Federal sources		61,107
State sources		
State revenue sharing (net)		32,649
State supplemental pay		43,654
Other		706,541
Local sources		3,091,019
Interest earned		<u>13,111</u>
Change in Net Assets		162,215
<b>NET ASSETS</b>		
Beginning of year		<u>478,507</u>
End of year		<u><u>\$640,722</u></u>

The accompanying notes are an integral part of this statement.

**Statement C**

**TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
GOVERNMENTAL FUNDS**

Balance Sheet, June 30, 2004

	.....MAJOR FUNDS.....		OTHER GOVERNMENTAL FUND - COMMISSARY	TOTAL
	GENERAL FUND	DETENTION CENTER		
<b>ASSETS</b>				
Cash and cash equivalents	\$176,493	\$3,169	\$60,761	\$240,423
Investments		327,345		327,345
Receivables	37,435	1,332,486		1,369,921
Due from other funds	75,844	13,630	18,405	107,879
Inventory			22,287	22,287
<b>TOTAL ASSETS</b>	<u>\$289,772</u>	<u>\$1,676,630</u>	<u>\$101,453</u>	<u>\$2,067,855</u>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$44,125	\$181,782	\$38,137	\$264,044
Salaries payable	47,043			47,043
Due to Marketing Group		1,148,700		1,148,700
Due to other funds		75,375	13,630	89,005
<b>Total Liabilities</b>	<u>91,168</u>	<u>1,405,857</u>	<u>51,767</u>	<u>1,548,792</u>
Fund balance - unreserved undesignated	<u>198,604</u>	<u>270,773</u>	<u>49,686</u>	<u>519,063</u>
<b>TOTAL LIABILITIES     AND FUND EQUITY</b>	<u>\$289,772</u>	<u>\$1,676,630</u>	<u>\$101,453</u>	<u>\$2,067,855</u>

The accompanying notes are an integral part of this statement.

**Statement D****TENSAS PARISH SHERIFF  
St. Joseph, Louisiana****Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Assets***For the Year Ended June 30, 2004*

Total Fund Balances at June 30, 2004 - Governmental Funds (Statement C)		\$519,063
Cost of capital assets at June 30, 2004	\$482,539	
Less: Accumulated depreciation as of June 30, 2004	<u>(350,144)</u>	132,395
Long-term liabilities - Lease payable		(10,736)
Elimination of interfund assets and liabilities:		
Due from other funds	89,005	
Due to other funds	<u>(89,005)</u>	
Net Assets at June 30, 2004		<u><u>\$640,722</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
Changes in Fund Balance

For the Year Ended June 30, 2004

	.....MAJOR FUNDS.....		OTHER GOVERNMENTAL FUND - COMMISSARY	TOTAL
	GENERAL FUND	DETENTION CENTER		
<b>REVENUES</b>				
Taxes				
Ad valorem	\$751,172			\$751,172
Sales tax	104,646			104,646
Intergovernmental revenues:				
Federal grants	61,107			61,107
State grants:				
State revenue sharing (net)	32,649			32,649
State supplemental pay	43,654			43,654
Other	46,484	\$660,057		706,541
Local grants	53,939	2,768,321		2,822,260
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	68,152			68,152
Civil and criminal fees	46,062			46,062
Court attendance	1,994			1,994
Radio dispatch	10,345			10,345
Feeding and keeping of prisoners	16,937	5,881,410		5,898,347
Courthouse maintenance	3,000			3,000
Use of money and property	3,954	9,157		13,111
Other	5,861	6,734	\$256,164	268,759
Total revenues	<u>1,249,956</u>	<u>9,325,679</u>	<u>256,164</u>	<u>10,831,799</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and related benefits	962,214	2,218,574		3,180,788
Operating services	177,255	5,296,444		5,473,699
Materials and supplies	95,463	537,352	222,950	855,765
Travel and other charges	13,576	263		13,839
Capital outlay	111,717			111,717
Debt service	41,724	1,039,825		1,081,549
Total expenditures	<u>1,401,949</u>	<u>9,092,458</u>	<u>222,950</u>	<u>10,717,357</u>

(Continued)



**Statement E**

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance

	.....MAJOR FUNDS.....		OTHER	TOTAL
	GENERAL FUND	DETENTION CENTER	GOVERNMENTAL FUNDS	
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(\$151,993)	\$233,221	\$33,214	\$114,442
<b>OTHER FINANCING SOURCE (Use):</b>				
Transfers in	331,491			331,491
Transfers out		(331,491)		(331,491)
Total Other Financing Source (Use)	331,491	(331,491)		
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE</b>	179,498	(98,270)	33,214	114,442
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	19,106	369,043	16,472	404,621
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$198,604</u>	<u>\$270,773</u>	<u>\$49,686</u>	<u>\$519,063</u>

(Concluded)

The accompanying notes are an integral part of this statement.

TENSAS PARISH SHERIFF  
St. Joseph, LouisianaReconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended June 30, 2004

Total net change in fund balances - governmental funds (Statement E)	\$114,442
Amounts reported for governmental activities in the Statement of Activities are different because:	
Repayment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets	19,479
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 outlay exceeds depreciation in the period.	<u>28,294</u>
Change in net assets of governmental activities (Statement B)	<u>\$162,215</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
Statement of Fiduciary Net Assets - Agency Funds

June 30, 2004

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUNDS	WORK RELEASE FUND	TOTAL
<b>ASSETS</b>						
Cash and cash equivalents	<u>\$8,734</u>	<u>\$600</u>	<u>\$15,713</u>	<u>\$76,748</u>	<u>\$10,463</u>	<u>\$112,258</u>
<b>LIABILITIES</b>						
Unsettled deposits due to:						
Other funds			\$469	\$18,405		\$18,874
Others	<u>\$8,734</u>	<u>\$600</u>	<u>15,244</u>	<u>58,343</u>	<u>\$10,463</u>	<u>93,384</u>
Total Liabilities	<u>\$8,734</u>	<u>\$600</u>	<u>\$15,713</u>	<u>\$76,748</u>	<u>\$10,463</u>	<u>\$112,258</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 2004

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

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

The accompanying financial statements of the Tensas Parish Sheriff have been prepared in conformity with U.S. generally accepted accounting principles (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.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis for State and Local Governments. Certain of the significant changes in the Statement include the following:

For the first time the financial statements include:

A Management Discussion and Analysis (MD&A) section providing an analysis of the Sheriff’s overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Sheriff’s activities.

## TENSAS PARISH SHERIFF

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

#### **A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Tensas Parish Police Jury is the financial reporting entity for Tensas Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which 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 Tensas Parish Police Jury 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 criteria includes:

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

Because the police jury maintains and operates the parish courthouse in which the sheriff's office is located and provides partial funding for equipment, furniture and supplies of the sheriff's office, the sheriff was determined to be a component unit of the Tensas Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Tensas Parish financial reporting entity.

TENSAS PARISH SHERIFF

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The sheriff's basic financial statements include both government-wide (reporting the sheriff as a whole) and fund financial statements (reporting the sheriff's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the sheriff are classified as governmental.

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the sheriff, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets.

The government-wide financial statements are prepared using 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 directly from parties outside the sheriff's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

**Allocation of Indirect Expenses** - The sheriff reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

**C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS**

The financial transactions of the sheriff are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial

## TENSAS PARISH SHERIFF

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

management by segregating transactions related to certain government functions or activities. Fund financial statements report detailed information about the sheriff. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. 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 sheriff's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

#### **Governmental Fund Types**

**General Fund** - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the sheriff and is used to account for the operations of the sheriff's office. The various fees and charges due to the sheriff's office are accounted for in this fund. General operating expenditures are paid from this fund.

**Special Revenue Funds** - The Special Revenue Funds are used to account for the proceeds of specific revenue sources such as grants and state and parish funds for maintaining state and parish prisoners. Those revenues are restricted to expenditures for specified purposes.

#### **Fiduciary Fund Type - Agency Funds**

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

#### **D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

TENSAS PARISH SHERIFF

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

**1. Accrual:**

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds and the fiduciary type agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The sheriff considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

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

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



TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

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

Based on the above criteria, intergovernmental revenue and fees, charges, and commissions for services are treated as susceptible to accrual.

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2004, the sheriff has cash and equivalents (book balances) totaling \$352,681 as follows:

Demand deposits	\$352,381
Petty cash	<u>300</u>
Total	<u><u>\$352,681</u></u>

These deposits are stated at cost, which approximates market. 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 bank. 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) at June 30, 2004, are secured as follows:

Bank balances	<u>\$398,547</u>
Federal deposit insurance	\$331,774
Pledged securities (uncollateralized)	<u>1,209,334</u>
Total	<u><u>\$1,541,108</u></u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the sheriff's name.

**F. INVESTMENTS**

Under state law, the sheriff may invest funds in obligations of the United States, in federally insured investments, investment grade (A-1/P-1) commercial paper of domestic corporations or in time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. Investments are grouped into three categories of credit risk:

1. Insured or registered, or for which the securities held by the sheriff or its agent in the sheriff's name.
2. Uninsured and unregistered, with securities held by the bank's trust department or agent in the sheriff's name.
3. Uninsured and unregistered, with securities held by the bank, or by its trust department or agent but not in the sheriff's name.

Investments in marketable securities (United States Treasury Notes) are reported at their cost on Statement A, which is not materially different from their market value, as follows:

Cost	\$327,345
Fair market value	<u>327,345</u>
Unrealized gain (loss)	<u><u>NONE</u></u>

**G. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$500 for capitalizing capital assets.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the sheriff, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**H. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the sheriff maintains commercial insurance policies covering his automobiles and surety bond coverage. 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 June 30, 2004.

**I. VACATION AND SICK LEAVE**

All employees are granted from 10 days of vacation leave each year, depending on length of service. Vacation leave must be taken in the year granted and may not be accumulated and carried forward to succeeding years. Sick leave is granted on a case-by-case basis, at the discretion of the sheriff.

**J. SALES AND USE TAXES**

On October 18, 1997, voters of the parish approved a one-half of one percent (1/2%) sales and use tax to be collected indefinitely. The proceeds of the tax, after paying reasonable and necessary costs of collection, is dedicated to operation of the law enforcement district. The Tensas Parish School Board acts as the collecting agent for the purpose of administration and collection of the tax. For its services, the school board receives reasonable and necessary costs of collection. Every agency that the school board collects a tax for pays a pro-rata share of the collection agency's expenses based on the amount of tax actually collected for them.

**2. RECEIVABLES**

The receivables of \$1,369,921 at June 30, 2004, are as follows:

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Detention Center</u>	<u>Total</u>
Sales tax	\$8,168		\$8,168
Intergovernmental revenues -			
Federal grants	16,650		16,650
State grants	8,329		8,329
Local grants	2,066		2,066
Fees, charges, and commissions for services:			
Feeding and keeping prisoners	1,236	\$1,227,285	1,228,521
Court attendance	132		132
Radio dispatch	853		853
Miscellaneous	1	105,201	105,202
Total	<u>\$37,435</u>	<u>\$1,332,486</u>	<u>\$1,369,921</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment for the year ended June 30, 2004, follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
General Fund				
Vehicles	\$268,843	\$95,382		\$364,225
Weapons	9,419	275		9,694
Equipment	18,651	16,060		34,711
Sub-total General Fund	<u>296,913</u>	<u>111,717</u>	<u>NONE</u>	<u>408,630</u>
Detention Center Furniture and equipment	<u>73,908</u>			<u>73,908</u>
Total assets	<u>\$370,821</u>	<u>\$111,717</u>	<u>NONE</u>	<u>\$482,538</u>

A summary of assets net of accumulated depreciation follows:

Total assets	<u>\$482,538</u>
Prior year accumulated depreciation	(266,721)
Current year depreciation	<u>(83,423)</u>
Net capital assets	<u>\$132,394</u>

**4. PENSION PLAN**

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

## TENSAS PARISH SHERIFF

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

All sheriffs and all deputies who are 18 years or older at the time of original employment, who earn not less than \$400 per month if employed after September 4, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; and \$800 if employed after January 1, 2000 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 3.33 percent of their final-average salary for each year of credited service. The retirement benefit cannot 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 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 Blvd., Suite 215, Baton Rouge, Louisiana 70806, or by calling (800) 586-9049.

Plan members are required by state statute to contribute 9.8 percent of their annual covered salary and the *Tensas Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 9.25 percent of annual covered payroll.* Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Tensas 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 Tensas Parish Sheriff's contributions to the System for the years ended June 30, 2004, 2003, and 2002 were \$213,611, \$157,389, and \$183,500, respectively, equal to the required contributions for each year.

## **5. POST RETIREMENT BENEFITS**

The Tensas Parish Sheriff provides certain health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the sheriff. Three retirees are eligible for the post-retirement benefits and all participate. The sheriff recognizes the cost of providing these benefits (the sheriff's cost of premiums) as an expenditure when the monthly premiums are due, which was \$503,092 for the year ended June 30, 2004. Of that amount, \$4,298 was for retiree benefits.

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

**6. LEASE PURCHASE PAYABLE**

In October, 1999, the district entered into a lease purchase agreement for six 1999 Ford Crown Victoria patrol cars. The agreement requires 48 monthly payments of \$2,777, including interest. That lease paid out in the current year. In February, 2001, the sheriff entered into a lease purchase agreement for a 1999 Chevrolet Tahoe. The lease agreement requires 60 payments of \$547, including interest. The following is a summary of changes in lease transactions for the year ended June 30, 2004:

Balance at June 30, 2003	\$30,215
Additions	NONE
Reductions	<u>(19,479)</u>
Balance at June 30, 2004	<u>\$10,736</u>

The following is a summary of future minimum lease payments, together with the present value of the net minimum lease payments, as of June 30, 2004:

Year ended June 30, 2004	
2005	\$6,896
2006	<u>4,597</u>
Total minimum lease payments	\$11,493
Less amount representing interest	<u>(757)</u>
Present value of net minimum lease payments	<u>\$10,736</u>

**7. DUE FROM/TO OTHER FUNDS**

Individual balances due from/to other funds at June 30, 2004, are as follows:

	<u>Due To</u>	<u>Due From</u>
General Fund:		
Detention Center		\$75,375
Criminal Fund		469
Special Revenue Funds:		
Detention Center	\$75,375	13,630
Commissary Fund	13,630	18,405
Agency Funds:		
Inmate Fund	18,405	
Criminal Fund	469	
Total	<u>\$107,879</u>	<u>\$107,879</u>

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

**8. CHANGES IN AGENCY FUND BALANCES**

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

	Tax Collector Fund	Civil Fund	Criminal Fund	Inmate Funds	Work Release Fund	Total
Balance at June 30, 2003	\$8,714	NONE	\$5,426	\$14,533	\$515	\$29,188
Additions	3,608,181	114,524	190,406	637,178	32,845	4,583,134
Reductions	<u>(3,608,161)</u>	<u>(113,924)</u>	<u>(180,588)</u>	<u>(593,368)</u>	<u>(22,897)</u>	<u>(4,518,938)</u>
Balance at June 30, 2004	<u>\$8,734</u>	<u>\$600</u>	<u>\$15,244</u>	<u>\$58,343</u>	<u>\$10,463</u>	<u>\$93,384</u>

**9. LITIGATION AND CLAIMS**

At June 30, 2004, the Tensas Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

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

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

**11. GRANT PROGRAMS**

The Tensas Parish Sheriff participates in various grant programs funded by the state and federal governments. The following schedule provides selected information on various grants for the year ended June 30, 2004.

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM NAME	CFDA NUMBER	PASS THROUGH GRANT NUMBER	EXPENDITURES
<b>FEDERAL PROGRAMS</b>			
United States Department of the Interior Direct program - Payment in Lieu of Taxes	15.000	N/A	\$15,437
United States Department of Agriculture Passed through Rural Development Office Community Facilities Grant	10.766	N/A	37,800

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM NAME	CFDA NUMBER	PASS THROUGH GRANT NUMBER	EXPENDITURES
<b>United States Department of Justice</b>			
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:			
Law Enforcement Equipment	16.592	Z-02-2-005	\$1,650
Street Sales Disruption	16.579	B01-2-006	<u>6,220</u>
Total United States Department of Justice			<u>7,870</u>
Total Federal Financial Assistance			<u><u>\$61,107</u></u>



**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended June 30, 2004

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes				
Ad valorem	\$730,000	\$750,000	\$751,172	\$1,172
Sales tax	100,000	94,000	104,646	10,646
Intergovernmental revenues:				
Federal grants	1,800	50,800	61,107	10,307
State grants:				
State revenue sharing (net)	32,500	32,500	32,649	149
State supplemental pay	50,000	43,000	43,654	654
Other		35,000	46,484	11,484
Local grants	51,000	1,890	53,939	52,049
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	34,000	68,222	68,152	(70)
Civil and criminal fees	33,000	48,000	46,062	(1,938)
Court attendance		1,800	1,994	194
Radio dispatch		10,000	10,345	345
Feeding and keeping of prisoners	25,000	15,000	16,937	1,937
Courthouse maintenance		4,000	3,000	(1,000)
Use of money and property	800	2,400	3,954	1,554
Other		8,836	5,861	(2,975)
Total revenues	<u>1,058,100</u>	<u>1,165,448</u>	<u>1,249,956</u>	<u>84,508</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and benefits	935,500	978,000	962,214	15,786
Operating services	185,700	175,000	177,255	(2,255)
Materials and supplies	70,000	112,000	95,463	16,537
Travel and other charges	10,700	14,000	13,576	424
Capital outlay		100,000	111,717	(11,717)
Debt service	99,925	38,000	41,724	(3,724)
Total expenditures	<u>1,301,825</u>	<u>1,417,000</u>	<u>1,401,949</u>	<u>15,051</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>				
	<u>(243,725)</u>	<u>(251,552)</u>	<u>(151,993)</u>	<u>99,559</u>
<b>OTHER FINANCING SOURCES</b>				
Transfers in	<u>312,000</u>	<u>325,000</u>	<u>331,491</u>	<u>6,491</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE</b>				
	68,275	73,448	179,498	106,050
<b>FUND BALANCES AT BEGINNING OF YEAR</b>				
	<u>(58,000)</u>	<u>19,106</u>	<u>19,106</u>	<u>NONE</u>
<b>FUND BALANCES AT END OF YEAR</b>				
	<u>\$10,275</u>	<u>\$92,554</u>	<u>\$198,604</u>	<u>\$106,050</u>

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE  
DETENTION CENTER  
For the Year Ended June 30, 2004

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL (BUDGETARY BASIS)</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>				
State grant - other	\$600,000	\$640,000	\$660,057	\$20,057
Local grant	1,800,000	3,136,145	2,768,321	(367,824)
Fees, charges, and commissions for services:				
Feeding and keeping of prisoners	2,510,000	5,709,155	5,881,410	172,255
Use of money and property	1,900	9,100	9,157	57
Other revenue		6,600	6,734	134
Total revenues	<u>4,911,900</u>	<u>9,501,000</u>	<u>9,325,679</u>	<u>(175,321)</u>
<b>EXPENDITURES</b>				
Personal services and benefits	2,074,000	2,225,000	2,218,574	6,426
Operating services	969,350	5,300,000	5,296,444	3,556
Materials and supplies	495,300	600,000	537,352	62,648
Travel and other charges	4,250	2,000	263	1,737
Debt service	1,039,000	1,050,000	1,039,825	10,175
Total expenditures	<u>4,581,900</u>	<u>9,177,000</u>	<u>9,092,458</u>	<u>84,542</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	330,000	324,000	233,221	(90,779)
<b>OTHER FINANCING USE</b>				
Transfers out	<u>(330,000)</u>	<u>(324,000)</u>	<u>(331,491)</u>	<u>(7,491)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES AND OTHER USE</b>	NONE	NONE	(98,270)	(98,270)
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>500,000</u>	<u>369,043</u>	<u>369,043</u>	
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$500,000</u>	<u>\$369,043</u>	<u>\$270,773</u>	<u>(\$98,270)</u>

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2004

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Tensas Parish Sheriff's office during the month of June for comments from taxpayers. The budget is then legally adopted by the sheriff and amended during the year, as necessary. The budget is established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Year Ended June 30, 2004

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**TAX COLLECTOR FUND**

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

**CIVIL FUND**

The Civil Fund accounts for the collection of funds in civil suits, sheriff's sales, and garnishments. Payment of these collections to recipients are made in accordance with applicable laws.

**CRIMINAL FUND**

The Criminal Fund is a depository for fines, forfeitures, and costs in criminal cases. Payments are made from the fund to the Sheriff's General Fund, police jury, district attorney, clerk of court, and other recipients in accordance with applicable laws.

**INMATE FUND**

The Inmate Fund accounts for funds of inmates that are used for personal items purchased by the inmates at the concessions store located at the detention center.

**WORK RELEASE FUND**

The Work Release Fund accounts for inmate funds earned working outside of the detention center.

TENSAS PARISH SHERIFF  
 St. Joseph, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others  
 For the Year Ended June 30, 2004

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUNDS	WORK RELEASE FUND	TOTAL
	\$8,714	NONE	\$5,426	\$14,533	\$515	\$29,188
			161,446			161,446
		\$64,140				64,140
		38,943				38,943
	3,608,181					3,608,181
					51	51
		11,441	28,960	637,178	32,794	710,373
	3,608,181	114,524	190,406	637,178	32,845	4,583,134
	3,616,895	114,524	195,832	651,711	33,360	4,612,322

**UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS AT BEGINNING OF YEAR**

**ADDITIONS**

Deposits :

- Fines, bond forfeitures and costs
- Suits and seizures
- Garnishments
- Taxes, fees, etc. paid to tax collector
- Interest earnings
- Other additions
- Total additions
- Total

**REDUCTIONS**

Deposits, taxes, fees, etc. settled to:

- Tensas Parish:
  - Sheriff's General Fund
  - Clerk of Court
  - Police jury
  - School board
  - Assessor
  - Louisiana Department of Agriculture
  - Louisiana Tax Commission
  - Levee district
  - District Attorney

799,833	28,704	31,014				859,551
175	20,711	12,673				33,559
930,042		54,693				984,735
1,269,897						1,269,897
217,722						217,722
7,084						7,084
1,885						1,885
105,689						105,689
		25,674				25,674

Indigent defender board				28,884	28,884
Judicial Expense fund				3,404	3,404
Fire district no. 1	163,644				163,644
Attorneys, appraisers, etc.		2,050			2,050
Litigants		28,253			28,253
Northwest Louisiana Crime Lab			7,392		7,392
Commission on Law Enforcement			2,775		2,775
LTHSP			2,250		2,250
Dept. Of Public Safety - LSP			21		21
CMIS			1,350		1,350
Pension funds	100,544				100,544
Lake Bruin Recreation and Water	7,822				7,822
Other reductions	3,824	34,206	10,458	22,897	664,753
Total reductions	<u>3,608,161</u>	<u>113,924</u>	<u>180,588</u>	<u>22,897</u>	<u>4,518,938</u>
<b>UNSETTLED BALANCES</b>					
<b>DUE TO TAXING BODIES</b>					
<b>AND OTHERS AT END OF YEAR</b>	<u>\$8,734</u>	<u>\$600</u>	<u>\$15,244</u>	<u>\$10,463</u>	<u>\$93,384</u>



**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART IV**

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

The following independent Auditor's report on compliance with laws, regulations and contracts, and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**MARY JO FINLEY, CPA, INC.**

A PROFESSIONAL CORPORATION

116 Professional Drive - West Monroe, LA 71291

Phone (318) 329-8880 - Fax (318) 329-8883

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

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

I have audited the basic financial statements of the Tensas Parish Sheriff, a component unit of the Tensas Parish Police Jury, as of and for the year ended June 30, 2004 and have issued my report thereon dated November 1, 2004. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

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

**Internal Control Over Financial Reporting**

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

TENSAS PARISH SHERIFF

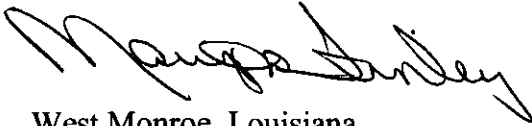
St. Joseph, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

June 30, 2004

This report is intended solely for the information and use of the Tensas Parish Sheriff, management of the sheriff's office, interested state agencies, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana

November 1, 2004

TENSAS PARISH SHERIFF  
St. Joseph, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2004

**A. SUMMARY OF AUDIT RESULTS**

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

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**TENSAS PARISH SHERIFF  
St. Joseph, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 2004**

There were no audit findings reported in the audit for the year ended June 30, 2003.