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WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

**General Purpose Financial Statements
and Independent Auditor's Reports
As of June 30, 2000 and for the Years
Ended June 30, 2000 and 1999
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 11-15-00

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

General Purpose Financial Statements
and Independent Auditor's Reports
As of June 30, 2000, and for the Years
Ended June 30, 2000 and 1999
With Supplemental Information Schedules

CONTENTS

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report on the General Purpose Financial Statements		3-4
General Purpose Financial Statements:		
Combined Balance Sheet, June 30, 2000 - All Fund Types and Account Groups	A	5
Governmental Fund - General Fund:		
For the Year Ended June 30, 2000:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	B	7
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual	C	9
For the Year Ended June 30, 1999:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	D	10
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual	E	12
Notes to the Financial Statements		13

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
Contents, June 30, 2000

CONTENTS (CONT'D)

	<u>Schedule</u>	<u>Page No.</u>
Supplemental Information Schedules - Fiduciary Funds - Agency Funds:		
Combining Balance Sheet, June 30, 2000	1	27
Schedule of Changes in Balances Due to Taxing Bodies and Others:		
For the Year Ended June 30, 2000	2	28
For the Year Ended June 30, 1999	3	29
Corrective Action Taken on Prior Year Findings	4	31
		<u>Exhibit</u>
Other Report Required by <i>Government</i> <i>Auditing Standards:</i>		
Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Audit Standards		A

RICHARD B. GARRETT
Certified Public Accountant
1537 Frenchman's Bend Road
Monroe, Louisiana 71203

**Independent Auditor's Report on the
General Purpose Financial Statements**

HONORABLE GARY K. BENNETT
WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

I have audited the accompanying general purpose financial statements of the West Carroll Parish Sheriff, as of June 30, 2000, and for the years ended June 30, 2000 and 1999, as listed in the foregoing table of contents. These general purpose financial statements are the responsibility of the management of the West Carroll Parish Sheriff. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the West Carroll Parish Sheriff, as of June 30, 2000, and the results of operations for the years ended June 30, 2000 and 1999, in conformity with generally accepted accounting principles.

HONORABLE GARY K. BENNETT
WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
Audit Report, June 30, 2000

In accordance with *Government Auditing Standards*, I have also issued my report dated October 18, 2000, on my consideration of the West Carroll Parish Sheriff's internal control over financial reporting and my tests of his compliance with certain provisions of laws and regulations. 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.

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


RICHARD B. GARRETT

Monroe, Louisiana
October 18, 2000

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 2000

	GOVERNMENTAL FUND - GENERAL FUND	FIDUCIARY FUNDS - AGENCY FUNDS
	<u> </u>	<u> </u>
ASSETS AND OTHER DEBITS		
Assets:		
Cash and cash equivalents (note 3)	\$43,428	\$209,570
Receivables (note 4)	42,947	
Building and equipment (note 5)		
Other Debits:		
Amount to be provided for capital lease payments (notes 7 & 8)		
	<u> </u>	<u> </u>
TOTAL ASSETS AND OTHER DEBITS	<u><u>\$86,375</u></u>	<u><u>\$209,570</u></u>
LIABILITIES, EQUITY, AND OTHER CREDITS		
Liabilities:		
Accounts payable	\$15,088	
Due to taxing bodies and others (note 9)		\$209,570
Capital lease payable		
Total Liabilities	<u>15,088</u>	<u>209,570</u>
Equity and Other Credits:		
Investment in general fixed assets		
Fund balances - unreserved - undesignated	71,287	
Total Equity and Other Credits	<u>71,287</u>	<u>-</u>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u><u>\$86,375</u></u>	<u><u>\$209,570</u></u>

The accompanying notes are an integral part of this statement.

Statement A

ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
		\$252,998
		42,947
\$316,917		316,917
	\$11,367	11,367
<u>\$316,917</u>	<u>\$11,367</u>	<u>\$624,229</u>
		\$15,088
		209,570
	\$11,367	11,367
-	11,367	236,025
\$316,917		316,917
		71,287
<u>316,917</u>	<u>0</u>	<u>388,204</u>
<u>\$316,917</u>	<u>\$11,367</u>	<u>\$624,229</u>

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

**Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended June 30, 2000**

REVENUES

Ad valorem taxes	\$325,878
Intergovernmental revenues:	
State grants:	
Commission of state revenue sharing	44,061
State supplemental pay	36,910
Louisiana Commission on Law Enforcement - Training Grant	8,725
Federal grants (Note 11):	
Louisiana Commission on Law Enforcement - Task Force Grant	14,158
U.S. Department of Justice:	
COPS Small Communities Grant Program	1,570
COPS Fast Grant	18,237
Local Law Enforcement Block Grant	14,541
U.S. Department of Agriculture - Rural Development Grant - Community Facilities	18,000
Fees, charges, and commissions for services:	
Commissions on licenses, etc.	26,615
Civil and criminal fees	52,526
Court attendance	3,113
Transporting prisoners	5,047
Feeding and keeping prisoners	173,184
Tax notices, etc.	3,288
Use of money and property - interest earnings	3,694
Miscellaneous	4,344
Total revenues	<u>753,891</u>

The accompanying notes are an integral part of this statement.

Statement B

EXPENDITURES

Public safety:

Personal services and related benefits	\$482,517
Operating services	116,147
Materials and supplies	45,712
Travel and other charges	4,469
Capital outlay	33,996
Debt service	3,638
Total expenditures	<u>686,479</u>

**EXCESS OF REVENUES OVER
EXPENDITURES**

67,412

FUND BALANCE AT BEGINNING OF YEAR

3,875

FUND BALANCE AT END OF YEAR

\$71,287

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

Statement of Revenues, Expenditures, and
and Changes in Fund Balance - Budget
(Cash Basis) and Actual
For the Year Ended June 30, 2000

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Ad valorem taxes	\$320,000	\$325,878	\$5,878
Intergovernmental revenues:			
Grants-Federal and State	60,000	58,034	(1,966)
State grants:			
Commission on state revenue sharing	44,078	44,061	(17)
State supplemental pay	36,000	33,610	(2,390)
Fees, charges, and commissions for services:			
Commissions on licenses, etc.	28,000	26,987	(1,013)
Civil and criminal fees	53,200	53,645	445
Court attendance	2,600	3,032	432
Transporting prisoners	4,500	4,815	315
Feeding and keeping prisoners	152,096	171,819	19,723
Tax notices, etc.	1,404	3,304	1,900
Use of money and property - interest earnings	2,200	3,694	1,494
Miscellaneous	-	821	821
Total revenues	<u>704,078</u>	<u>729,700</u>	<u>25,622</u>
EXPENDITURES			
Public safety:			
Personal services and related benefits	489,300	489,182	118
Operating services	118,276	114,654	3,622
Materials and supplies	47,635	49,316	(1,681)
Travel and other charges	3,000	4,008	(1,008)
Capital outlay	42,600	32,122	10,478
Debt retirement	3,700	3,638	62
Total expenditures	<u>704,511</u>	<u>692,920</u>	<u>11,591</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(433)	36,780	37,213
FUND BALANCE AT BEGINNING OF YEAR	<u>919</u>	<u>6,648</u>	
FUND BALANCE AT END OF YEAR	<u>\$486</u>	<u>\$43,428</u>	<u>\$42,942</u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

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

REVENUES

Ad valorem taxes	\$302,494
Local grants	11,715
Intergovernmental revenues:	
State grants:	
Commission on state revenue sharing	44,078
State supplemental pay	42,187
Louisiana Commission on Law Enforcement - Missing Child Grant	320
Federal grants (Note 11):	
Louisiana Commission on Law Enforcement - Task Force Grant	11,389
U. S. Department of Justice:	
COPS Small Communities Grant Program	7,800
COPS Fast Award	2,416
Local Law Enforcement Block Grant	14,942
Fees, charges, and commissions for services:	
Commissions on licenses, etc.	30,455
Civil and criminal fees	47,735
Court attendance	2,725
Transporting prisoners	4,374
Feeding and keeping prisoners	157,149
Tax notices, etc.	3,841
Use of money and property - interest earnings	1,878
Total revenues	<u>685,498</u>

The accompanying notes are an integral part of this statement.

Statement D

EXPENDITURES

Public safety:

Personal services and related benefits	\$486,672
Operating services	104,554
Materials and supplies	50,399
Travel and other charges	3,355
Capital outlay	56,641
Debt service	1,516
Total expenditures	<u>703,137</u>

**EXCESS (Deficiency) OF REVENUES
OVER EXPENDITURES**

(17,639)

OTHER FINANCING SOURCES

Sale of assets	3,331
Capital lease (note 7)	15,067
Total other financing sources	<u>18,398</u>

**EXCESS OF REVENUES AND OTHER
SOURCES OVER EXPENDITURES**

759

FUND BALANCE AT BEGINNING OF YEAR

3,116

FUND BALANCE AT END OF YEAR

\$3,875

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

**Statement of Revenues, Expenditures, and
and Changes in Fund Balance - Budget
(Cash Basis) and Actual
For the Year Ended June 30, 1999**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Ad valorem taxes	\$302,000	\$302,485	\$485
Intergovernmental revenues:			
Grants-Federal and State	45,000	39,521	(5,479.00)
State grants:			
Commission on state revenue sharing	44,078	44,078	-
State supplemental pay	42,600	46,387	3,787
Fees, charges, and commissions for services:			
Commissions on licenses, etc.	25,000	30,061	5,061
Civil and criminal fees	42,000	45,443	3,443
Court attendance	2,500	2,725	225
Transporting prisoners	4,500	4,189	(311)
Feeding and keeping prisoners	150,096	154,741	4,645
Tax notices, etc.	1,404	3,886	2,482
Use of money and property - interest earnings	500	1,878	1,378
Total revenues	<u>659,678</u>	<u>675,394</u>	<u>15,716</u>
EXPENDITURES			
Public safety:			
Personal services and related benefits	458,350	480,621	(22,271)
Operating services	118,512	102,879	15,633
Materials and supplies	51,100	53,102	(2,002)
Travel and other charges	3,175	4,133	(958)
Capital outlay	31,500	32,321	(821)
Total expenditures	<u>662,637</u>	<u>673,056</u>	<u>(10,419)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(2,959)	2,338	5,297
OTHER FINANCING SOURCES			
Sale of assets	<u>3,400</u>	<u>3,332</u>	<u>(68)</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	441	5,670	5,229
FUND BALANCE AT BEGINNING OF YEAR	<u>978</u>	<u>978</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$1,419</u>	<u>\$6,648</u>	<u>\$5,229</u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Notes to the Financial Statements
As of June 30, 2000 and for the Years
Ended June 30, 2000 and 1999

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the West Carroll Parish Sheriff have been prepared in conformity with 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.

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, account groups, 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 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 parish sheriff.

C. FUND ACCOUNTING

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

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the sheriff are classified into two categories: governmental (General Fund) and fiduciary (agency funds). These funds are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the sheriff's office and accounts for the operations of the sheriff's office. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district.

Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

Agency Funds

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

D. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The General Fund is accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting, except for the Tax Collector Agency Fund, which is prepared on the cash basis of accounting, which approximates the modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

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 is recorded at the end of each month when credited by the bank. Interest income on time deposits is recorded when the time deposits have matured and the income is available.

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. Fixed assets acquired through capital lease are recorded as expenditures and other financing sources at the time of acquisition.

E. BUDGET PRACTICES

The proposed budgets for the fiscal years ended June 30, 1999 and 2000, were made available for public inspection on April 15, 1998, and April 7, 1999, respectively. The proposed 1998-99 and 1999-00 budgets, prepared on the cash basis of accounting, were published in the official journal 16 and 15 days, respectively, prior to the public hearings for comments from taxpayers, which were held at the West Carroll Parish Sheriff's office on April 30, 1998, and April 21, 1999, respectively. The budgets were 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 general purpose financial statements include the original adopted budget and all subsequent amendments. The revenues and expenditures shown on Statements C and E are reconciled with the amounts reflected on Statements B and D as follows:

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

	<u>For the Year Ended</u>	
	<u>June 30, 2000</u>	<u>June 30, 1999</u>
Excess of revenues and other sources over expenditures (budget basis) - Statements C and E	\$36,780	\$5,670
Adjustment for:		
Receivables - net	21,426	(1,492)
Payables - net	<u>9,206</u>	<u>(3,419)</u>
Excess of revenues and other sources over expenditures (GAAP basis) - Statements B and D	<u>\$67,412</u>	<u>\$759</u>

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 and cash equivalents include amounts in petty cash, interest bearing demand deposits, and 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. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General Fixed Assets provided by another parish sheriff through a grant and general fixed assets turned over to the sheriff by the courts as a result of drug seizures are recorded within the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. Of the \$316,917 of general fixed assets reported on the balance sheet, approximately 95.1 per

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

cent, or \$301,411, are valued at historical cost, 4.5 per cent, or \$14,257, are valued at estimated historical cost based on the cost of like items, and .4 per cent, or \$1,249, are valued at their estimated fair market value on the date the asset is turned over to the sheriff by the courts.

I. COMPENSATED ABSENCES

Full-time deputies of the sheriff's office earn 13 days of vacation each year after one year of service. Vacation leave must be taken in the year earned. Full-time deputies are allowed sick leave at the discretion of the sheriff. At June 30, 2000, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure to conform with GASB Codification Section C60.

J. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due.

K. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the two years ended:

	<u>June 30,</u>	
	<u>2000</u>	<u>1999</u>
Authorized Millage	9.90	9.76
Levied Millage	9.90	9.76

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

3. CASH AND CASH EQUIVALENTS

At June 30, 2000, the sheriff has cash and cash equivalents (book balances) totaling \$252,998, as follows:

Interest bearing demand deposits	\$49,270
Time deposits	203,228
Petty cash	500
Total	<u>\$252,998</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. At June 30, 2000, the sheriff has \$258,130 in deposits (collected bank balances). These deposits are secured from risk by \$104,505 of federal deposit insurance and \$149,684 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). The remaining \$3,941 of bank balances were uninsured or uncollateralized at year end and are in violation of state law.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

4. RECEIVABLES

The General Fund receivables of \$42,947 at June 30, 2000, are as follows:

<u>Class of Receivable</u>	<u>Amount</u>
State supplemental pay	\$3,300
State grants	4,428
Federal grants	14,158
Commissions on licenses, etc.	1,858
Civil and criminal fees	3,155
Court attendance	306
Transporting prisoners	417
Feeding and keeping prisoners	14,448
Refunds	877
Total	<u>\$42,947</u>

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (building and equipment) follows:

	<u>Building</u>	<u>Equipment</u>	<u>Total</u>
Balance June 30, 1998	\$1,336	\$350,810	\$352,146
Additions		56,641	56,641
Deductions	-----	(117,248)	(117,248)
Balance June 30, 1999	<u>\$1,336</u>	<u>\$290,203</u>	<u>\$291,539</u>
	<u>Building</u>	<u>Equipment</u>	<u>Total</u>
Balance June 30, 1999	\$1,336	\$290,203	\$291,539
Additions		34,453	34,453
Deductions	-----	(9,075)	(9,075)
Balance June 30, 2000	<u>\$1,336</u>	<u>\$315,581</u>	<u>\$316,917</u>

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 between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 percent for each year if total service is at least 12 but less than 15 years, 2.75 percent for each year if total service is at least 15 but less than 20 years, and 3 percent for each year if total service is a least 20 years. (Act 1117 of 1995 increased the accrual rate by .25 percent for all service rendered on or after

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
Notes to the Financial Statements (Continued)

January 1, 1980.) *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 8.7 percent of their annual covered salary during the 1997-98 fiscal year and 9.7 percent during the 1999-00 fiscal year. The West Carroll Parish Sheriff was required to contribute at an actuarially determined rate. The rate for the 1997-98 fiscal year was 5.0 percent of the covered payroll. The rate for the 1999-00 fiscal year was 6.0 percent of the covered payroll from July 1, 1999 to December 31, 1999 and 5 percent of the covered payroll from January 1, 2000 to June 30, 2000. 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 the years ending June 30, 2000, 1999, and 1998, were \$20,160, \$22,393, and \$19,027, respectively, equal to the required contributions for each year.*

7. 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 6), 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 \$4,424 during the 1999-00 fiscal year. Two employees receive benefits under this plan. There were no retirees receiving benefits during the 1998-99 fiscal year.

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

8. LEASES

The Sheriff records assets acquired by capital lease as an asset and an obligation in the accompanying general purpose financial statements. The Sheriff entered into a capital lease to purchase a computer and the related software on March 24, 1999. The lease calls for 60 monthly payments of \$303 at an interest rate of 7.7 percent. The recorded amount of the computer and the related software is \$15,067.

The following is a schedule of future minimum lease payments under capital lease, together with the present value of the minimum lease payments, as of June 30, 2000:

<u>Year Ended</u> <u>June 30,</u>	<u>Amount</u>
2001	\$3,638
2002	3,638
2003	3,638
2004	<u>2,122</u>
Total minimum lease payments	13,036
Less -- amounts representing interest	<u>(1,669)</u>
Present value of minimum lease payments	<u>\$11,367</u>

9. CHANGES IN GENERAL LONG-TERM OBLIGATIONS (CAPITAL LEASE)

The following is a summary of the long-term obligation (capital lease) transactions for the two years ended June 30, 2000:

Long-term obligations at July 1, 1998	NONE
1998-99 additions	\$15,067
1998-99 deductions	<u>(1,047)</u>
Long-term obligations at June 30, 1999	14,020
1999-00 deductions	<u>(2,653)</u>
Long-term obligations at June 30, 2000	<u>\$11,367</u>

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

10. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others for the two years ended June 30, 2000, follows:

	<u>Sheriff's</u>	<u>Tax Collector</u>	<u>Total</u>
Balance June 30, 1998	\$521	\$133,037	\$133,558
Additions	152,825	2,644,233	2,797,058
Deductions	<u>(151,781)</u>	<u>(2,574,376)</u>	<u>(2,726,157)</u>
Balance June 30, 1999	1,565	202,894	204,459
Additions	141,927	2,689,225	2,831,152
Deductions	<u>(143,314)</u>	<u>(2,682,727)</u>	<u>(2,826,041)</u>
Balance June 30, 2000	<u>\$178</u>	<u>\$209,392</u>	<u>\$209,570</u>

11. TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 2000, as reflected on Statement A, include \$179,061 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$24,167. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

12. LITIGATION AND CLAIMS

At June 30, 2000, the sheriff was not involved in any lawsuits nor was the Sheriff's legal counsel aware of any unasserted claims or assessments.

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

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 financial statements.

WEST CARROLL PARISH SHERIFF
 Oak Grove, Louisiana
 Notes to the Financial Statements (Continued)

The Franklin Parish Sheriff purchased equipment through a grant for the West Carroll Parish Sheriff totaling \$2,331 during the 1999-00 fiscal year. The equipment is recorded in the General Fixed Assets Account Group.

14. FEDERAL FINANCIAL ASSISTANCE

The sheriff participated in the following Federal financial assistance programs during the two years ended June 30, 2000:

<u>Federal Grantor/ Pass-Through Grantor/ Program Name</u>	<u>CFDA Number</u>	<u>Expenditures Year Ended June 30,</u>	
		<u>2000</u>	<u>1999</u>
Bureau of Justice Assistance, Department of Justice Direct Programs:			
Community Oriented Policing Services Grants:			
Small Communities Grant	16.710	\$1,570	\$7,800
Fast Grant	16.710	18,237	2,416
Local Law Enforcement Block Grant	16.592	14,541	14,942
Passed through Louisiana Commission on Law Enforcement – through Franklin Parish Sheriff - Drug Control and System Improvement – Formula Grant Fund - Task Force Grant			
	16.579	14,158	11,389
United States Department of Agriculture Direct Program – Rural Development – Community Facilities Grant			
	10.766	18,000	NONE
Total		<u>\$66,506</u>	<u>\$36,547</u>

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
Notes to the Financial Statements (Concluded)

15. SUBSEQUENT EVENTS

The Sheriff borrowed \$50,000 from a bank on July 25, 2000 and on September 25, 2000, to help his cash flow until his ad valorem taxes are collected. The Sheriff anticipates having to borrow an additional \$50,000 in October or November. The Sheriff was authorized by the Louisiana State Bond Commission to borrow up to \$250,000. The Sheriff feels that he will only need to borrow \$150,000 to make it until he starts receiving his ad valorem taxes in December. The loan is to be repaid by June 30, 2001, at an interest rate of 5.61 per cent.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of June 30, 2000, and for the Years
Ended June 30, 2000 and 1999

FIDUCIARY FUNDS - AGENCY FUNDS

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.

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

Combining Balance Sheet, June 30, 2000

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
ASSETS			
Cash and cash equivalents	<u>\$178</u>	<u>\$209,392</u>	<u>\$209,570</u>
LIABILITIES			
Due to taxing bodies and others	<u>\$178</u>	<u>\$209,392</u>	<u>\$209,570</u>

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

**Schedule of Changes in Balances Due
to Taxing Bodies and Others
For the Year Ended June 30, 2000**

	SHERIFF'S FUND	TAX COLLECTOR FUND	TOTAL
BALANCES AT BEGINNING OF YEAR	\$1,565	\$202,894	\$204,459
ADDITIONS			
Deposits:			
Suits, seizures, and sales	141,502		141,502
Interest earnings	425		425
Taxes, fees, etc., paid to tax collector		2,689,225	2,689,225
Total additions	141,927	2,689,225	2,831,152
Total	143,492	2,892,119	3,035,611
REDUCTIONS			
Taxes, fees, etc., distributed to taxing bodies and others		2,682,727	2,682,727
Deposits settled to:			
Sheriff's General Fund	18,623		18,623
Clerk of court	7,338		7,338
Litigants	108,706		108,706
Attorneys, appraisers, etc.	1,080		1,080
Other settlements	7,567		7,567
Total reductions	143,314	2,682,727	2,826,041
BALANCES AT END OF YEAR	\$178	\$209,392	\$209,570

WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

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

	SHERIFF'S FUND	TAX COLLECTOR FUND	TOTAL
BALANCES AT BEGINNING OF YEAR	\$521	\$133,037	\$133,558
ADDITIONS			
Deposits:			
Suits, seizures, and sales	152,620		152,620
Interest earnings	205		205
Taxes, fees, etc., paid to tax collector		2,644,233	2,644,233
Total additions	152,825	2,644,233	2,797,058
Total	153,346	2,777,270	2,930,616
REDUCTIONS			
Taxes, fees, etc., distributed to taxing bodies and others		2,574,376	2,574,376
Deposits settled to:			
Sheriff's General Fund	10,499		10,499
Clerk of Court	38,586		38,586
Litigants	98,235		98,235
Attorneys, appraisers, etc.	615		615
Other settlements	3,846		3,846
Total reductions	151,781	2,574,376	2,726,157
BALANCES AT END OF YEAR	\$1,565	\$202,894	\$204,459

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

**Supplemental Information Schedule
For the Two Years Ended June 30, 2000**

In accordance with the requirements of the *Louisiana Governmental Audit Guide*, a schedule of corrective action taken on prior audit findings and recommendations has been included.

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

**Supplemental Information Schedule
Corrective Action Taken on Prior Audit
Findings and Recommendations
For the Two Years Ended June 30, 2000**

In the prior audit report for the two years ended June 30, 1998, there were no instances of noncompliance that were required to be reported under *Government Auditing Standards* nor were there any matters involving the internal control over financial reporting and its operation that were considered to be material weaknesses.

**OTHER REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

The following pages contain a report on compliance with laws and regulations and on internal control required by *Government Auditing Standards*, issued by the Comptroller General of the United States. The report on compliance and internal control is based solely on the audit of the financial statements and includes, where applicable, any compliance matters that would be material to the presented financial statements and where appropriate, any reportable internal control conditions and/or material weaknesses.

RICHARD B. GARRETT
Certified Public Accountant
1537 Frenchman's Bend Road
Monroe, Louisiana 71203

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDIT STANDARDS***

HONORABLE GARY K. BENNETT
WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

I have audited the general purpose financial statements of the West Carroll Parish Sheriff, as of June 30, 2000, and for the years ended June 30, 2000 and 1999, and have issued my report thereon dated October 18, 2000. I performed my audit in accordance with accounting principles generally accepted in the United States of America 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 West Carroll Parish Sheriff's general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws and regulations, 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 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*. However, I noted a certain immaterial instance of noncompliance related to fully secured bank balances that I have reported to the Sheriff of West Carroll Parish in a separate letter dated October 18, 2000.

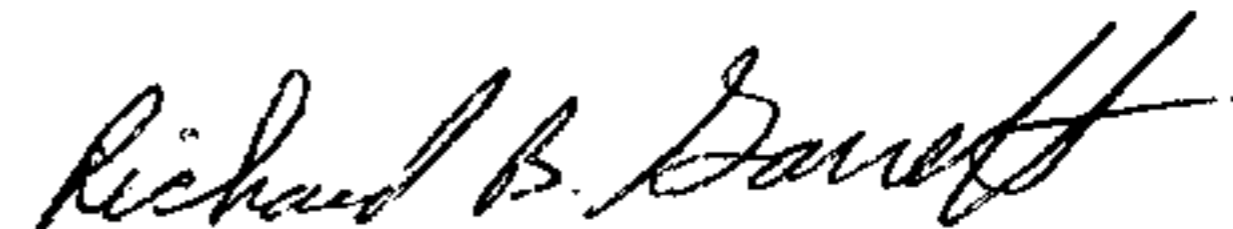
EXHIBIT A

HONORABLE GARY K. BENNETT
WEST CARROLL PARISH SHERIFF
Compliance and Internal Control Report
October 18, 2000
Page 2

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the West Carroll Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose 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 general purpose 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. However, I noted a matter involving the internal control over monitoring securities on bank balances that I have reported to the Sheriff of West Carroll Parish in a separate letter dated October 18, 2000.

This report is intended solely for the information and use of the sheriff and management of his office and is not intended to be and should not be used by anyone other than these specified parties. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.



RICHARD B. GARRETT

Monroe, La.
October 18, 2000

EXHIBIT A

RICHARD B. GARRETT
Certified Public Accountant
1537 Frenchman's Bend Road
Monroe, LA 71203

MANAGEMENT LETTER

HONORABLE GARY K. BENNETT
WEST CARROLL PARISH SHERIFF
Oak Grove, Louisiana

Internal controls are the "checks and balances" to help ensure that the accounting records properly reflect receipts and disbursements and the year end fund balance. The "checks and balances" also help ensure that state and federal laws and regulations are complied with. Internal controls should bring to the attention of employees in the course of performing their assigned duties when receipts and disbursements are not properly recorded or when state and federal laws and regulations are not being complied with. In planning and performing my audit of the general purpose financial statements of the West Carroll Parish Sheriff as of June 30, 2000, and for the two years ended June 30, 2000 and 1999, I considered these "checks and balances" to determine my auditing procedures for the purpose of expressing my opinion on the internal control structure or overall compliance with laws and regulations.

During my audit, I noted the following area that I feel could improve your internal control over cash:

Compliance with Collateralization of Bank Balances

Louisiana Revised Statutes 39:1224-1225 require bank balances to be secured by Federal deposit insurance or by pledged securities at all times. At June 30, 2000, the bank balances totaled \$253,625. The bank had federal deposit insurance coverage of \$100,000 and pledged securities with a market value of \$149,684; thus leaving an unsecured balance of \$3,940. The original face value of the securities was \$200,000 and the PAR value of the securities was \$154,645. If these amounts had been used in the calculation to determine if the bank balances were adequately secured, the balances would have been secured. However, the market value should be used when making the calculation to determine if bank balances are adequately secured and not the PAR or face value of a security.

If bank balances are not fully secured, the Sheriff runs the risk of losing the unsecured balance should the bank close.

The Sheriff should regularly compare bank balances to the amount of Federal deposit insurance and to the market value of pledged securities to see that the bank balances are fully secured from risk. The Sheriff should monitor these balances very closely from December to March when his bank balances are the highest. He should also be aware that additional protest taxes held in this bank could result in the need for additional pledged security.

Management's Corrective Action Plan

I examined the bank balances at September 29, 2000, and they were fully secured from risk by federal deposit insurance and pledged securities. The Sheriff plans to monitor the bank balances to ensure they are fully secured from risk at all times. Also, the Sheriff has discussed this with the bank and the bank now has software to monitor the bank balances on a daily basis to ensure that they are adequately secured.



RICHARD B. GARRETT

Monroe, LA
October 18, 2000