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TENSAS PARISH SHERIFF
St. Joseph, Louisiana

General Purpose Financial Statements
With Independent Auditors' Report
As of and for the Year Ended
June 30, 2002
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 2/19/03

LITTLE & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

TENSAS PARISH SHERIFF
St. Joseph, Louisiana

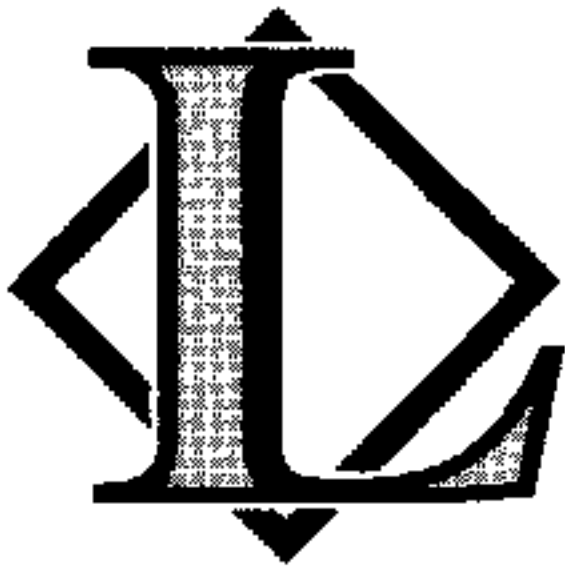
General Purpose Financial Statements
With Independent Auditors' Report
As of and for the Year Ended June 30, 2002
With Supplemental Information Schedules

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LITTLE & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA
JAMES C. BOND, CPA
CHARLES R. MARCHBANKS, JR., CPA

Independent Auditors' Report

TENSAS PARISH SHERIFF
St. Joseph, Louisiana

We have audited the general purpose financial statements of the Tensas Parish Sheriff, a component unit of the Tensas Parish Police Jury, as of June 30, 2002, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Tensas Parish Sheriff's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our 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 we 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 financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Tensas Parish Sheriff as of June 30, 2002, and the results of its operations for the year then ended in conformity with U. S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose 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 general purpose financial statements of the Tensas Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

TENSAS PARISH SHERIFF
St. Joseph, Louisiana
Independent Auditors' Report,
June 30, 2002

In accordance with *Government Auditing Standards*, we have also issued a report dated December 16, 2002, on our consideration of the Tensas Parish Sheriff's internal control over financial reporting and our 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 our audit.

Little & Associates

Monroe, Louisiana
December 16, 2002

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

TENSAS PARISH SHERIFF
St. Joseph, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 2002

	GOVERNMENTAL ...FUND TYPE...		FIDUCIARY FUND TYPE AGENCY FUNDS	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	SPECIAL REVENUE FUNDS		LONG TERM DEBT	GENERAL FIXED ASSETS	
ASSETS AND OTHER DEBITS						
Cash and cash equivalents	\$318,164	\$160,764	\$129,867			\$608,795
Investments		370,306				370,306
Receivables	72,831	561,755				634,586
Due from Marketing Group		19,015				19,015
Due from other funds	261,144	13,498	22,666			297,308
Inventory		22,974				22,974
Office furnishings and equipment					\$338,484	338,484
Amount to be provided for retirement of long-term debt				\$73,735		73,735
TOTAL ASSETS AND OTHER DEBITS	\$652,139	\$1,148,312	\$152,533	\$73,735	\$338,484	\$2,365,203
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts payable	\$664,617	\$207,806				\$872,423
Withholdings payable	40,319					40,319
Due to Marketing Group		201,472				201,472
Due to other funds	12,498	220,337	\$64,473			297,308
Due to taxing bodies and others	508		88,060			88,568
Capital leases payable				\$73,735		73,735
Total Liabilities	717,942	629,615	152,533	73,735	NONE	1,573,825
Fund Equity:						
Investment in general fixed assets					\$338,484	338,484
Fund balance - unreserved - undesignated	(65,803)	518,697				452,894
Total Fund Equity	(65,803)	518,697	NONE	NONE	338,484	791,378
TOTAL LIABILITIES AND FUND EQUITY	\$652,139	\$1,148,312	\$152,533	\$73,735	\$338,484	\$2,365,203

The accompanying notes are an integral part of this statement.

TENSAS PARISH SHERIFF
St. Joseph, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND
AND SPECIAL REVENUE FUNDS

Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 2002

GENERAL FUND....		SPECIAL REVENUE FUNDS....		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Taxes:						
Ad valorem	\$710,000	\$712,426	\$2,426			
Sales and use	105,000	105,403	403			
Intergovernmental revenues:						
Federal grants	4,000	31,511	27,511			
State grants:						
DARE	11,000	12,002	1,002			
Video Poker	22,000	27,908	5,908			
State supplemental pay	43,200	45,473	2,273			
Commission on State revenue sharing	32,500	32,559	59			
Feeding prisoners				\$5,005,000	\$5,483,667	\$478,667
Local grant				1,959,500	1,976,386	16,886
Fees, charges, and commissions for services:						
Commissions on licenses and taxes	47,000	50,978	3,978			
Civil and criminal fees	9,000	10,193	1,193			
Courthouse maintenance	7,000	6,000	(1,000)			
Radio Dispatch	10,000	10,145	145			
Court attendance	2,000	2,346	346			
Feeding and keeping of prisoners	57,000	60,030	3,030			
Use of money and property	3,000	4,693	1,693	6,644	7,879	1,235
Other revenue	9,000	21,563	12,563	312,700	291,051	(21,649)
Total revenues	<u>1,071,700</u>	<u>1,133,230</u>	<u>61,530</u>	<u>7,283,844</u>	<u>7,758,983</u>	<u>475,139</u>
EXPENDITURES						
Public safety:						
Current:						
Personal services and benefits	892,700	889,837	2,863	2,596,700	2,588,143	8,557
Operating services	260,000	280,908	(20,908)	3,645,700	3,643,620	2,080
Materials and supplies	60,900	60,863	37	971,410	960,073	11,337
Travel and other charges	8,300	6,641	1,659	7,500	7,298	202
Debt service	87,500	82,669	4,831			
Capital outlay	1,000	1,000		46,000	45,808	192
Total expenditures	<u>1,310,400</u>	<u>1,321,918</u>	<u>(11,518)</u>	<u>7,267,310</u>	<u>7,244,942</u>	<u>22,368</u>

(Continued)

TENSAS PARISH SHERIFF
 St. Joseph, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL FUND
 AND SPECIAL REVENUE FUNDS
 Combined Statement of Revenues, Expenditures,
 and Changes in Fund Balances - Budget
 (GAAP Basis) and Actual
 For The Year Ended 6/30/2002

GENERAL FUND.....		SPECIAL REVENUE FUNDS.....		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(\$238,700)</u>	<u>(\$188,688)</u>	<u>\$50,012</u>	<u>\$16,534</u>	<u>\$514,041</u>	<u>\$497,507</u>
OTHER FINANCING SOURCES (USE)						
Proceeds from insurance recovery	5,786	5,786				
Proceeds from investors	235,000	235,747	747			
Operating transfer in	96,000	39,790	(56,210)	60,000	72,139	12,139
Operating transfer out		(12,816)	(12,816)	(99,200)	(99,113)	87
Total other financing sources (use)	<u>336,786</u>	<u>268,507</u>	<u>(68,279)</u>	<u>(39,200)</u>	<u>(26,974)</u>	<u>12,226</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE	<u>98,086</u>	<u>79,819</u>	<u>(18,267)</u>	<u>(22,666)</u>	<u>487,067</u>	<u>509,733</u>
FUND BALANCES (Deficit) AT BEGINNING OF YEAR	<u>20,000</u>	<u>(145,622)</u>	<u>(165,622)</u>	<u>31,593</u>	<u>31,630</u>	<u>37</u>
FUND BALANCES AT END OF YEAR	<u>\$118,086</u>	<u>(\$65,803)</u>	<u>(\$183,889)</u>	<u>\$8,927</u>	<u>\$518,697</u>	<u>\$509,770</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, 2002

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, 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.

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 the primary government is financially accountable, and (c) other organizations for which 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 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:

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

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 building in which the sheriff's office is located and provides funds for equipment and furniture 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 financial reporting entity.

B. FUND ACCOUNTING

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

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

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

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 governmental and fiduciary funds as described below:

Governmental Funds

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund and is used to account for the operations of the sheriff's office. The sheriff's primary sources of revenue are an ad valorem tax and a sales 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.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources such as ad valorem taxes, sales taxes, state grants and state and parish funds for maintaining state and parish prisoners. Those revenues are legally restricted, either by tax proposition or grant agreement, to expenditures for specified purposes.

Fiduciary Funds - Agency Fund Type

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. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C. FIXED ASSETS AND LONG-TERM OBLIGATIONS

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 12 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items, while the remaining 88 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. Long-term debt, such as capital leases, are recognized as a liability of a governmental fund only when due.

D. BASIS OF ACCOUNTING

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

The modified accrual basis of accounting is used for reporting the governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The sheriff uses 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.

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

Sales and use taxes are recognized as revenues when received by the sheriff's collection agent, the Tensas Parish School Board.

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

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

Interest income on demand deposits is recorded when the interest is earned and credited to the account.

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

Based on the above criteria, intergovernmental revenues and fees, charges, and commissions for services have been treated as susceptible to accrual.

Expenditures

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

Other Financing Sources (Uses)

Transfers between funds which are not expected to be repaid and insurance recovery are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

E. BUDGET PRACTICES

Proposed budgets, prepared on the modified accrual basis of accounting, are published in the official journal at least ten days prior to the public hearing. Public hearings are held at the sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the

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

year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure. Encumbrance accounting is not recognized within the budgetary accounting system. 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 financial statements include the original adopted budget and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS

Under state law, the sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2002, the sheriff has cash and equivalents (book balances) totaling \$608,795 as follows:

Demand deposits	\$498,495
Time deposits	110,000
Petty Cash	<u>300</u>
Total	<u>\$608,795</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 equivalents (bank balances) at June 30, 2002, are secured as follows:

Bank Balances	<u>\$671,922</u>
Federal deposit insurance	\$220,467
Pledged securities (uncollateralized)	<u>1,584,264</u>
Total	<u>\$1,804,731</u>

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

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 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 bank 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.

G. 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.

H. 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.

I. 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, 2002.

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

J. TOTAL COLUMN ON THE BALANCE SHEET

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

2. RECEIVABLES

The receivables of \$634,586 at June 30, 2002, are as follows:

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Taxes: Sales	\$6,682		\$6,682
Intergovernmental revenues:			
Federal grants	23,707		23,707
State supplemental pay	3,600		3,600
Other state grants	9,869		9,869
Fees, charges, and commissions for services:			
Commissions on licenses, taxes, etc.	511		511
Feeding and keeping prisoners	2,436	\$561,755	564,191
Court attendance	272		272
Radio dispatch	754		754
Miscellaneous	<u>25,000</u>		<u>25,000</u>
Total	<u>\$72,831</u>	<u>\$561,755</u>	<u>\$634,586</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment for the year ended June 30, 2002, follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
General Fund:				
Vehicles	\$243,092	\$3,400		\$246,492
Equipment	<u>17,390</u>			<u>17,390</u>
Sub-total General Fund	<u>260,482</u>	<u>3,400</u>	<u>NONE</u>	<u>263,882</u>

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

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Detention Center:				
Equipment	\$21,101	\$54,507	(\$1,006)	\$74,602
Sub-total Detention Center	<u>21,101</u>	<u>54,507</u>	<u>(1,006)</u>	<u>74,602</u>
Total	<u>\$281,583</u>	<u>\$57,907</u>	<u>NONE</u>	<u>\$338,484</u>

Additions do not agree to capital outlay because of a donation of a vehicle valued at \$11,099.

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.

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 7, 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 9.7 percent of their annual covered salary and the Tensas Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 7.0 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

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

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, 2002, 2001, and 2000 were \$183,500, \$105,906, and \$96,121, 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. 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 \$533,639 for the year ended June 30, 2002. Of this amount, \$3,840 was for retiree benefits.

6. LEASE PURCHASE PAYABLE

In March, 1999, the law enforcement district entered into lease purchase agreements for two 1998 Jeep Cherokees, a 1995 GMC Yukon, and a 1992 Chevrolet suburban. The lease agreements require 48 payments of \$1,663, including interest. 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. 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, 2002:

Balance at June 30, 2001	\$117,403
Additions	NONE
Reductions	<u>(43,668)</u>
Balance at June 30, 2002	<u><u>\$73,735</u></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, 2002:

Year ended June 30, 2001	
2003	\$47,825
2004	20,452
2005	6,565
2006	<u>4,377</u>

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

Total minimum lease payments	\$79,219
Less amount representing interest	<u>(5,484)</u>
Present value of net minimum lease payments	<u><u>\$73,735</u></u>

7. DUE TO/FROM OTHER FUNDS

Individual fund balances due to/from other funds at June 30, 2002 are as follows:

	Due to Other Funds	Due from Other Funds
General Fund	\$12,498	\$261,144
Civil Fund	497	
Detention Center North	135,992	12,498
Detention Center South	25,125	1,000
Criminal Fund	4,191	
Commissary Fund North	49,990	
Commissary Fund South	9,230	
Inmate Fund North	22,895	
Inmate Fund South		22,666
Work Release	<u>36,890</u>	
Total	<u><u>\$297,308</u></u>	<u><u>\$297,308</u></u>

8. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others for the year ended June 30, 2002, follows:

	Balance at July 1, 2001	Additions	Reductions	Balance at June 30, 2002
Tax Collector Fund	\$8,559	\$3,409,616	(\$3,404,762)	\$13,413
Civil Fund	NONE	64,723	(64,723)	NONE
Criminal Fund	52,507	211,211	(219,239)	44,479
Inmate Fund North	7,469	241,373	(248,842)	NONE
Inmate Fund South	5,999	205,432	(181,263)	30,168
Work Release Fund	<u>20,499</u>	<u>29,825</u>	<u>(50,324)</u>	<u>NONE</u>
Totals	<u><u>\$95,033</u></u>	<u><u>\$4,162,180</u></u>	<u><u>(\$4,169,153)</u></u>	<u><u>\$88,060</u></u>

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

9. LITIGATION AND CLAIMS

At June 30, 2002, 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. FUND BALANCE DEFICITS

At June 30, 2002, the General Fund has a deficit fund balance of \$65,803. The deficit will be eliminated by reducing expenditures.

12. FEDERAL FINANCIAL ASSISTANCE

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR NAME/ PROGRAM TITLE	CFDA NUMBER	PASS THROUGH GRANTORS NUMBER	YEAR ENDED June 30, 2002
United States Department of Justice			
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:			
Juvenile Accountability Incentive Block Grant	16.523	N/A	\$4,008
Law Enforcement Equipment	16.592	Z01-2-004	5,800
Street Sales Disruption	16.579	B00-2-007	6,532
Total Unites States Department of Justice			<u>16,340</u>
Other Financial Assistance			
Direct program - United States Department of the Interior - Payment in Lieu of Taxes	15.000	N/A	<u>15,171</u>
Total Federal Financial Assistance			<u><u>\$31,511</u></u>

SUPPLEMENTAL INFORMATION SCHEDULES

TENSAS PARISH SHERIFF
Tallulah, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended June 30, 2002

SPECIAL REVENUE FUNDS

DETENTION CENTER NORTH FUND

The Detention Center North Special Revenue Fund accounts for the operation and maintenance of the North Tensas Parish Detention Center. The primary sources of revenue are state and parish funds for maintaining state and parish prisoners.

DETENTION CENTER SOUTH FUND

The Detention Center South Special Revenue Fund accounts for operation and maintenance of the South Tensas Parish Detention Center. The primary sources of revenue are state and parish funds for maintaining state and parish prisoners.

HIGHWAY FUND

The Highway Fund accounts for the mowing of state highways. The primary source of revenue is contract fees earned.

COMMISSARY FUND NORTH

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

COMMISSARY FUND SOUTH

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

TENSAS PARISH SHERIFF
Tallulah, Louisiana
GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS

Combining Balance Sheet, June 30, 2002

	DETENTION CENTER NORTH	DETENTION CENTER SOUTH	COMM- ISSARY FUND NORTH	COMM- ISSARY FUND SOUTH	TOTAL
ASSETS					
Cash	\$106,202	\$15,361	\$34,772	\$4,429	\$160,764
Investments		370,306			370,306
Receivables	92,247	469,508			561,755
Due from Marketing Group			19,015		19,015
Due from other funds	12,498	1,000			13,498
Inventory				22,974	22,974
TOTAL ASSETS	\$210,947	\$856,175	\$53,787	\$27,403	\$1,148,312
LIABILITIES AND FUND EQUITY					
Liabilities					
Accounts payable	\$74,955	\$119,481	\$3,797	\$9,573	\$207,806
Due to Marketing Group		201,472			201,472
Due to other funds	135,992	25,125	49,990	9,230	220,337
Due to others					NONE
Total Liabilities	210,947	346,078	53,787	18,803	629,615
Fund Balance - unreserved - undesignated	NONE	510,097	NONE	8,600	518,697
TOTAL LIABILITIES AND FUND EQUITY	\$210,947	\$856,175	\$53,787	\$27,403	\$1,148,312

TENSAS PARISH SHERIFF
Tallulah, Louisiana
GOVERNMENTAL FUND TYPE - SPECIAL REVENUE FUNDS

Combining Schedule of Revenues, Expenditures, and
Changes in Fund Balances
For the Year Ended June 30, 2002

	DETENTION CENTER NORTH	DETENTION CENTER SOUTH	HIGHWAY FUND	COMM- ISSARY FUND NORTH	COMM- ISSARY FUND SOUTH	TOTAL
REVENUES						
Local-transfers from investors		\$1,976,386				\$1,976,386
Feeding and keeping prisoners	\$2,924,336	2,559,331				5,483,667
Use of money and property	1,916	5,963				7,879
Other revenue	10,894			\$196,411	\$83,746	291,051
Total revenues	<u>2,937,146</u>	<u>4,541,680</u>	NONE	<u>196,411</u>	<u>83,746</u>	<u>7,758,983</u>
EXPENDITURES						
Public safety:						
Current:						
Personal services and related benefits	1,436,461	1,151,682				2,588,143
Operating services	1,082,390	2,561,230				3,643,620
Materials and supplies	430,497	343,133		146,421	40,022	960,073
Travel and other charges	2,195	5,066	\$37			7,298
Capital outlay	29,774			16,034		45,808
Total expenditures	<u>2,981,317</u>	<u>4,061,111</u>	<u>37</u>	<u>162,455</u>	<u>40,022</u>	<u>7,244,942</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(44,171)</u>	<u>480,569</u>	<u>(37)</u>	<u>33,956</u>	<u>43,724</u>	<u>514,041</u>
OTHER FINANCING SOURCE (Use)						
Transfers in	37,015	35,124				72,139
Transfers out	(5,000)			(58,989)	(35,124)	(99,113)
Total other financing source (use)	<u>32,015</u>	<u>35,124</u>	<u>NONE</u>	<u>(58,989)</u>	<u>(35,124)</u>	<u>(26,974)</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE	<u>(12,156)</u>	<u>515,693</u>	<u>(37)</u>	<u>(25,033)</u>	<u>8,600</u>	<u>487,067</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>12,156</u>	<u>(5,596)</u>	<u>37</u>	<u>25,033</u>	<u>NONE</u>	<u>31,630</u>
FUND BALANCES AT END OF YEAR	<u>NONE</u>	<u>\$510,097</u>	<u>NONE</u>	<u>NONE</u>	<u>\$8,600</u>	<u>\$518,697</u>

TENSAS PARISH SHERIFF
St. Joseph, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 2002

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 NORTH

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.

INMATE FUND SOUTH

The Inmate Fund South 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 Balance Sheet, June 30, 2002

	<u>TAX COLLECTOR FUND</u>	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE FUND NORTH</u>	<u>INMATE FUND SOUTH</u>	<u>WORK RELEASE FUND</u>	<u>TOTAL</u>
ASSETS							
Cash and cash equivalents	\$13,413	\$497	\$48,670	\$22,895	\$7,502	\$36,890	\$129,867
Due from other funds					22,666		22,666
TOTAL ASSETS	<u>\$13,413</u>	<u>\$497</u>	<u>\$48,670</u>	<u>\$22,895</u>	<u>\$30,168</u>	<u>\$36,890</u>	<u>\$152,533</u>
LIABILITIES							
Unsettled deposits due to:							
General Fund		\$497	\$4,191			\$36,890	\$41,578
Commissary Fund				\$8,459			8,459
Inmate Fund				14,436			14,436
Others	\$13,413		44,479		\$30,168		88,060
TOTAL LIABILITIES	<u>\$13,413</u>	<u>\$497</u>	<u>\$48,670</u>	<u>\$22,895</u>	<u>\$30,168</u>	<u>\$36,890</u>	<u>\$152,533</u>

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

Combining Schedule of Changes in Unsettled
Balances Due to Taxing Bodies and Others
For the Year Ended June 30, 2002

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUND NORTH	INMATE FUND SOUTH	WORK RELEASE FUND	TOTAL
UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS, June 30, 2001	<u>\$8,559</u>	<u>NONE</u>	<u>\$52,507</u>	<u>\$7,469</u>	<u>\$5,999</u>	<u>\$20,499</u>	<u>\$95,033</u>
ADDITIONS							
Deposits:							
Fines, bond forfeitures, and costs			205,611				205,611
Suits and seizures	\$35,593						35,593
Garnishments	19,449						19,449
Cash bonds		5,600					5,600
Taxes, fees, etc. paid to tax collector	3,409,616						3,409,616
Other additions		9,681		241,373	205,432	29,825	486,311
Total additions	<u>3,409,616</u>	<u>64,723</u>	<u>211,211</u>	<u>241,373</u>	<u>205,432</u>	<u>29,825</u>	<u>4,162,180</u>
Total	<u>3,418,175</u>	<u>64,723</u>	<u>263,718</u>	<u>248,842</u>	<u>211,431</u>	<u>50,324</u>	<u>4,257,213</u>

REDUCTIONS

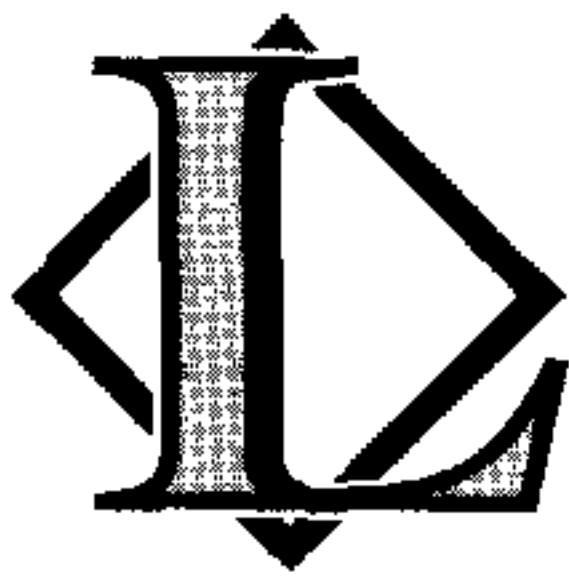
Deposits, taxes, fees, etc. settled to:

Sheriff's General Fund	767,735	20,937	39,868				828,540
Clerk of Court	1,118	7,183	16,784				25,085
Police jury	906,228		65,825				972,053
School board	1,233,777						1,233,777
Assessor	205,877						205,877
Louisiana Department of Agriculture	7,029						7,029
Louisiana Tax Commission	1,976						1,976
Levee district	107,278						107,278
District Attorney			31,170				31,170

Indigent defender board				33,917				33,917
Judicial expense fund				4,425				4,425
Fire District #1	158,881							158,881
Attorneys, appraisers, etc.		700						700
Litigants		19,193						19,193
Northwest Louisiana Crime Lab				9,582				9,582
Commission on Law Enforcement				3,117				3,117
Lake Bruin Recreation and Water	7,506							7,506
Other reductions	7,357	16,710		14,551	248,842	181,263	50,324	519,047
Total reductions	<u>3,404,762</u>	<u>64,723</u>		<u>219,239</u>	<u>248,842</u>	<u>181,263</u>	<u>50,324</u>	<u>4,169,153</u>
UNSETTLED BALANCES DUE TO TAXING								
BODIES AND OTHERS, June 30, 2002								
	<u>\$13,413</u>	<u>NONE</u>	<u>\$44,479</u>	<u>NONE</u>	<u>\$30,168</u>	<u>NONE</u>	<u>NONE</u>	<u>\$88,060</u>

**Independent Auditors' Report Required
by *Government Auditing Standards***

The following independent auditors' 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.



LITTLE & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

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

Wm. TODD LITTLE, CPA
JAMES C. BOND, CPA
CHARLES R. MARCHBANKS, JR., CPA

TENSAS PARISH SHERIFF
St. Joseph, Louisiana

We have audited the general purpose financial statements of the Tensas Parish Sheriff as of and for the year ended June 30, 2002 and have issued our report thereon dated December 16, 2002. We conducted our 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, we 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 our audit and, accordingly, we do not express such an opinion. The results of our 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 our audit, we considered the Tensas Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

TENSAS PARISH SHERIFF

St. Joseph, Louisiana

Independent Auditors' Report on Compliance

And Internal Control Over Financial Reporting, etc.

June 30, 2002

This report is intended for the information of the Tensas Parish Sheriff, management of the sheriff's office, the Louisiana Legislative Auditor and interested state agencies and is not intended to be and should not be used by anyone other than these specified parties.

Little & Associates

Monroe, Louisiana

December 16, 2002

TENSAS PARISH SHERIFF
St. Joseph, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2002

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expresses an unqualified opinion on the general purpose 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 Auditors' 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, 2002**

There were no audit findings reported in the audit for the year ended June 30, 2001.