

**WEST CARROLL PARISH SHERIFF**

Oak Grove, Louisiana

*Annual Financial Report*

*As of and for the Year Ended June 30, 2018*



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

Annual Financial Report  
As of and for the Year Ended June 30, 2018

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

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## INDEPENDENT AUDITORS' REPORT

**The Honorable Jerry Philley  
West Carroll Parish Sheriff  
Oak Grove, Louisiana**

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the West Carroll Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

West Carroll Parish Sheriff  
Oak Grove, Louisiana

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the West Carroll Parish Sheriff as of June 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As described in Note 16 to the financial statements, the Sheriff adopted the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, in 2018. Our opinion is not modified with respect to this matter

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 5 through 11, the Budgetary Comparison Schedule on page 45, the Schedule of Changes in Net OPEB Liability and Related Ratios on page 46, Schedule of Proportionate Share of Net Pension Liability on page 47, and the Schedule of Contributions on page 48 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The other supplementary information on pages 50 through 54 is presented for purposes of additional analysis is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic

West Carroll Parish Sheriff  
Oak Grove, Louisiana

financial statement or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2018 on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 28, 2018

**REQUIRED SUPPLEMENTAL INFORMATION  
(PART A)**

**WEST CARROLL PARISH SHERIFF**  
**Management's Discussion and Analysis**  
**Fiscal Year Ended June 30, 2018**

Management's discussion and analysis of the West Carroll Parish Sheriff's (the Sheriff's) financial performance provides an overall review of the Sheriff's financial activities for the fiscal year ended June 30, 2018. The intent of this discussion and analysis is to look at the Sheriff's financial performance as a whole. The reader should read this discussion in conjunction with the Notes to the Basic Financial Statements and the financial statements, which are all included in this report, to enhance their understanding of the West Carroll Parish Sheriff's financial performance.

**Financial Highlights**

- Net position decreased by \$43,085
- Revenues decreased \$62,123 (5%) with fines and property taxes staying steady and a decrease in grants received.
- Expenses decreased \$180,891 (12%) mainly due to a decrease in pension liability of \$167,582.

**Using this Annual Financial Report**

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

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

**Reporting the Sheriff as a Whole**

**Statement of Net Position and the Statement of Activities**

The Statement of Net Position and the Statement of Activities report information about the Sheriff as a whole and his activities in a way to try to inform the reader as to how the Sheriff did financially during the 2017-18 fiscal year. In short, is the Sheriff better off financially or is he worse off financially than he was this time last year? These statements report all assets and liabilities of the Sheriff on the accrual basis of accounting similar to the accounting used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash was received or paid.



**WEST CARROLL PARISH SHERIFF**  
**Management's Discussion and Analysis**  
**Fiscal Year Ended June 30, 2018**

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

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

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

**Fund Financial Statements**

The analysis of the Sheriff's General Fund, which is the Sheriff's only major fund, begins on page 9. Fund Financial Statements provide detailed information about the Sheriff's major fund (General Fund). The Sheriff uses one fund to account for his general operating financial transactions.

**Governmental Funds**

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

**The Sheriff as Trustee**

**Reporting the Sheriff's Fiduciary Responsibilities**

The Sheriff is the trustee, or fiduciary, for the Sheriff's Fund and the Tax Collector Fund. The Sheriff's Fund and the Tax Collector Fund account for assets held by the Sheriff as an agent for deposits held pending court action (Sheriff's Fund) and for various taxing bodies (Tax Collector Fund). All of the Sheriff's fiduciary activities are reported in a separate Combining Schedule of Changes in Balances Due to Taxing Bodies and Others (Schedule 5) on page 51. These activities

**WEST CARROLL PARISH SHERIFF**  
**Management's Discussion and Analysis**  
**Fiscal Year Ended June 30, 2018**

have been excluded from the Sheriff's other financial statements because the Sheriff cannot use these assets to finance his operations. The Sheriff is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**The Sheriff as a Whole**

The Sheriff's net position decreased by \$43,085 from a deficit of \$3,025,928 at June 30, 2017 to a deficit of \$3,069,013 at June 30, 2018. Of the \$3,069,013 deficit in the net position at June 30, 2018, the unrestricted net position reflected a deficit balance of \$3,129,125 and the net investment in capital assets was a positive balance of \$60,112. The following analysis focuses on the net assets (Table 1) and change in net position (Table 2) of the Sheriff's governmental activities.

**Table 1**  
**Governmental Activities**  
**Net Position**

	<b>June 30,</b>	
	<b>2018</b>	<b>2017</b>
<b>Assets</b>		
Current and other assets	\$ 37,407	\$ 42,573
Capital assets, net	60,112	86,066
<b>Total Assets</b>	<b>97,519</b>	<b>128,639</b>
<b>Deferred Outflows of Resources</b>	166,096	130,513
<b>Liabilities</b>		
Current and other liabilities	95,407	33,682
Long-term liabilities (restated)	3,126,641	3,144,044
<b>Total Liabilities</b>	<b>3,222,048</b>	<b>3,177,726</b>
<b>Deferred Inflows of Resources</b>	107,354	107,354
<b>Net Position</b>		
Net investment in capital assets	60,112	86,066
Unrestricted (restated)	(3,129,125)	(3,111,994)
<b>Total Net Position</b>	<b>\$ (3,069,013)</b>	<b>\$ (3,025,928)</b>

The prior period amounts in long-term liabilities and unrestricted net position have been restated to reflect the changes from implementation of GASB 75. Please see note 16 of the financial statements for more details.

**WEST CARROLL PARISH SHERIFF**  
**Management's Discussion and Analysis**  
**Fiscal Year Ended June 30, 2018**

The deficit balance of \$3,129,125 in the unrestricted net position represents the accumulated results of all past years' operations and the implementation of GASB 68 and GASB 75. It means that if the Sheriff had to pay off all of his bills today including all of his noncapital liabilities (compensated absences for example), he would not have enough funds to pay them off and would be short of funds by \$3,129,125.

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

**Table 2**  
**Governmental Activities**  
**Changes in Net Position**

	<b>Year Ended</b>	
	<b>June 30,</b>	
	<b>2018</b>	<b>2017</b>
<b>Revenues</b>		
<b>Program Revenues</b>		
Federal, State, and Local Grants	\$ 72,750	\$ 107,156
<b>General Revenues</b>		
Ad valorem taxes	765,180	759,272
State revenue sharing	45,106	45,096
Fee, charges, and commissions for services	319,239	344,942
Use of money and property - interest earnings	157	455
Other general revenues	104,228	111,862
<b>Total revenues</b>	<b>1,306,660</b>	<b>1,368,783</b>
 <b>Functions/Program Expenses</b>		
<b>Public Safety</b>		
Personal services and related benefits	989,232	1,187,251
Operating services	93,226	86,197
Statutory charges	77,361	89,341
Materials and supplies	158,141	135,079
Travel and other charges	4,901	3,569
Depreciation expense	26,884	29,199
<b>Total expenses</b>	<b>1,349,745</b>	<b>1,530,636</b>
 <b>Increase (decrease) in net position</b>	 <b>\$ (43,085)</b>	 <b>\$(161,853)</b>

**WEST CARROLL PARISH SHERIFF  
Management's Discussion and Analysis  
Fiscal Year Ended June 30, 2018**

**Governmental Activities**

As reported in the Statement of Activities on page 14, the net cost of governmental activities this year was \$957,756. The taxpayers in the parish provided \$765,180 in ad valorem taxes to help meet the total cost of governmental activities. Ad valorem tax revenue was up in 2017-18 by \$5,908 or 1 percent. The Sheriff collected \$319,239 from fees and commissions during the year to help meet the total cost of governmental activities.

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

**Table 3  
Governmental Activities  
Years Ended June 30, 2018 and 2017**

	Total Cost of Services		Net Cost of Services	
	2018	2017	2018	2017
General Government				
Public Safety	\$ 1,349,745	\$ 1,530,636	\$ 957,756	\$ 1,078,538

**The Sheriff's Funds**

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

The Sheriff's General Fund, which is the only Governmental Fund, had a fund balance (Deficit) of \$58,000 at June 30, 2018. The fund balance decreased \$66,891 over the previous year. The primary reason for the decrease in the fund balance was the increase in personal services and related benefits paid in 2018.

**WEST CARROLL PARISH SHERIFF  
Management's Discussion and Analysis  
Fiscal Year Ended June 30, 2018**

**General Fund Budgetary Highlights**

The Sheriff, in accordance with state law, must adopt a budget on the General Fund no later than fifteen days prior to the beginning of the fiscal year. In accordance with state law, the Sheriff may have unfavorable variances of 5 percent of total revenues or expenditures in a fund before he is legally required to amend the budget. The Sheriff adopted his 2017-18 budget on March 6, 2017, and revised the budget on February 9, 2018. The estimated revenues increased from the original budget to the final amended budget by 1% or \$4,000 from \$1,342,620 to \$1,346,620 in the final amended budget. The change in budgeted revenues was attributable to the Sheriff receiving more in ad valorem taxes than originally anticipated. The estimated expenditures decreased from the original budget to the final budget by \$16,500 primarily attributable to the decrease in the costs of keeping prisoners.

**Capital Assets**

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

At June 30, 2018, as reported on the Statement of Net Position, the Sheriff had \$60,112 invested in furniture and equipment, net of depreciation. Net capital assets decreased by \$25,954 or 30 percent during the current fiscal year. The net decrease in capital assets was primarily attributable to depreciation expense during the fiscal year. For more detail of capital assets, see Note 5 of the Notes to the Basic Financial Statements. Table 4 presents capital assets, net of depreciation, at June 30, 2018 and 2017.

**Table 4  
Governmental Activities  
Capital Assets, Net of Depreciation  
June 30, 2018 and June 30, 2017**

	<b>June 30,</b>	
	<b>2018</b>	<b>2017</b>
Furniture and equipment	<b>\$ 60,112</b>	<b>\$ 86,066</b>

**WEST CARROLL PARISH SHERIFF**  
**Management's Discussion and Analysis**  
**Fiscal Year Ended June 30, 2018**

**Long-term obligations**

At the end of the fiscal year, the Sheriff had total Long-Term Obligations of \$3,126,641 which consists of \$9,441 accrued annual vacation and compensated absences, \$2,712,865 in other post-retirement benefits payable (OPEB) and \$404,335 in net pension liability. This amount represents a decrease from 2017 of \$17,403, after the restatement of Long-Term Obligations for GASB 75. The decrease is primarily attributable to the decrease in net pension liability as more fully explained in the notes to the financial statements.

**For the Future**

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

**Contacting the Sheriff's Financial Management**

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

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

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

**STATEMENT OF NET POSITION**  
**GOVERNMENTAL ACTIVITIES**

**June 30, 2018**

**ASSETS**

Cash and cash equivalents	\$ 6,101
Receivables	31,306
Capital assets, net	60,112
Total assets	<u>97,519</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pensions	157,068
Other post-employment benefits	9,028
Total deferred outflows of resources	<u>166,096</u>

**LIABILITIES**

Accounts payable and accrued expenses	95,407
Long-term liabilities:	
Due within one year	-
Due after one year	3,126,641
Total liabilities	<u>3,222,048</u>

**DEFERRED INFLOWS OF RESOURCES**

Pensions	110,580
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**NET POSITION (DEFICIT)**

Net investment in capital assets	60,112
Unrestricted (deficit)	(3,129,125)
Total net position (deficit)	<u>\$ (3,069,013)</u>

The accompanying notes are an integral part of the basic financial statements.



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

**STATEMENT OF ACTIVITIES**  
**GOVERNMENTAL ACTIVITIES**

**For the Year Ended June 30, 2018**

<u>ACTIVITIES</u>	<u>EXPENSES</u>	<u>PROGRAM REVENUES</u>			<u>NET (EXPENSE) REVENUE AND CHANGES IN NET POSITIONS</u>
		<u>FEEES, FINES AND CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS</u>	<u>CAPITAL GRANTS</u>	
<b>Governmental Activities</b>					
General Government - Public safety	\$ 1,349,745	\$ 319,239	\$ 72,750	\$ -	\$ (957,756)
Total	<u>\$ 1,349,745</u>	<u>\$ 319,239</u>	<u>\$ 72,750</u>	<u>\$ -</u>	<u>\$ (957,756)</u>
General revenues					
Property taxes					765,180
State revenue sharing					45,106
Interest and investment earnings					157
Miscellaneous					<u>104,228</u>
Total general revenues					<u>914,671</u>
Change in net position					(43,085)
Net position (deficit) - at beginning of year (restated)					<u>(3,025,928)</u>
Net position (deficit) - at end of year					<u>\$ (3,069,013)</u>

The accompanying notes are an integral part of the basic financial statements.

**FUND FINANCIAL STATEMENT (FFS)**

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

**GOVERNMENTAL FUNDS - GENERAL FUND**  
**BALANCE SHEET**

**June 30, 2018**

**ASSETS**

Cash and cash equivalents	\$ 6,101
Receivables	<u>31,306</u>
Total assets	<u>\$ 37,407</u>

**LIABILITIES AND FUND BALANCE****Liabilities**

Accounts payable and accrued expenses	\$ <u>95,407</u>
Total liabilities	<u>95,407</u>

**Fund balance**

Unassigned	<u>(58,000)</u>
Total fund balance	<u>(58,000)</u>
Total liabilities and fund balance	<u>\$ 37,407</u>

The accompanying notes are an integral part of the basic financial statements.

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

**Reconciliation of the Governmental Funds'  
Balance Sheet to the Statement of Net Position  
June 30, 2018**

Total fund balance (deficit) - Governmental Funds	\$	(58,000)
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The cost of capital assets (a building and furniture and equipment) purchased is reported as an expenditure in the Governmental Funds. The Statement of Net Assets includes those capital assets among the assets of the Sheriff as a whole. The cost of those capital assets is allocated over their estimated useful lives in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in the Governmental Funds.

Cost of capital assets	804,671	
Accumulated depreciation	<u>(744,559)</u>	60,112

Deferred Outflows of Resources		
Pensions	157,068	
Other post-employment benefits	<u>9,028</u>	166,096

governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Assets. At June 30, 2018, the Sheriff had the following balances in long-term liabilities:

Compensated Absences	(9,441)	
Net Pension Liability	(404,335)	
Other Post Employment Benefits	<u>(2,712,865)</u>	(3,126,641)

Deferred Inflows of Resources - Pensions		<u>(110,580)</u>
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<b>NET POSITION (DEFICIT)</b>		<b>\$ <u><u>(3,069,013)</u></u></b>
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The accompanying notes are an integral part of the basic financial statements.

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

**Statement of Revenues, Expenditures, and Changes in Fund Balance -  
Governmental Fund - General Fund**

**For the Year Ended June 30, 2018**

<b>REVENUES</b>	
Ad valorem taxes	\$ 765,180
Intergovernmental revenues:	
Grant Income	18,333
State grants:	
State revenue sharing (net)	45,106
State supplemental pay	54,417
Fees, charges, and commissions for services:	
Commissions on licenses, etc.	41,579
Civil and criminal fees	77,954
Court attendance	3,502
Transporting prisoners	16,886
Feeding and keeping prisoners	162,453
Tax notices, etc.	14,890
Officer witness fees	1,975
Use of money and property	157
Miscellaneous	<u>104,228</u>
<b>TOTAL REVENUES</b>	<u><u>1,306,660</u></u>
<b>EXPENDITURES</b>	
Public safety	
Current:	
Personal services and related benefits	1,038,992
Operating services	93,226
Statutory charges	77,361
Materials and supplies	158,141
Travel and other charges	4,901
Capital outlay	<u>930</u>
<b>TOTAL EXPENDITURES</b>	<u><u>1,373,551</u></u>
<b>Excess of revenues over expenditures</b>	<u>(66,891)</u>
<b>Fund Balance (Deficit) at Beginning of Year</b>	<u>8,891</u>
<b>FUND BALANCE (DEFICIT) AT END OF YEAR</b>	<u><u>\$ (58,000)</u></u>

The accompanying notes are an integral part of the basic financial statements.

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

**Reconciliation of the Governmental Funds'  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances to the Statement of Activities  
For the Year Ended June 30, 2018**

Net change in fund balance - Governmental Funds	\$	(66,891)
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Amounts reported for governmental activities in the Statement of Activities are different because:

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

Capital Outlays	\$ 930	
Depreciation	<u>(26,884)</u>	(25,954)

In the Statement of Activities, certain operating expenses are measured by the amounts earned during the year. In the Governmental Funds however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid):

Compensated Absences (vacation pay) earned exceeded amounts used	(1,188)	
Change in Net Pension Liability	167,582	
Current year addition to the post-employment benefit payable	<u>(116,634)</u>	<u>49,760</u>

<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$</b>	<b><u>(43,085)</u></b>
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The accompanying notes are an integral part of the basic financial statements.

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

**FIDUCIARY FUNDS - AGENCY FUNDS**  
**COMBINING STATEMENT OF ASSETS AND LIABILITIES**

June 30, 2018

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 4,386	\$ 15,301	\$ 19,687
Total assets	<u>\$ 4,386</u>	<u>\$ 15,301</u>	<u>\$ 19,687</u>
<b>LIABILITIES</b>			
Due to taxing bodies and others	\$ 4,386	\$ 15,301	\$ 19,687
Total liabilities	<u>\$ 4,386</u>	<u>\$ 15,301</u>	<u>\$ 19,687</u>

The accompanying notes are an integral part of the basic financial statements.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**INTRODUCTION**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the West Carroll Parish Sheriff (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, 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. In addition, when requested, the Sheriff provides assistance to other law enforcement agencies within the parish.

As the ex-officio tax collector of the parish, the Sheriff is responsible for collecting and distributing ad valorem (property) taxes, parish occupational licenses, state revenue sharing funds, and fines, costs, and bond forfeitures imposed by the district court.

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

The Tax Collector collects and disburses ad valorem taxes for various governmental units in the parish of West Carroll. The Tax Collector also collects and disburses various fees assessed to taxpayers by the parish.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. REPORTING ENTITY**

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

As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and 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



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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

governmental reporting entity. Certain units of local government over which the Sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Sheriff.

**B. BASIS OF PRESENTATION**

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

*Government-Wide Financial Statements (GWFS)*

The Statement of Net Position and the Statement of Activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. However, fiduciary funds are not included. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

The Statement of Activities presents a comparison between direct expenses and program revenues for each of the functions of the Sheriff's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the Sheriff, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

*Fund Financial Statements (FFS)*

The Sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Sheriff are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Sheriff or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The funds of the Sheriff are described below:

*Governmental Funds -*

General Fund - The General Fund is the primary operating fund of the Sheriff and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and Federal laws and according to Sheriff policies. The General Fund is the only major fund of the Sheriff.

*Fiduciary Funds -*

Fiduciary fund reporting focuses on assets and liabilities and the changes therein. The only funds accounted for in this category by the Sheriff are agency funds. The agency funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections) and for deposits held pending court action and inmate funds. These funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

**C. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

*Government-Wide Financial Statements (GWFS)*

The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Fund -- Agency Funds Statement of Fiduciary Assets and Liabilities at the fund financial statement level.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Non-exchange transactions are recognized when the Sheriff has an enforceable legal claim to the revenues, expenses, gains, losses, assets and liabilities.

***Fund Financial Statements***

The amounts reflected in the General Fund are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial sources. This approach is then reconciled, through adjustment, to a government-wide view of Sheriff operations.

The amounts reflected in the General Fund use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Sheriff considers all revenues available if they are collected within the 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

***Revenues***

Ad valorem taxes and the related state revenue sharing are recorded in the year 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.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

*Expenditures*

The Sheriff's primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased.

**D. BUDGET PRACTICES**

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

**E. 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.

**F. CASH AND INTEREST-BEARING DEPOSITS**

Cash and interest-bearing deposits include amounts in the demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost, which approximates market

**G. UNCOLLECTIBLE ALLOWANCE**

The statements contain no provision for uncollectible accounts. The Sheriff is of the opinion that such allowance would be immaterial in relation to the basic financial statements taken as a whole.

**H. CAPITAL ASSETS**

Capital assets, which include a building and furniture and equipment, are capitalized at historical cost, where the actual cost is known. Capital assets provided by the parish police jury through grants are recorded as capital assets at actual cost. The capital assets are depreciated over their estimated useful lives. The Sheriff considers assets with an initial individual cost of more than \$100 and an estimated useful life of 2 years or more as a capital asset.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

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

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

Building	5 years
Furniture and equipment	2 to 10 years

**I. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES**

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**J. COMPENSATED ABSENCES**

Full-time deputies of the Sheriff's office earn from 40 to 104 hours of annual leave each year depending on length of service with the Sheriff's office. Annual leave is earned each month. A maximum of 36 hours of vacation can be accumulated and carried forward into a new calendar year along with any accumulated compensatory time earned. Upon termination of employment, unused annual leave and compensatory time is paid to deputies at the deputies' current rates of pay.

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

Full-time deputies earn 80 hours of sick leave each year. Sick leave may not be accumulated and carried forward to a new calendar year. Upon termination of employment, unused sick leave is not paid to employees. At June 30, 2018, there was \$9,441 in accumulated and vested benefits relating to sick leave that require accrual or disclosure to conform with GASB Codification Section C60.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**K. EQUITY CLASSIFICATIONS**

In the government-wide statements, equity is classified as net position and displayed in three components:

- i. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- ii. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- iii. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

In the fund financial statements, equity is classified as "fund balance". Fund balance is the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources. Fund balance is classified according to its useful purpose or function of restriction at year-end in one or more of the following categories:

*Nonspendable* - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

*Restricted* - represents balances where constraints have been established by parties outside the Sheriff's office or imposed by law through constitutional provisions or enabling legislation.

*Committed* - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Sheriff's highest level of decision-making authority.

*Assigned* - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

*Unassigned* - represents balances that have not been assigned to other funds and that

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

have not been restricted, committed, or assigned to specific purposes within the general fund.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Sheriff reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Sheriff reduces committed amounts first, followed by assigned amounts and the unassigned amounts.

**L. ESTIMATES**

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

**M. CONTINGENCIES**

The Sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Sheriff maintains commercial insurance policies covering its property, automobiles, law enforcement professional liability, and surety bond coverage. The West Carroll Parish Police Jury maintains insurance coverage on the building and its contents. No claims were paid on any of the policies during the past three years that exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2018.

**N. PENSION PLANS**

The West Carroll Parish Sheriff's Office is a participating employer in the Louisiana Sheriffs' Pension and Relief Fund (Fund) as described in Note 6. For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Fund, and additions to/deductions from the Fund's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the Plan.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**Note 2 - LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes for the year ended June 30, 2018:

Authorized Millage	12.99
Levied Millage	12.99

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

Tax Payer	Assessed Value	Ad Valorem Tax Revenue for Sheriff
Trunkline Gas Company	\$ 21,403,080	\$ 278,026
Entergy Louisiana Holdings Inc	\$ 2,068,080	\$ 26,864
Agspring Mississippi Region LLC	\$ 2,059,341	\$ 26,751
Southern National Gas Company	\$ 1,964,050	\$ 25,513
Entergy Transfer Crude Oil Comp	\$ 1,103,450	\$ 14,334

**Note 3 - CASH AND CASH EQUIVALENTS**

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and in national banks. At June 30, 2018, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$25,787 as follows:

	Government-wide Statement of Net Assets	Fiduciary Funds Statement of Assets and Liabilities	Total
Petty Cash	\$ 500	-	\$ 500
Interest-bearing deposits	5,600	19,687	25,287
Noninterest-bearing deposits	-	-	-
Total	\$ 6,100	19,687	\$ 25,787

*Custodial credit risk – deposits.* These deposits are stated at cost, which approximates market. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.



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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

Cash and cash equivalents (bank balances other than these backed by the U.S. government) at June 30, 2018, are secured, as follows:

Bank balances	\$ 117,822
Federal deposit insurance	117,822
Pledged securities	-
Total	\$ 117,822

*Credit risk.* Under state law, the Sheriff may invest funds in obligations of the United States, in federally-insured investments, or in time deposits with state banks organized under Louisiana law, the laws of any other state in the union, or the laws of the United States. The Sheriff's cash balances are not exposed to credit risk.

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

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

**Note 4 - RECEIVABLES**

The General Fund receivables of \$31,306 at June 30, 2018, are as follows:

Class of Receivable	Amount
Revenues:	
Feeding and keeping prisoners	\$ 13,271
Supplemental Pay	8,643
Civil and criminal fees	2,914
Commissions	3,802
Miscellaneous revenue	2,676
Total	\$ 31,306

**Note 5 - CAPITAL ASSETS**

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

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

	June 30,		Deletion	June 30,
	<u>2017</u>	<u>Additions</u>	<u>s</u>	<u>2018</u>
<b>Governmental Activities</b>				
<b>Capital assets, being depreciated</b>				
Building	\$ 1,336	\$ -	\$ -	\$ 1,336
Furniture and equipment	<u>768,215</u>	<u>930</u>	<u>-</u>	<u>769,145</u>
Total capital assets, being depreciated	769,551	930	-	770,481
<b>Less accumulated depreciation</b>				
Building	(1,336)	-	-	(1,336)
Furniture and equipment	<u>(682,149)</u>	<u>(26,884)</u>	<u>-</u>	<u>(709,033)</u>
Total	(683,485)	(26,884)	-	(710,369)
Governmental activities capital assets, net	<u>\$ 86,066</u>	<u>\$(25,954)</u>	<u>\$ -</u>	<u>\$ 60,112</u>

Depreciation expense for the year ended June 30, 2018 of \$26,884 was charged to public safety.

**Note 6 - PENSION PLAN**

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

The System issues an annual 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, 1225 Nicholson Dr, Baton Rouge, Louisiana 70802 or by calling (225) 219-0500.

The Sheriff's office implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date- an Amendment of GASB 68. These standards require the Sheriff's office to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**Plan Description:**

The Louisiana Sheriff's Pension and Relief Fund is the administrator of a cost-sharing, multiple employer defined benefit plan. The plan provides retirement, disability and survivor benefits to employees of sheriff's offices throughout the state of Louisiana, employees of the Louisiana Sheriff's Association and the Sheriff's Pension and Relief Fund's office as provided for in LRS 11:2171.

Members who joined the system on or before December 31, 2011, are eligible for regular retirement benefits upon attaining 30 years of creditable service at any age, or 12 years of creditable service and aged 55 years is entitled to retirement benefit payable monthly for life, equal to 3.33 percent of his final average compensation for each year of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Active, contributing members with at least 10 years of creditable service may retire at age 60. The accrued normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service. Members who joined the system on or after January 1, 2012, who retires at or after age 62 with at least 12 years of creditable service, at or after age 60 with at least 20 years of creditable service, or at 55 with 30 years of creditable service is entitled to a retirement benefit payable monthly for life, equal to 3.00 percent. For members with 30 or more years of service; the accrual rate is 3.33 percent. The retirement allowance is equal to the benefit accrual times the member's final average compensation each year of creditable service. In any case, the retirement benefit cannot exceed 100 percent of their final average salary. Members with 20 or more years of service may retire with a reduced retirement at age 55. For members eligible on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest 36 consecutive months (60 highest consecutive months for member employed between July 1, 2006 and July 1, 2013) or joined months if service was interrupted. The earnings to be considered for each 12 month period within the 36 month (or 60 month) period shall not exceed 125% of the preceding 12 months. For members joining after July 1, 2013, final compensation is based on the average monthly earnings during the highest 60 consecutive months and the earnings to be considered for each 12 month period within the 60 months shall not exceed 115% of the preceding 12 month period.

A member is eligible to receive disability benefits if the member has at least 10 years of creditable service when a non-service related disability is incurred; there are no service requirements for a service related disability. Disability benefits shall be the lesser of a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability, or the retirement benefit which would be payable assuming continued service to the earliest normal retirement age. Members who become partially disabled receive 75% of the amount payable for total disability.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under 18 years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than 4 children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit.

The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty two, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

The fund does provide for deferred benefits for vested members who terminate before being eligible for retirement. Benefits become payable once the member reaches the appropriate age for retirement.

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back- DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

Cost of living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost of living adjustment once they have attained the age of

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

sixty and have been retired at least one year. Funding criteria for granting cost of living adjustments is dependent on the funded ratio.

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 13.25% with an additional 0% allocated from the Funding Deposit Account. In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2018.

Plan members are required by state statute to contribute 10.25 percent of their annual covered salary and the Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 12.75 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 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 Parish Sheriff's contributions to the System, for the years ending June 30, 2018, 2017, and 2016, were \$155,000, \$152,365, and \$141,676 respectively.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2018, the Sheriff reported a liability of \$404,335 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the Sheriff's proportion was .093374%, which was an increase of 0.00694% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Sheriff recognized pension expense of \$67,153 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, (\$7,015).

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (70,385)
Changes of assumptions	71,145	-
Net difference between projected and actual earnings on pension plan investments	-	(5,803)
Changes in proportion and differences between Employer contributions and proportionate share of contributions	-	(34,392)
Employer contributions subsequent to the measurement date	85,923	-
Total	\$ 157,068	\$ (110,580)

The Sheriff reported a total of \$85,923 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2017 which will be recognized as a reduction in net pension liability in the year ended June 30, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year		LSRPF
2019	\$	(22,793)
2020		20,441
2021		14,144
2022		(22,139)
2023		11,276
2024		6,519
	\$	7,448

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

**Notes to the Basic Financial Statements  
For the Year Ended June 30, 2018**

**Actuarial Assumptions**

<b>Valuation Date</b>	June 30, 2017
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	2017 – 7 years 2016 – 7 years 2015 – 6 years 2014 – 6 years
<b>Investment Rate of Return</b>	7.50%, net of investment expense
<b>Discount Rate</b>	7.4%
<b>Projected salary increases</b>	5.5% (2.775% inflation, 2.725% merit)
<b>Mortality</b>	RP-2000 Employee Mortality Table (set back 1 year) RP-2000 Disabled Lives Mortality Table RP-2000 Healthy Annuitant Mortality Table (set back 1 year)

**Cost of Living Adjustments**

The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2017 is as follows:

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity securities	60%	7.40%	4.40%
Bonds	25%	2.60%	0.70%
Alternative Investments	15%	4.20%	0.60%
Total	<u>100%</u>		5.70%
Inflation			<u>2.60%</u>
Expected Arithmetic Nominal Return			<u>8.30%</u>

**Discount Rate**

The discount rate used to measure the total pension liability was 7.4%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the Sheriff's proportionate share of the net pension liability (NPL) using the discount rate of each Retirement System as well as what the Sheriff's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
LSPRF Rates	6.40%	7.40%	8.40%
WCSO Share of NPL	\$ 833,037	\$ 404,335	\$ 43,641



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

**Notes to the Basic Financial Statements  
For the Year Ended June 30, 2018**

**Note 7 - OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

*Plan Description.* The Sheriff participates in a group defined health, life and dental insurance benefit retirement plan authorized by Louisiana Revised Statute RS:33-1448, which is administered by the Louisiana Sheriffs' Association. The Plan provides health insurance for regular employees that retire at age 55 or older and at least 15 years of full-time service or that retire at any age with at least 30 years of service. The Sheriff pays 100% of the retirees' insurance premiums. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Sheriff. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board (GASB) Statement No. 75.

*Benefits Provided.* The Sheriff provides medical, dental, vision, and life insurance coverage for eligible employees, retirees, and their dependents through the Louisiana Sheriff's Association. The Sheriff pays for the cost of the retiree's coverage. The retiree can elect to cover his or her spouse and dependents but must pay the entire premium for their coverage. Upon the death of the retiree, the spouse and dependent children can continue coverage, subject to eligibility requirements.

The Sheriff pays for eligible retirees to have \$10,000 of life insurance coverage for the life of the retiree. Eligible retirees may elect to have additional coverage up to the amount they had upon retirement, but the additional coverage will be paid by the retiree. The cost of additional coverage is \$.55 per \$1,000 of coverage per month.

*Employees covered by benefit terms* – At July 1, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	10
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	17
	27

**Total OPEB Liability**

The Sheriff's total OPEB liability of \$2,712,865 was measured as of July 1, 2017 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0%, including inflation
Discount rate	3.62%,
Healthcare cost trend rates	Varies annually

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

The discount rate was based on the 6/30/2018 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the RPH-2014 Employee Mortality Table, Generational with Projection Scale MP-2017 for males or females, as appropriate.

Mortality rates for retirees were based on the RPH-2014 Health Annuitant Mortality Table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

**Changes in the Total OPEB Liability**

Balance at June 30, 2017	\$	2,587,203
Changes for the year:		
Service cost		114,856
Interest		96,067
Differences between expected and actual experience		11,285
Benefit payments		(96,546)
		(96,546)
Balance at June 30, 2018	\$	2,712,865

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.62%) or 1-percentage-point higher (4.62%) than the current discount rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Total OPEB Liability	\$ 3,180,643	\$ 2,712,865	\$ 2,341,217

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare trend rates:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Total OPEB Liability	\$ 2,331,055	\$ 2,712,865	\$ 3,207,242

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

**Notes to the Basic Financial Statements  
For the Year Ended June 30, 2018**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources  
Related to OPEB**

For the year ended June 30, 2018, the Sheriff recognized OPEB expense of \$213,180. At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 9,028	\$ -

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

2019	\$	2,257
2020		2,257
2021		2,257
2022		2,257
2023		-
2024		-
	<b>\$</b>	<b>9,028</b>

**Note 8 - DEFERRED COMPENSATION PLAN**

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

**Note 9 - COMPENSATED ABSENCES**

At June 30, 2018, employees of the Sheriff have accumulated and vested \$9,441 of employee leave benefits, which were computed in accordance with GASB Codification Section C60. The leave benefits have been recorded in the Government-wide Financial Statements' Statement of Net Assets as a long-term liability and in the Statement of Activities as an expense.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**Note 10 - LONG-TERM OBLIGATIONS**

At the end of the fiscal year, the Sheriff had total Long-Term Obligations of \$3,126,641 which consists of \$9,441 accrued annual vacation and compensated absences, \$2,712,865 in other post-retirement benefits payable (OPEB) and \$404,335 in net pension liability.

**Note 11 - CHANGES IN AGENCY FUND BALANCES**

A summary of changes in Agency Fund balances due to taxing bodies and others for the year ended June 30, 2018 is as follows:

	<u>Sheriff's Fund</u>	<u>Tax Collector Fund</u>	<u>Total</u>
Balance July 1, 2017	\$ 20,788	\$ 26,251	\$ 47,039
Additions	104,970	358,773	463,743
Deductions	<u>(121,372)</u>	<u>(369,723)</u>	<u>(491,095)</u>
Balance June 30, 2018	<u>\$ 4,386</u>	<u>\$ 15,301</u>	<u>\$ 19,687</u>

**Note 12 - TAX COLLECTIONS OTHER THAN AD VALOREM AND DISBURSEMENTS**

Act 711 of the 2010 Louisiana legislative session amended LRS 24:51 (B) to provide required footnote disclosure in the financial statements for local governments that collect tax for other taxing jurisdictions.

For the year ended June 30, 2018, the Sheriff collected and disbursed the following:

	<u>Occupational Licenses</u>	<u>Collection Fee</u>	<u>Final Distribution</u>
West Carroll Parish Police Jury	\$ 72,010	( \$ 10,802 )	\$ 61,208

**Note 13 - LITIGATION AND CLAIMS**

At June 30, 2018, the Sheriff was not involved in any lawsuits. The Sheriff's legal counsel was not aware of any unasserted claims or assessments.

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

**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2018**

**Note 14 - ON-BEHALF PAYMENTS**

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

Certain employees of the West Carroll Parish Sheriff receive supplemental pay from the state of Louisiana. In accordance with GASB Statement No. 24, the Sheriff recorded revenues and expenditures for these payments in the General Fund. Revenues and expenditures under this arrangement totaled \$54,417.

**Note 15 - SHORT TERM BANK LOANS**

The Sheriff obtained various bank loans during the year from a local bank to help his cash flow until his ad valorem taxes were collected. The Sheriff was authorized by the Louisiana State Bond Commission to borrow up to \$300,000 and did borrow the \$300,000 during the year however the amount was paid and there was no balance at June 30, 2018. Interest at the rate of 2.0% paid on these loans amounted to \$2,616 for the year ended June 30, 2018. The Sheriff was authorized by the Louisiana State Bond Commission to borrow up to \$300,000 for the year ending June 30, 2019 at interest rates not to exceed 2.0%.

**Note 16 - PRIOR PERIOD ADJUSTMENT – NEW ACCOUNTING STANDARD**

For the year ended June 30, 2018, the Sheriff implemented the following pronouncement: GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The Statement is summarized below:

GASB Statement No. 75 requires governments that participate in defined benefit other post-employment benefit (OPEB) plans to report in the statement of net position a net OPEB liability. The net OPEB liability is the difference between the total OPEB liability (the present value of projected benefit payments to employees based on their past service) and the assets (mostly investments reported at fair value) set aside in a trust restricted to paying benefits to current employees, retirees and beneficiaries. The Statement requires cost-sharing employers to record a liability and expenses equal to their proportionate share of the collective net OPEB liability and expense for the cost-sharing plan. The Statement will also improve the comparability and consistency of how governments calculate the OPEB liabilities and expense.

The restatement of the beginning of the year net position is as follows:

<u>Government Activities</u>	
Net Position as previously stated July 1, 2017	\$ (1,370,944)
Net Change of Net Position due to increase in OPEB liability from Adoption of GASB 75	<u>(1,654,984)</u>
Net Position as restated July 1, 2017	<u>\$ (3,025,928)</u>

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

**Notes to the Basic Financial Statements  
For the Year Ended June 30, 2018**

**Note 17 - FUND DEFICIT**

At June 30, 2018 the General Fund has a deficit of \$58,000 which will be cleared by future tax revenues.

**Note 18 - SUBSEQUENT EVENT REVIEW**

The Sheriff has evaluated subsequent events through December 28, 2018 the date which the financial statements were available to be issued resulting in no adjustments.

**REQUIRED SUPPLEMENTAL INFORMATION  
(PART B)**

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

**GENERAL FUND**  
**Budgetary Comparison Schedule**

**For the Year Ended June 30, 2018**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)</u>
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>		
<b>BUDGETARY FUND BALANCE (DEFICIT) AT BEGINNING OF YEAR</b>	\$ 30,643	\$ 8,891	\$ 8,891	\$ -
<b>RESOURCES (Inflows)</b>				
Ad valorem taxes	759,000	763,000	765,180	2,180
Intergovernmental revenues:				
Grants-Federal and Local	15,000	15,000	18,333	3,333
Commission on state revenue sharing	46,000	46,000	45,106	(894)
State and local supplemental pay	159,420	153,420	153,837	417
Fees, charges, and commissions for services:				
Commissions on licenses, etc.	45,000	40,000	41,579	1,579
Civil and criminal fees	87,100	93,100	77,954	(15,146)
Court attendance	10,000	5,000	3,502	(1,498)
Transporting prisoners	19,000	19,000	16,886	(2,114)
Feeding and keeping prisoners	183,000	193,000	162,453	(30,547)
Tax notices, etc.	8,000	8,000	14,890	6,890
Use of money and property - interest earnings	100	100	157	57
Miscellaneous	8,000	8,000	1,975	(6,025)
Other sources:				
Proceeds from sale of assets	3,000	3,000	4,808	1,808
<b>Total resources</b>	<u>1,342,620</u>	<u>1,346,620</u>	<u>1,306,660</u>	<u>(39,960)</u>
Amounts available for appropriations	1,373,263	1,355,511	1,315,551	(39,960)
<b>CHARGES TO APPROPRIATIONS (Outflows)</b>				
Current:				
Public safety:				
Personal services and related benefits	1,024,200	1,034,700	1,038,992	(4,292)
Operating services	77,900	81,900	93,226	(11,326)
Statutory charges	113,000	85,000	77,361	7,639
Materials and supplies	130,000	130,000	158,141	(28,141)
Travel and other charges	6,000	6,000	4,901	1,099
Capital outlay	15,000	12,000	930	11,070
<b>Total charges to appropriations</b>	<u>1,366,100</u>	<u>1,349,600</u>	<u>1,373,551</u>	<u>(23,951)</u>
<b>BUDGETARY FUND BALANCE AT END OF YEAR</b>	<u>\$ 7,163</u>	<u>\$ 5,911</u>	<u>\$ (58,000)</u>	<u>\$ (63,911)</u>



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

**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**

**For the Year Ended June 30, 2018**

<b>Total OPEB Liability</b>	
Service Cost	\$ 114,856
Interest	96,067
Changes of benefit terms	-
Differences between expected and actual experience	11,285
Changes of assumptions	-
Benefit payments	(96,546)
<b>Net change in total OPEB liability</b>	<u>125,662</u>
<b>Total OPEB liability - beginning</b>	<u>2,587,203</u>
<b>Total OPEB liability - ending</b>	<u><u>\$ 2,712,865</u></u>

Covered-employee payroll	\$ 604,287
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Total OPEB liability as a percentage of covered employee payroll	448.9%
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**Notes to Schedule**

Changes of Benefit Terms: None

Changes of Assumptions: Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period.

2018	3.62%
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This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**WEST CARROLL PARISH SHERIFF'S OFFICE**  
**Oak Grove, Louisiana**

**Schedule of Proportionate Share of Net Pension Liability**  
**Sheriffs' Pension and Relief Fund**  
**For the Year Ended June 30, 2018**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Employer's Proportion of the Net Pension Liability (Asset)	0.0853%	0.0817%	0.0864%	0.0934%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 76,238	\$ 77,224	\$ 81,245	\$ 85,695
Employer's Covered-Employee Payroll	\$ 581,368	\$ 635,239	\$ 675,375	\$ 708,567
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	13.11%	12.16%	12.03%	12.09%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	87.34%	86.61%	82.10%	88.49%

*This schedule is to be built prospectively. Until a full 10-year trend is compiled, the schedule will show information for those years for which data is available, beginning with FYE June 30, 2015.*

\* The amounts presented have a measurement date of the previous fiscal year end.

**WEST CARROLL PARISH SHERIFF'S OFFICE**  
**Oak Grove, Louisiana**

**Schedule of the Employer's Contributions**  
**Sheriffs' Pension and Relief Fund**  
**For the Year Ended June 30, 2018**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually Required Contribution <sup>1</sup>	\$ 77,210	\$ 81,167	\$ 85,695	\$ 85,923
Contributions in Relation to Contractually Required Contribution <sup>2</sup>	<u>77,210</u>	<u>81,167</u>	<u>85,695</u>	<u>85,923</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Employer's Covered Employee Payroll <sup>3</sup>	\$ 581,368	\$ 635,239	\$ 675,375	\$ 708,567
Contributions as a % of Covered Employee	13.28%	12.78%	12.69%	12.13%

*This schedule is to be build prospectively. Until a full 10-year trend is compiled, the schedule will show information for those years for which data is available, beginning with FYE June 30, 2015.*

***For reference only:***

<sup>1</sup> *Employer contribution rate multiplied by employer's covered employee payroll*

<sup>2</sup> *Actual employer contributions remitted to the Sheriffs' Pension and Relief Fund*

<sup>3</sup> *Employer's covered employee payroll amount for the fiscal year ended noted*

**OTHER SUPPLEMENTAL INFORMATION**

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

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

For the Year Ended June 30, 2018

	<u>SHERIFF'S FUND</u>	<u>TAX COLLECTOR FUND</u>	<u>TOTAL</u>
<b>BALANCES AT BEGINNING OF YEAR</b>	\$ 20,788	\$ 26,251	\$ 47,039
<b>ADDITIONS</b>			
Deposits			
Suits, seizures, sales and other additions	104,970	358,773	463,743
Interest earnings	-	-	-
Taxes, fees, etc., paid to tax collector	-	-	-
Total additions	<u>104,970</u>	<u>358,773</u>	<u>463,743</u>
Total available to distribute	<u>125,758</u>	<u>385,024</u>	<u>510,782</u>
<b>REDUCTIONS</b>			
Taxes, fees, etc., distributed to taxing bodies and others	-	369,723	369,723
Deposits settled to:			
Sheriff's General Fund	19,677	-	19,677
Clerk of Court	7,026	-	7,026
Litigants	76,001	-	76,001
Attorneys, appraisers, etc.	1,800	-	1,800
Other settlements	16,868	-	16,868
Total reductions	<u>121,372</u>	<u>369,723</u>	<u>491,095</u>
<b>BALANCES AT END OF YEAR</b>	<u>\$ 4,386</u>	<u>\$ 15,301</u>	<u>\$ 19,687</u>

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

**SCHEDULE OF TAXES COLLECTED  
For the Year Ended June 30, 2018**

<b>Taxing Authority</b>	<b><u>Taxes Collected</u></b>
LA Department of Agriculture and Forestry	\$ 3,137
LA Tax Commission	12,516
West Carroll Parish School Board Parish Wide	690,993
West Carroll Parishwide Drainage	82,261
Tensas Basin Levee District	86,780
West Carroll Parish School Board Ward 1	122,582
West Carroll Parish Library	278,515
West Carroll Assessment District	304,956
West Carroll Parish School Board Regular	366,650
West Carroll Parish Police Jury (General Fund)	341,383
West Carroll Parish School Board Constitutional	424,821
West Carroll Parish Road and Bridge	594,630
West Carroll Parish Law Enforcement	<u>763,268</u>
Total	<u><u>\$ 4,072,492</u></u>

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

**SCHEDULE OF UNCOLLECTED TAXES  
June 30, 2018**

<b>Taxing Authority</b>	<b>Uncollected Taxes</b>
LA Department of Agriculture and Forestry	\$ -
LA Tax Commission	-
West Carroll Health Unit	-
West Carroll Parishwide Drainage	-
Tensas Basin Levee District	-
West Carroll Parish School Board Ward 1	-
West Carroll Parish Library	-
West Carroll Assessment District	-
West Carroll Parish School Board Regular	-
West Carroll Parish Police Jury (General Fund)	-
West Carroll Parish School Board Constitutional	-
West Carroll Parish Road and Bridge	-
West Carroll Parish School Board Parish Wide	-
West Carroll Parish Law Enforcement	-
<b>Total</b>	<b>\$ <u>-</u></b>

STATE OF LOUISIANA

PARISH OF WEST CARROLL

AFFIDAVIT

JERRY L. PHILLEY, SHERIFF OF WEST CARROLL PARISH

BEFORE ME, the undersigned authority, personally came and appeared, Jerry L. Philley, the sheriff of West Carroll Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$12,378.21 is the amount of cash on hand in the tax collector account on June 30, 2018;

He further deposed and said:

All itemized statements of the amounts of taxes collected for tax year 2017, by taxing authority, are true and correct.

All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct.

*Jerry L. Philley*  
JERRY L. PHILLEY, SHERIFF

Sworn to and subscribed before me, Notary, this 26th day of December, 2018, in my office in Oak Grove, Louisiana.

*Micki L. Hightower* (Signature)  
*Micki L. Hightower* (Print), # 140809  
Notary Public  
*with life* (Commission)

**MICKI L. HIGHTOWER**  
Notary Public ID# 140809  
Parish of Ouachita



**WEST CARROLL PARISH SHERIFF**  
**SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS**  
**AND OTHER PAYMENTS TO AGENCY HEAD**  
**JUNE 30, 2018**

Agency Head  
 Sheriff Jerry Philley

Salary \$ 160,338

Benefits

Retirement	20,443	
Medical Insurance	7,674	
Dental Insurance	191	
Life Insurance	954	
AD&D Insurance	83	
Vision	68	
Risk Management	1,020	
Total Benefits	30,433	30,433

Travel/Meals		3,661
Dues		660
Fuel Expenses/Vehicle Maintenance		8,359
Cell Phone		3,165
Equipment		1,832

Total \$ 208,448

**OTHER REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (318) 323-1717

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

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

We have audited, in accordance with the auditing standards 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, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the West Carroll Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated December 28, 2018.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

West Carroll Parish Sheriff  
Oak Grove, Louisiana

### **Compliance and Other Matters**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 28, 2018

**WEST CARROLL PARISH SHERIFF**

**Schedule of Findings and Responses  
As of and For the Year Ended June 30, 2018**

We have audited the financial statements of the West Carroll Parish Sheriff as of and for the year ended June 30, 2018, and have issued our report thereon dated December 28, 2018. We conducted our audit in accordance with auditing standards 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. Our audit of the financial statements as of June 30, 2018, resulted in an unmodified opinion.

Section I- Summary of Auditors' Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weakness  yes  no

Significant Deficiencies not considered to be  
Material Weaknesses  yes  no

Compliance

Compliance Material to Financial Statements  yes  no

Section II- Financial Statement Findings

None

Section III- Federal Award Findings and Questioned Costs- N/A

**WEST CARROLL PARISH SHERIFF**

**Summary Schedule of Prior Audit Findings  
As of and For the Year Ended June 30, 2018**

There were no audit findings reported in the audit for the year ended June 30, 2017.

# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the West Carroll Parish Sheriff and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the West Carroll Parish Sheriff (Sheriff) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Sheriff's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

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1. Obtain and inspect the Sheriff's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the Sheriff's operations):<sup>1</sup>
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff)

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<sup>1</sup> For governmental organization, the practitioner may eliminate those categories and subcategories that do not apply to the organization's operations. For quasi-public organizations, including non-profits, the practitioner may eliminate those categories and subcategories that do not apply to public funds administered by the quasi-public.

procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics<sup>2</sup>**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the Sheriff's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Findings:** No exceptions were noted.

### ***Bank Reconciliations***

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- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Sheriff's main operating account. Select the Sheriff's main operating account and randomly select 4 additional accounts<sup>3</sup> (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

<sup>2</sup> The Louisiana Code of Ethics is generally not applicable to non-profit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a non-profit, the non-profit should have written policies and procedures relating to ethics.

<sup>3</sup> Accounts selected may exclude savings and investment accounts that are not part of the THE SHERIFF's daily business operations.



- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Findings:** One exception noted where management did not have documentation reflecting that it had researched reconciling items that had been outstanding for more than 12 months from the statement closing date.

### ***Collections***

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4. Obtain a listing of deposit sites<sup>4</sup> for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

**Findings:** We obtained the listing and management's representation.

5. For each deposit site selected, obtain a listing of collection locations<sup>5</sup> and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

**Findings:** Two exceptions noted where the same employee who is responsible for collecting cash is also responsible for preparing/making bank deposits. Two exceptions noted where the same employee who is responsible for collecting cash is also responsible for posting collection entries to the general ledger.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

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<sup>4</sup> A deposit site is a physical location where a deposit is prepared and reconciled.

<sup>5</sup> A collection location is a physical location where cash is collected. An THE SHERIFF may have one or more collection locations whose collections are brought to a deposit site for deposit.

**Findings:** No exceptions noted.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day)<sup>6</sup>. *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - e) Trace the actual deposit per the bank statement to the general ledger.

**Findings:** Two exceptions noted where the deposit was not made within one business day of receipt at the collection location.

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

**Findings:** We obtained the listing and management's representation.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.

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<sup>6</sup> If "bank reconciliations" have been rotated off for Year 2, the practitioner should insert a procedure with the same selection methodology that would have been used for bank reconciliations.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

**Findings:** One exception noted where the employee responsible for signing checks does not mail the payments.

10. For each location selected under #8 above, obtain the Sheriff's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**Findings:** No exceptions noted.

#### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

**Findings:** We obtained the listing and management's representation of this.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

**Findings:** No exceptions noted.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should

have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

**Findings:** No exceptions noted.

#### ***Travel and Travel-Related Expense Reimbursements<sup>7</sup> (excluding card transactions)***

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Findings:** We obtained the listing from management and noted that no travel or travel-related expenses were reimbursements to the employee. Therefore, this test is not applicable.

#### ***Ethics<sup>8</sup>***

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15. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above<sup>9</sup>, obtain ethics documentation from management, and:

- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

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<sup>7</sup> Non-travel reimbursements are not required to be tested under this category.

<sup>8</sup> The Louisiana Code of Ethics is generally not applicable to non-profit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a non-profit, the procedures should be performed.

<sup>9</sup> If "payroll and personnel" have been rotated off for Year 2, the practitioner should insert a procedure with the same selection methodology that would have been used for payroll and personnel.

- b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the Sheriff's ethics policy during the fiscal period.

**Findings:** No exceptions noted.

### *Other*

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16. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Sheriff reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Sheriff is domiciled.

**Findings:** The Sheriff did not have any misappropriations of public funds and assets during the fiscal period. This testing is not applicable.

17. Observe that the Sheriff has posted on its premises<sup>10</sup> and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.<sup>11</sup>

**Findings:** No exceptions noted.

### *Management's Response*

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We concur with the results of the procedures and are working diligently to improve controls.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 3, 2018

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<sup>10</sup> Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs.

<sup>11</sup> This notice is available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline).