

3072

RECEIVED  
LEGISLATIVE AUDITOR  
05 JAN -4 AM 11:22

**BOSSIER PARISH SHERIFF**  
Benton, Louisiana

**General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 2004  
With Supplemental Information Schedules**

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

Release Date 1-26-05

BOSSIER PARISH SHERIFF  
Benton, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 2004  
With Supplemental Information Schedules

C O N T E N T S

		<u>Page No.</u>
<b>Independent Auditor's Report</b>		3
<b>Required Supplemental Information (Part I)</b>		
Management's Discussion and Analysis		6
<b>Basic Financial Statements</b>		
	<u>Statement</u>	<u>Page No.</u>
Government-Wide Financial Statements:		
Statement of Net Assets	A	12
Statement of Activities	B	13
Fund Financial Statements:		
Governmental Funds:		
Balance Sheet	C	14
Reconciliation of the Governmental Funds Balance Sheet to The Financial Statement of Net Assets	D	15
Statement of Revenues, Expenditures, and Changes in Fund Balances	E	16
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances to the Statement of Activities	F	18
Fiduciary - Agency Funds - Statement of Fiduciary Net Assets	G	19

C O N T E N T S (CONTD.)

	<u>Schedule</u>	<u>Page No.</u>
Notes to the Financial Statements		20
<b>Required Supplemental Information (Part II):</b>		
Budget Comparison Schedules - General Fund and and Correctional Facility Fund	1	34
<b>Other Supplemental Schedules (Part III):</b>		
Fiduciary Fund Type - Agency Funds - Combining Schedule of Changes in Unsettled Deposit	2	38
<b>Independent Auditor's Report Required by <i>Government Auditing Standards</i> (Part IV):</b>		
Report on Compliance and Internal Control over Financial Reporting		42
Schedule of Findings and Questioned Costs	3	44
Summary Schedule of Prior Audit Findings	4	45

### **Independent Auditor's Report**

HONORABLE LARRY C. DEEN  
BOSSIER PARISH SHERIFF  
Benton, Louisiana

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier Parish Sheriff as of and for the year ended June 30, 2004, which collectively comprise the agency's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Bossier Parish Sheriff's management. My responsibility is to express an opinion on these financial statements based on my audit.

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

In my opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier Parish Sheriff as of June 30, 2004, and the respective changes in financial position for the year then ended in conformity with U. S. generally accepted accounting principles.

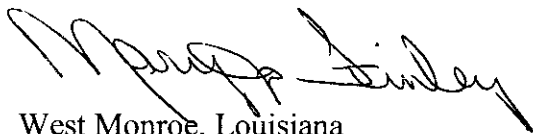
As described in Note 1 to the financial statements, the sheriff has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as of June 30, 2004.

Management's discussion and analysis, the budgetary information on pages 6 through 10 and 34 through 35, respectively are not a required part of the basic financial statements. Management's discussion and analysis and the budgetary comparison schedule are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information and reviewing the source of selected information. However, I did not audit the information and express no opinion on it.

Bossier Parish Sheriff  
Benton, Louisiana  
Independent Auditor's Report,  
June 30, 2004

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

In accordance with *Government Auditing Standards*, I have also issued a report dated December 15, 2004, on my consideration of the Bossier Parish Sheriff's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana  
December 15, 2004

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

Bossier Parish Sheriff  
Benton, Louisiana

## **Management's Discussion and Analysis**

June 30, 2004

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

### **Overview of the Financial Statements**

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

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

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

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

The *Statement of Activities* presents information showing how Bossier Sheriff Office's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

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

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

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

Bossier Sheriff's Office adopts an annual appropriated budget for the general fund and the special revenue fund. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

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

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

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning Bossier Sheriff Office's performance.

### **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of a government entity's financial position. At the close of the most recent fiscal year, assets of Bossier Sheriff's Office



exceeded liabilities by approximately \$23,520,000. The largest portion of Bossier Sheriff Office's net assets, almost \$13,000,000, reflects an investment in capital assets (e.g., land, buildings and improvements, vehicles, and equipment), less the related outstanding debt of approximately \$494,000 that was used to acquire the new correctional facility. These assets are not available for future spending. Although the investment in capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources.

An additional portion of Bossier Sheriff Office's net assets represents resources that are subject to external restrictions (e.g., debt service). The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by Bossier Sheriff Office to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation (since construction and / or acquisition) on assets of very long-lived assets that has been included in the statement of net assets for the first time.

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

### **Financial Analysis of the Governmental Funds**

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

At July 1, 2003 the special revenue fund from the prior year, the .15 sales tax fund, was closed and consolidated with the general fund. As a result, approximately \$6,322,000 of the existing fund balance was transferred and combined with the beginning general fund balance of approximately \$4,812,000 to increase the total beginning fund balance for the general fund to approximately \$11,134,000.

As of June 30, 2004, the combined governmental funds balance of approximately \$11,096,000 was a decrease of approximately \$1,473,000 from June 30, 2003. All of this fund balance is unreserved and undesignated except for approximately \$9,000, that is reserved for the commissary inventory. The general fund's portion of the unreserved and undesignated fund balance of approximately \$10,345,000 shows a decrease of approximately \$789,000 from the prior year amount.

The general fund revenues increased by approximately \$1,856,000. This was due to a growing economy in Bossier Parish and to the collection of new sales tax monies of approximately \$1,357,000, as well as new gaming revenues of approximately \$450,000. The general fund expenses increased by approximately \$2,404,000. The largest part was attributable to approximately \$1,638,000 for salaries and benefits. With the passage of a ¼ cent sales tax in 2004, the starting salary for a Bossier Sheriff's Office deputy was increased to the geographical average in, order to retain our present well-trained work force. The state pension board raised the contribution rate

requirement by ½%, and health care premiums increased significantly due to high utilization. Capital purchases for daily operations increased by approximately \$383,000, with vehicles comprising approximately \$247,000 of this amount.

Bossier Sheriff's Office opened a new 600 bed medium security correction facility in June, 2004. The operating results for 2004 were dismal due to the staffing cost commencing in December, 2003. The new deputies had to be hired, equipped, trained, and paid during the six months prior to inmate occupation. In addition, only a limited number of inmates were housed during the initial partial month operating period. As previously indicated, the basic activity of the .15 sales tax revenue is now reflected in the general fund. In addition, the new .25 sales tax that commenced being received by Bossier Sheriff's Office effective 1 April 2004 will also be accounted for in the general fund. As a result, the new correction facility will be reported in the special revenue fund from this date forward.

### **General Fund Budgetary Highlights**

The general fund budget had to be amended due to the total expenses exceeding the allowable margin of error of five per cent. The expenses were amended to reflect an overall increase of approximately \$1,000,000. The salary and fringe benefit expenses were increased by approximately \$425,000. This was due to increased salary costs which included some additional deputies, increase in the pension contribution percentage rate, and increase of pension contributions paid on the salary increases and cost. Capital purchases were adjusted by approximately \$378,000 of which \$247,000 was to reflect the purchase of four motorcycles, a SWAT van, and transportation vans.

The original special fund was dissolved and the sales tax revenue merged into the general fund budget. The revised special fund budget was amended to reflect that the revenue for housing prisoners would be lower since the facility did not open until June, 2004.

### **Capital Asset and Debt Administration**

**Capital assets.** The Bossier Sheriff's Office investment in capital assets for its governmental activities as of June 30, 2004, amounted to approximately \$12,935,000, which is net of accumulated depreciation. This investment includes land, buildings and improvements, furniture and equipment, vehicles, weapons, and construction in progress. The net increase in capital assets for the year was approximately \$5,688,000, the majority of which was attributable to the completion of the correction facility. The additional costs were approximately \$3,752,000 for the building and \$789,000 for the sewer and water system. The total purchases for vehicles were approximately \$765,000.

**Long-term debt.** At the end of the fiscal year, Bossier Sheriff's Office had total debt outstanding of approximately \$511,000. The components are a long term note payable of approximately \$494,000 and a lease payable of approximately \$17,000. During the year approximately \$6,000 of debt was paid on the note and approximately \$16,000 was paid on the lease, all in accordance with the debt agreements.

**Requests for information.**

This financial report is designed to provide a general overview of Bossier Sheriff Office's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Larche Watters, Comptroller, Bossier Sheriff's Office, P.O. Box 850, Benton, LA 71006.

**BASIC FINANCIAL STATEMENTS**

BOSSIER PARISH SHERIFF  
Benton, Louisiana

STATEMENT OF NET ASSETS  
June 30, 2004

<b>ASSETS</b>	
Cash and cash equivalents	\$10,449,493
Investments	39,594
Receivables	1,536,167
Prepaid charges	267,919
Inventory	9,675
Capital assets (net of accumulated depreciation)	<u>12,935,314</u>
<b>TOTAL ASSETS</b>	<u><b>25,238,162</b></u>
<b>LIABILITIES</b>	
Accounts payable	743,012
Accrued wages and related payable	462,922
Long-term liabilities:	
Due within one year	25,407
Due in more than one year	<u>486,279</u>
<b>TOTAL LIABILITIES</b>	<u><b>1,717,620</b></u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	12,918,509
Unrestricted	<u>10,602,033</u>
<b>TOTAL NET ASSETS</b>	<u><b>\$23,520,542</b></u>

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, Louisiana

STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2004

**EXPENSES**

## Public Safety:

Personal services	\$9,548,859
Operating services	1,348,597
Materials and supplies	1,297,153
Travel and other	86,396
Interest on long-term debt	20,308
Depreciation expense	766,664
Total Expenses	<u>13,067,977</u>

**REVENUES**

## Program revenues:

Civil and criminal fees	977,405
Transporting prisoners	65,456
Feeding and keeping prisoners	1,485,754
Tax notices, etc.	55,565
Probation fees	466,696
Gaming fees	1,034,313
Commissary sales	223,228
Other fees, charges, and commissions for services	187,830
Total program revenues	<u>4,496,247</u>

## General revenues:

Taxes:	
Ad valorem	5,259,271
Sales and use	3,570,592
Federal sources	217,704
State sources	2,660,896
Local sources	61,268
Interest earned	96,059
Other revenues	43,291
Total Revenues	<u>16,405,328</u>

Change in Net Assets	3,337,351
----------------------	-----------

**NET ASSETS**

Beginning of year	<u>20,183,191</u>
End of year	<u>\$23,520,542</u>

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2004

	MAJOR FUNDS			NON-MAJOR SPECIAL REVENUE - COMMISSARY FUND	TOTAL
	GENERAL FUND	SPECIAL REVENUE - CORRECTIONAL FACILITY FUND	CAPITAL PROJECTS - CONSTRUCTION FUND		
<b>ASSETS</b>					
Cash and cash equivalents	\$9,203,073	\$593,563	\$251,136	\$401,721	\$10,449,493
Investments	39,594				39,594
Receivables	1,152,384	24,146	359,637		1,536,167
Prepaid charges	198,800	69,119			267,919
Due from other funds	319,107	118,207			437,314
Inventory				9,675	9,675
<b>TOTAL ASSETS</b>	<b>\$10,912,958</b>	<b>\$805,035</b>	<b>\$610,773</b>	<b>\$411,396</b>	<b>\$12,740,162</b>
<b>LIABILITIES AND FUND EQUITY</b>					
Liabilities:					
Accounts payable	\$113,200	\$47,626	\$582,186		\$743,012
Accrued wages and related payable	388,823	74,099			462,922
Due to other funds	65,868	300,000	71,446		437,314
Total Liabilities	567,891	421,725	653,632	NONE	1,643,248
Fund Equity - fund balances:					
Reserved for inventory				\$9,675	9,675
Unreserved - undesignated	10,345,067	383,310	(42,859)	401,721	11,087,239
Total Fund Equity	10,345,067	383,310	(42,859)	411,396	11,096,914
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$10,912,958</b>	<b>\$805,035</b>	<b>\$610,773</b>	<b>\$411,396</b>	<b>\$12,740,162</b>

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, LouisianaReconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Assets

For the Year Ended June 30, 2004

Total Fund Balances at June 30, 2004 - Governmental Funds (Statement C)	<u>\$11,096,914</u>
Amounts reported for governmental activities in the statement of net assets (Statement A) are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	12,935,314
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds	<u>(511,686)</u>
Net Assets at June 30,2004 (Statement A)	<u><u>\$23,520,542</u></u>

The accompanying notes are an integral part of this statement.



BOSSIER PARISH SHERIFF  
Benton, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures, and  
Changes in Fund Balances  
For the Year Ended June 30, 2004

	MAJOR FUNDS			NON-MAJOR SPECIAL REVENUE - COMMISSARY FUND	TOTAL
	GENERAL FUND	SPECIAL REVENUE - CORRECTIONAL FACILITY FUND	CAPITAL PROJECTS - CONSTRUCTION FUND		
<b>REVENUES</b>					
Taxes:					
Ad valorem	\$5,259,271				\$5,259,271
Sales and use	3,570,592				3,570,592
Intergovernmental revenues:					
Federal grants	217,704				217,704
State grants:					
State supplemental pay	525,404	\$4,431			529,835
State revenue sharing	400,171				400,171
Other	198,879		\$1,532,011		1,730,890
Local grants	61,268				61,268
Fees, charges, and commissions for services:					
Commissions on licenses and taxes	4,708				4,708
Civil and criminal fees	977,405				977,405
Court attendance	15,300				15,300
Transportation of prisoners	63,544	1,912			65,456
Feeding and keeping of prisoners	1,463,521	22,233			1,485,754
Tax notices, etc.	55,565				55,565
Probation fees	466,696				466,696
Gaming fees	1,034,313				1,034,313
Other	167,822			\$223,228	391,050
Use of money and property	95,606	18		435	96,059
Other	43,292				43,292
Total revenues	<u>14,621,061</u>	<u>28,594</u>	<u>1,532,011</u>	<u>223,663</u>	<u>16,405,329</u>
<b>EXPENDITURES</b>					
Public safety:					
Current:					
Personal services and related benefits	8,881,196	667,663			9,548,859
Operating services	1,174,160	108,380			1,282,540
Materials and supplies	1,037,878	100,111		159,164	1,297,153
Travel and other charges	47,352	39,044			86,396
Debt Service	20,517	23,617			44,134
Capital outlay	994,848		5,203,271		6,198,119
Total expenditures	<u>12,155,951</u>	<u>938,815</u>	<u>5,203,271</u>	<u>159,164</u>	<u>18,457,201</u>

(Continued)

BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 GOVERNMENTAL FUND  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance

	MAJOR FUNDS			NON-MAJOR SPECIAL REVENUE - COMMISSARY FUND	TOTAL
	GENERAL FUND	SPECIAL REVENUE - CORRECTIONAL FACILITY FUND	CAPITAL PROJECTS - CONSTRUCTION FUND		
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	\$2,465,110	(\$910,221)	(\$3,671,260)	\$64,499	(\$2,051,872)
<b>OTHER FINANCING SOURCES (Use):</b>					
Proceeds from Sale of Assets	77,920				77,920
Proceeds from issuance of bonds		500,000			500,000
Transfers in			3,332,476		3,332,476
Transfers out	<u>(3,332,476)</u>				<u>(3,332,476)</u>
Total Other Financing Source (Use)	<u>(3,254,556)</u>	<u>500,000</u>	<u>3,332,476</u>	<u>NONE</u>	<u>577,920</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE</b>	(789,446)	(410,221)	(338,784)	64,499	(1,473,952)
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>11,134,513</u>	<u>793,531</u>	<u>295,925</u>	<u>346,897</u>	<u>12,570,866</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$10,345,067</u>	<u>\$383,310</u>	<u>(\$42,859)</u>	<u>\$411,396</u>	<u>\$11,096,914</u>

(Concluded)

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, Louisiana

Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended June 30, 2004

Total net change in fund balances - governmental funds (Statement E)	(\$1,473,952)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Bond proceeds are reported as financing sources in governmental funds and thus contribute to the change in fund balances. In the government-wide statements, however, issuing debt increases long-term liabilities in the statement of net assets and does not affect the statement of activities. Total proceeds were:	(500,000)
Proceeds from the disposal of assets is reported as revenue in governmental funds. However, in the Statement of Activities, any proceeds are used to determine any gain or loss on the disposal of assets. This is the gross amount of losses for the year before applying proceeds from the disposal	(143,978)
Principal payments on long-term debt are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Assets and are not reflected in the Statement of Activities	23,826
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the period	<u>5,431,455</u>
Change in net assets of governmental activities (Statement B)	<u><u>\$3,337,351</u></u>

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, Louisiana  
STATEMENT OF FIDUCIARY NET ASSETS

June 30, 2004

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUND	TOTAL
<b>ASSETS</b>					
Cash	\$724,406	\$568,875	\$484,226	\$29,265	\$1,806,772
Total assets	<u>\$724,406</u>	<u>\$568,875</u>	<u>\$484,226</u>	<u>\$29,265</u>	<u>\$1,806,772</u>
<b>LIABILITIES</b>					
Accounts Payable		\$19,385	\$190,768		\$210,153
Due to taxing bodies and others	\$724,406	549,490	293,458	\$29,265	1,596,619
Total liabilities	<u>\$724,406</u>	<u>\$568,875</u>	<u>\$484,226</u>	<u>\$29,265</u>	<u>\$1,806,772</u>

The accompanying notes are an integral part of this statement.

BOSSIER PARISH SHERIFF  
Benton, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended June 30, 2003

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the Bossier Parish Sheriff have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

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

For the first time the financial statements include:

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

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

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

BOSSIER PARISH SHERIFF

Benton, Louisiana

Notes to the Financial Statements (Continued)

**B. REPORTING ENTITY**

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

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

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

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

**C. FUND ACCOUNTING**

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

BOSSIER PARISH SHERIFF

Benton, Louisiana

Notes to the Financial Statements (Continued)

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories - governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing service to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others.

The sheriff's current operations require the use of governmental and fiduciary fund types and are described as follows:

**Governmental Fund Type -**

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund and is used to account for the operations of the sheriff's office. The sheriff's primary source of revenue is an ad valorem tax. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

**Special Revenue Fund**

Special revenue funds are used to account for the proceeds of specific revenue sources such as sales taxes. Those revenues are legally restricted, either by tax proposition or grant agreement, for only expenditures with specified purposes.

**Capital Projects Fund**

Capital projects funds account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

**Fiduciary Fund Type - Agency Funds**

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

BOSSIER PARISH SHERIFF

Benton, Louisiana

Notes to the Financial Statements (Continued)

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

**Government-Wide Financial Statements (GWFS)**

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

The GWFS were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the sheriff's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

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

**Fund Financial Statements (FFS)**

**Governmental funds** 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 balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.



## BOSSIER PARISH SHERIFF

Benton, Louisiana

### Notes to the Financial Statements (Continued)

Fund financial statements report detailed information about the sheriff. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

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

#### **Revenues**

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1994 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

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

Interest income on demand deposits is recorded at the end of each month when the interest has been earned and credited by the bank to the sheriff's account. Interest on time deposits is recorded when the time deposit has matured and the interest is available.

Substantially, all other revenues are recorded when they become available to the sheriff. Based on the above criteria, intergovernmental revenues and fees, charges, and commissions for services are treated as susceptible to accrual.

#### **Expenditures**

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

#### **Other Financing Sources**

Proceeds from the sale of fixed assets, transfers between funds, and compensation from loss or damaged assets are accounted for as other financing sources and are recognized when the underlying events occur.

**E. CASH AND CASH EQUIVALENTS**

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2004, the sheriff has cash (book balances net of overdraft) totaling \$12,256,265, as follows:

Demand deposits	\$5,940,975
Petty cash	1,900
Time deposits	<u>6,313,390</u>
Total	<u><u>\$12,256,265</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 2004, are secured in total as follows:

Bank balances	<u>\$12,600,536</u>
Federal deposit insurance	\$1,811,006
Pledged securities (uncollateralized)	<u>14,899,069</u>
Total	<u><u>\$16,710,075</u></u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the sheriff, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

**F. INVESTMENTS**

Investments held at June 30, 2004 consist of \$39,594 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at June 30, 2004 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

BOSSIER PARISH SHERIFF

Benton, Louisiana

Notes to the Financial Statements (Continued)

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2955.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA - R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**G. LEVIED TAXES**

The following is a summary of authorized and levied as valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Law enforcement district	6.55	6.57	NONE
Special operation and detention center	5.50	5.06	NONE

The difference between the authorized and levied millage is the result of the reassessment of taxable property required by Article 7, of the Louisiana Constitution of 1974.

On April 5, 2000, voters of the parish approved a one-half of one percent sales and use tax submitted by the Bossier Parish Police Jury. Seventy percent (70%) of the avails of the tax are for the police jury and are used for the acquisition, operation, maintenance, and furnishing of a maximum security jail and courthouse facilities. Those taxes are remitted directly to the parish police jury. The remaining thirty

**BOSSIER PARISH SHERIFF**

Benton, Louisiana

Notes to the Financial Statements (Continued)

percent (30%) of the avails of the tax are, in accordance with an intergovernmental agreement dated April 5, 2000, are remitted directly to the sheriff's office to be used for the purposes of operating and improving a maximum security jail and meeting other costs of law enforcement in the parish. On January 17, 2004, voters of the parish approved a one-fourth of one percent sales and use tax to be used for paying deputy salaries and law enforcement operations. Both taxes are collected by the Bossier Parish Sales Tax Commission. For its collection services the commission receives one percent (1%) of gross taxes collected.

**H. CAPITAL ASSETS**

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

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**I. VACATION AND SICK LEAVE**

After one year of service, employees receive two weeks of noncumulative vacation leave. After ten years of continuous service, employees receive one additional day of vacation per year until the number of vacation days reaches the maximum of fifteen days annually. Employees are allowed up to twelve days noncumulative sick leave per calendar year. At June 30, 2004, there are no accumulated and vested benefits relating to vacation and sick leave which require accrual or disclosure.

**J. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to law enforcement liability; 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; automobile liability; general

BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 Notes to the Financial Statements (Continued)

liability; commercial crime; law enforcement; public officials liability; and worker's compensation and employer's liability. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

**2. RECEIVABLES**

The receivables of \$1,536,167, at June 30, 2004, are as follows:

<u>Class of receivables</u>	<u>General Fund</u>	<u>Special Revenue - Correctional Facility Fund</u>	<u>Capital Projects - Construction Fund</u>	<u>Total</u>
Sales Tax	\$648,585			\$648,585
Ad valorem Tax	7,262			7,262
Intergovernmental revenues:				
Federal grants	21,352			21,352
State funds	9,372		\$133,092	142,464
Gaming proceeds	109,744			109,744
Fees, charges, and commissions for services	214,595	\$24,146	15,546	238,741
Reimbursements	118,127		210,999	118,127
Others	23,347			23,347
Total	<u>\$1,152,384</u>	<u>\$24,146</u>	<u>\$359,637</u>	<u>\$1,536,167</u>

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

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

	<u>Due From</u>	<u>Due To</u>
General Fund	\$319,107	\$65,868
Correctional Facility Fund	118,207	300,000
Construction Fund		71,446
Total	<u>\$437,314</u>	<u>\$437,314</u>

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets for the year ended June 30, 2004, follows:

BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 Notes to the Financial Statements (Continued)

	Balance July 1, 2003	Additions	Deletions	Balance June 30, 2004
Land	\$307,577	\$122,028		\$429,605
Buildings and improvements	1,411,980	8,050,413	(\$3,611)	9,458,782
Vehicles	2,524,310	765,664	(384,159)	2,905,815
Office furniture and equipment	742,351	503,886	(77,426)	1,168,811
Law enforcement weapons and equipment	1,296,145	151,468	(185,804)	1,261,809
Seized assets adjudicated by district court	12,215		(12,215)	NONE
Grant funds and other	295,379			295,379
Construction in progress	4,242,697	58,088	(4,242,697)	58,088
Infrastructure		789,268		789,268
Total capital assets at cost	<u>10,832,654</u>	<u>10,440,815</u>	<u>(4,905,912)</u>	<u>16,367,557</u>
Less accumulated depreciation for:				
Buildings and improvements	171,541	52,739	(245)	224,035
Vehicles	1,416,832	469,392	(276,911)	1,609,313
Office furniture and equipment	488,865	86,865	(60,460)	515,270
Law enforcement weapons and equipment	928,443	117,559	(169,435)	876,567
Grant funds and other	179,136	40,109	(12,187)	207,058
Total depreciation	<u>3,184,817</u>	<u>766,664</u>	<u>(519,238)</u>	<u>3,432,243</u>
Net capital assets	<u>\$7,647,837</u>	<u>\$9,674,151</u>	<u>(\$4,386,674)</u>	<u>\$12,935,314</u>

Additions do not equal capital outlay by \$4,242,696 for construction in progress that was completed and moved to additions.

**5. PENSION PLAN**

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

All sheriffs and all deputies who are 18 years or older at the time of original employment, who earn not less than \$400 per month if employed after September 7, 1979 and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; and \$800 if employed after January 1, 2000 are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to 3.33 percent of their final-average salary for each year of credited service. The retirement benefit cannot exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined

**BOSSIER PARISH SHERIFF**

Benton, Louisiana

Notes to the Financial Statements (Continued)

months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Pension and Relief Fund, 6554 Florida Blvd., Suite 215, Baton Rouge, Louisiana 70806, or by calling (800) 586-9049.

Plan members are required by state statute to contribute 9.8 percent of their annual covered salary and the Bossier Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 7.75 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 Bossier 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 Bossier Parish Sheriff's contributions to the System for the years ended June 30, 2004, 2003, and 2002 were \$696,124, \$458,050, and \$383,845, respectively, equal to the required contributions for each year.

**6. OTHER POST EMPLOYMENT BENEFITS**

The Bossier Parish Sheriff provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the sheriff's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the sheriff. The sheriff recognizes the cost of providing these benefits (the sheriff's portion of premiums) as an expenditure when the monthly premiums are due. The sheriff's cost of benefits provided to employees and retirees was \$983,729 for the year ended June 30, 2004. The cost of retiree benefits for 2004 totaled \$117,868.

**7. DEPOSITS DUE OTHERS**

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

BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 Notes to the Financial Statements (Continued)

	Balance at July 1, 2003	Additions	Reductions	Balance at June 30, 2004
Agency funds:				
Tax collector	\$953,786	\$43,019,732	(\$43,249,112)	\$724,406
Civil	318,343	1,989,508	(1,758,361)	549,490
Criminal	164,365	2,789,697	(2,660,604)	293,458
Inmate	14,826	465,477	(451,038)	29,265
Total	<u>\$1,451,320</u>	<u>\$48,264,414</u>	<u>(\$48,119,115)</u>	<u>\$1,596,619</u>

**8. CHANGES IN LONG-TERM DEBT**

The following is a summary of long-term debt transactions for the year ended June 30, 2004:

	Revenue Bonds	Capital Lease	Total
Balance at July 1, 2003	NONE	\$35,511	\$35,511
Additions	\$500,000	NONE	500,000
Retirements	(5,119)	(18,706)	(23,825)
Balance at June 30, 2004	<u>\$494,881</u>	<u>\$16,805</u>	<u>\$511,686</u>

The annual requirements to amortize all debt outstanding at June 30, 2004, including interest of \$493,854, are as follows:

Year Ended June 30:	Revenue Bonds	Capital Lease	Total
2005	\$40,486	\$17,361	\$57,847
2006	40,486		40,486
2007	40,486		40,486
2008	40,486		40,486
2009	40,486		40,486
2010-2014	202,430		202,430
2015-2019	202,430		202,430
2020-2024	202,430		202,430
2025-2029	178,459		178,459
	<u>\$988,179</u>	<u>\$17,361</u>	<u>\$1,005,540</u>

**9. LITIGATION AND CLAIMS**

At June 30, 2004, the Bossier Parish Sheriff is involved in several lawsuits and claims which are either adequately covered by liability insurance or, in the opinion of legal counsel, will not result in any liability to the sheriff.



BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 Notes to the Financial Statements (Continued)

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

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

**11. FUND DEFICIT**

The capital projects Construction Fund had a fund balance deficit of \$42,859 at June 30, 2004. The deficit will be eliminated with transfers from the General Fund during the 2004-2005 fiscal year.

**12. CHANGE IN REPORTING**

For the year ended June 30, 2003, the sheriff's funds included the Sales Tax special revenue fund. Effective for the current year the Sales Tax Fund was eliminated and its beginning fund balance transferred to the General Fund and the new Correctional Facility (special revenue) Fund. The following shows the beginning fund balance adjustments to the two funds.

	General Fund	Correctional Facility Fund	Sales Tax Fund	Total
Ending fund balances as previously reported	\$4,812,734	NONE	\$7,115,310	\$11,928,044
Distribution of Ending fund balance of Sales Tax Fund as previously reported	<u>6,321,779</u>	<u>\$793,531</u>	<u>(7,115,310)</u>	<u>NONE</u>
Ending fund balances - restated	<u>\$11,134,513</u>	<u>\$793,531</u>	<u>NONE</u>	<u>\$11,928,044</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

BOSSIER PARISH SHERIFF  
Benton, Louisiana

BUDGETARY COMPARISON SCHEDULE

For the Year Ended June 30, 2004

	GENERAL FUND				CORRECTIONAL FACILITY FUND			
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>								
Taxes:								
Ad valorem	\$5,142,000	\$5,149,000	\$5,259,271	\$110,271				
Sales taxes	545,000	3,995,000	3,570,592	(424,408)	\$2,230,000			
Intergovernmental revenues:								
Federal grants - federal revenue	121,000	130,000	217,704	87,704				
State grants:								
State revenue sharing (nct)	398,000	398,000	400,171	2,171				
State supplemental pay	498,000	498,000	525,404	27,404		\$4,431	\$4,431	
Other state grants	174,000	174,000	198,879	24,879				
Local grant	40,000	40,000	61,268	21,268				
Fees, charges, and commissions for services:								
Commissions on licenses and taxes	5,600	5,000	4,708	(292)				
Civil and criminal fees	967,400	983,400	977,405	(5,995)				
Court attendance	13,000	15,000	15,300	300				
Transportation of prisoners	65,000	64,000	63,544	(456)				
Feeding and keeping of prisoners	1,452,000	1,463,000	1,463,521	521	205,000	\$29,000	1,912	1,912
Tax notices, etc	56,000	56,000	55,565	(435)				
Probation fees	467,000	467,000	466,696	(304)				
Gaming		820,000	1,034,313	214,313				
Other	168,600	167,600	167,822	222				
Use of money and property	77,000	77,000	95,606	18,606	35,000		18	18
Other revenue	18,000	18,000	43,292	25,292	180,000			
Total revenues	10,207,600	14,520,000	14,621,061	101,061	2,650,000	29,000	28,594	(406)
<b>EXPENDITURES</b>								
Public safety:								
Current:								
Personal services and benefits	8,517,000	8,935,000	8,881,196	53,804	635,000	700,000	667,663	32,337

Operating services	1,903,000	2,100,000	1,174,160	925,840	269,000	125,000	108,380	16,620
Materials and supplies	878,000	960,000	1,037,878	(77,878)	322,000	85,000	100,111	(15,111)
Travel and other charges	35,000	35,000	47,352	(12,352)	3,000	40,000	39,044	956
Debt service	20,000	20,000	20,517	(517)	28,000	20,000	23,617	(3,617)
Capital outlay	582,000	960,000	994,848	(34,848)	358,000			
Total expenditures	<u>11,935,000</u>	<u>13,010,000</u>	<u>12,155,951</u>	<u>854,049</u>	<u>1,615,000</u>	<u>970,000</u>	<u>938,815</u>	<u>31,185</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(1,727,400)</u>	<u>1,510,000</u>	<u>2,465,110</u>	<u>955,110</u>	<u>1,035,000</u>	<u>(941,000)</u>	<u>(910,221)</u>	<u>30,779</u>
<b>OTHER FINANCING SOURCES (uses)</b>								
Proceeds from sale of assets	30,000	30,000	77,920	47,920		500,000	500,000	
Proceeds from issuance of bonds								
Transfers in	3,500,000							
Transfers out								
Total financing sources (uses)	<u>3,530,000</u>	<u>(3,300,000)</u>	<u>(3,332,476)</u>	<u>(32,476)</u>	<u>(5,925,000)</u>	<u>500,000</u>	<u>500,000</u>	<u>NONE</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>1,802,600</u>	<u>(1,760,000)</u>	<u>(789,446)</u>	<u>970,554</u>	<u>(4,890,000)</u>	<u>(441,000)</u>	<u>(410,221)</u>	<u>30,779</u>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>4,700,000</u>	<u>11,000,000</u>	<u>11,134,513</u>	<u>134,513</u>	<u>7,116,000</u>	<u>793,000</u>	<u>793,531</u>	<u>531</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$6,502,600</u>	<u>\$9,240,000</u>	<u>\$10,345,067</u>	<u>\$1,105,067</u>	<u>\$2,226,000</u>	<u>\$352,000</u>	<u>\$383,310</u>	<u>\$31,310</u>

(Continued)

**BOSSIER PARISH SHERIFF  
Benton, Louisiana**

**BUDGETARY COMPARISON SCHEDULE**

**For the Year Ended June 30, 2004**

**Budget Practices Note**

Proposed budgets, prepared on the modified accrual basis of accounting, are published in the official journal at least ten days prior to the public hearing. Public hearings are held at the Bossier Parish Sheriff's office during the month of June for comments from taxpayers. The budgets are then legally adopted by the sheriff and amended during the year, as necessary. Budgets are established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. Encumbrance accounting is not utilized.

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

(Concluded)

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

BOSSIER PARISH SHERIFF  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Year Ended June 30, 2004

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**TAX COLLECTOR FUND**

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

**CIVIL FUND**

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

**CRIMINAL FUND**

The Criminal Fund accounts for the collection and settlement of fines, bonds, and forfeitures levied by the district court and settlement of these collections to the sheriff's General Fund and other recipients in accordance with applicable laws.

**INMATE FUND**

The Inmate Fund accounts for individual prisoner account balances. Funds are deposited in the name of the prisoner and are payable upon request. Balances in the individual prisoner accounts are returned upon completion of their jail sentences.

BOSSIER PARISH SHERIFF  
Benton, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

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

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUND	TOTAL
<b>UNSETTLED BALANCES AT BEGINNING OF YEAR</b>	<u>\$953,786</u>	<u>\$318,343</u>	<u>\$164,365</u>	<u>\$14,826</u>	<u>\$1,451,320</u>
<b>ADDITIONS</b>					
Ad valorem taxes:					
Current year	40,507,725				40,507,725
Current year protested	67,482				67,482
Prior year	6,766				6,766
State revenue sharing	2,021,338				2,021,338
Parish licenses	5,653				5,653
Interest on:					
Checking accounts	8,515				8,515
Delinquent taxes	50,344				50,344
Prior year taxes	10,530				10,530
Protest taxes	2,895				2,895
Sheriff's sales		1,651,351			1,651,351
Bonds, Fines and costs	48,559		2,789,127		2,837,686
Inmate deposits				465,477	465,477
Redemptions	169,889				169,889
Other additions	120,036	338,157	570		458,763
Total additions	<u>43,019,732</u>	<u>1,989,508</u>	<u>2,789,697</u>	<u>465,477</u>	<u>48,264,414</u>
Total	<u>43,973,518</u>	<u>2,307,851</u>	<u>2,954,062</u>	<u>480,303</u>	<u>49,715,734</u>
<b>REDUCTIONS</b>					
Louisiana Dept. of Agriculture & Forestry	18,842				18,842
Louisiana Tax Commission	5,632				5,632
Bossier Parish:					
Assessor	1,665,566				1,665,566
Sheriff's General Fund	5,713,734	18,244	481,055		6,213,033
Police jury	6,871,054		782,280		7,653,334
School board	20,805,025				20,805,025
Clerk of court		91,212	174,490		265,702
Red River Waterworks	1,193,468				1,193,468
Fire protection districts	1,999,888				1,999,888
District Levee	1,272,708				1,272,708
North Bossier Levee District	10,303				10,303
North Bossier Acreage	3,024				3,024
Cypress Black Bayou Recreation and Water Conservation District	496,033				496,033
Ambulance District	613,621				613,621

(Continued)



BOSSIER PARISH SHERIFF  
 Benton, Louisiana  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 Combining Schedule of Changes in Balances  
 Due to Taxing Bodies and Others, etc.

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUND	TOTAL
<b>REDUCTIONS (Contd.)</b>					
Bossier Parish: (Contd.)					
City of Bossier			\$526		\$526
Town of Haughton			1,200		1,200
Town of Plain Dealing			125		125
Caddo/Bossier Port Commission	\$952,454				952,454
Twenty-sixth Judicial District:					
District attorney			322,104		322,104
Judge's fund			59,204		59,204
Indigent defender board			347,277		347,277
Pension funds	1,186,133				1,186,133
Refunds, redemptions, etc.	342,364				342,364
North Louisiana Crime Lab			94,748		94,748
Attorneys, litigants, etc.		\$1,196,586			1,196,586
Louisiana Commission on Law Enforcement			24,633		24,633
Louisiana Traumatic Head and Spinal Cord Injury			24,754		24,754
Other reductions	99,263	452,319	348,208	\$451,038	1,350,828
Total reductions	<u>43,249,112</u>	<u>1,758,361</u>	<u>2,660,604</u>	<u>451,038</u>	<u>48,119,115</u>
<b>UNSETTLED BALANCES AT END OF YEAR - DUE TO TAXING BODIES AND OTHERS</b>					
	<u>\$724,406</u>	<u>\$549,490</u>	<u>\$293,458</u>	<u>\$29,265</u>	<u>\$1,596,619</u>

(Concluded)

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

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

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

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

BOSSIER PARISH SHERIFF  
Benton, Louisiana

I have audited the general purpose financial statements of the Bossier Parish Sheriff, a component unit of the Bossier Parish Police Jury, as of and for the year ended June 30, 2004 and have issued my report thereon dated December 15, 2004. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

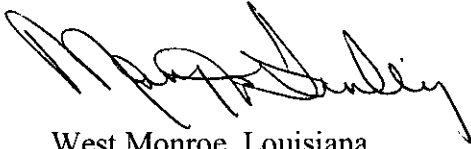
As part of obtaining reasonable assurance about whether the Bossier Parish Sheriff's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material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

**Internal Control Over Financial Reporting**

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

BOSSIER PARISH SHERIFF  
Benton, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting  
June 30, 2004

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

A handwritten signature in black ink, appearing to read 'M. J. ...', is written over the printed name and date.

West Monroe, Louisiana  
December 15, 2004

**BOSSIER PARISH SHERIFF**  
Benton, Louisiana

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

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Bossier Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Bossier Parish Sheriff were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**BOSSIER PARISH SHERIFF**  
Benton, Louisiana

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

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