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ST JAMES PARISH SHERIFF
Covington, Louisiana

Financial Report

Year Ended June 30, 1997

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Statement of Revenues, Special Funds, and Charges to Fund Balance
Governmental Fund Type - General Fund
Budget 1988 (Actual and Actual)
Year Ended June 30, 1988
With Comparative Actual Results for Year Ended June 30, 1987

	1988		Variances - Favorable or Unfavorable	1987 Actual
	Budget	Actual		
Revenues:				
All sources total:	\$1,190,400	\$1,201,897	\$ 11,497	\$1,199,714
Intergovernmental revenues -				
Federal grants	271,700	278,227	6,527	267,714
State grants - state revenue sharing fund	748,700	748,748	0	747,700
State supplemental pay	220,000	220,710	7,710	217,000
Video poker specialities	31,000	31,300	300	31,300
Local charges and contributions for services -				
City and criminal fees	141,500	142,200	7,000	139,000
Court proceedings	1,000	1,000	0	1,000
Transporting prisoners	1,000	1,000	0	1,000
Feeding and keeping of horses	241,000	241,700	7,000	240,000
Interest income	100,000	117,800	17,800	70,000
Miscellaneous	10,000	24,000	14,000	10,000
Total revenues	1,190,400	1,201,897	11,497	1,199,714
Expenditures:				
Current -				
Public services:				
Personal services and related benefits	1,400,000	1,430,000	30,000	1,390,000
Operating services	400,000	400,000	0	370,000
Operations and maintenance	600,000	580,000	20,000	580,000
Travel and other charges	1,000	1,000	0	1,000
Capital outlay	100,000	100,000	0	100,000
Total expenditures	1,501,000	1,511,000	10,000	1,461,000
Excess of revenues over expenditures	709,400	709,110	(290)	709,714
Other financing sources:				
Sale of assets	-	-	-	0
Excess of revenues and other sources over expenditures	709,400	709,110	(290)	709,714
1,972 balance, beginning	1,490,000	1,490,000	-	1,488,000
1,972 balance, ending	\$1,190,400	\$1,191,000	\$ 600	\$1,188,000

The accompanying notes are an integral part of this statement.

ST. JAMES PARISH SHERIFF
GOVERNMENT, LOUISIANA

Notes to Financial Statements

(3) Summary of Significant Accounting Policies

As provided by Article V, Section 23 of the Louisiana Constitution of 1974, the St. James Parish Sheriff (Sheriff) serves a four year term as the chief executive officer of the law enforcement district and ex-officio the collector of the parish. The Sheriff administers the parish jail system and executes duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera.

As the chief law enforcement officer of the parish, the Sheriff is responsible 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. In addition, the Sheriff, when requested, 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 all valorem property taxes, state revenue sharing funds, sportsmen's licenses, and fines, costs, and bond forfeitures imposed by the district court.

The accounting and reporting policies of the St. James Parish Sheriff conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry wide guide, GAAP for State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial reporting purposes, the Sheriff includes all funds, account groups, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish council as required by Louisiana law, the Sheriff is financially independent. Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of local government, over which the Sheriff

ST. LOUIS PUBLIC SERVICE
 Income, Louisiana

Continental Balance Sheet - 201, Total Liquid and Available Funds
 June 30, 1997

	Governmental Fund Type - General Fund	Proprietary Fund Type - Funds	Special-Use General Fund Funds	Totals	
				1997	1996
ASSETS					
Cash	\$ 8,574	\$ 8,574	\$ -	\$ 17,148	\$ 17,148
Unexpended deposits	1,076,700	487,517	-	1,564,217	1,665,816
Receivables:					
Accounts receivable	25,790	-	-	25,790	28,211
Due from other governments	97,482	-	-	97,482	97,116
Other	2,714	-	-	2,714	28,614
Due from other funds	8,814	-	-	8,814	10,614
Other furniture and equipment	-	-	1,128,688	1,128,688	1,168,757
Total assets	43,264,644	6487,244	67,128,688	81,180,320	84,286,791
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$ 74,488	\$ -	\$ -	\$ 74,488	\$ 81,757
Due to other funds	-	8,814	-	8,814	11,757
Due to taxing bodies and others	-	161,847	-	161,847	161,757
Due to other participants	-	141,880	-	141,880	141,814
Due to bonders	-	1,128	-	1,128	1,257
Total liabilities	116,488	312,628	-	429,116	418,385
Fund equity:					
Invested in general fund assets	-	-	1,128,688	1,128,688	1,168,757
Fund balances:					
Unreserved	4,121,660	-	-	4,121,660	4,121,757
Total fund equity	4,121,660	-	1,128,688	5,250,348	5,283,514
Total liabilities and fund equity	45,398,148	6487,247	17,127,100	68,182,595	70,156,757

The accompanying notes are an integral part of this statement.

ST. JOHN PARISH SHERIFF
Council, Louisiana

Notes to Financial Statements (Continued)

exercises no oversight responsibility, such as the parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish sheriff.

B. Fund Accounting

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in three individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute 18:1818, is the principal fund of the sheriff's office and accounts for the operations of the sheriff's office. The Sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include state revenue sharing, state supplemental pay for deputies, civil and criminal fees, and fees for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

Agency Funds

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

C. General Fixed Assets and Long-Term Obligations

Fixed assets used in governmental fund type operations (general fund assets) are accounted for in the general fixed assets account group, rather than in the general fund. General fixed assets provided by the parish Council are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets.

GENERAL PURPOSE FINANCIAL STATEMENTS
(COMPILED STATEMENTS - OBSERVATION)

In accordance with Government Auditing Standards, we have also issued a report dated September 12, 1997 on our consideration of the St. James Parish Sheriff's internal control structure and its compliance with laws and regulations.

The financial information for the preceding year which is included for comparative purposes was taken from the financial report for that year in which we expressed an unqualified opinion on the general purpose financial statements of the St. James Parish Sheriff.

Kolder, Champagne, Slavin & Rainey, LLP
Certified Public Accountants

Monroe, Louisiana
September 12, 1997

KOLDER, CHAMPAIGNE, SLAVEN & RAINEY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

The Honorable Willy J. Martin, Jr.
St. James Parish Sheriff
Cottrel, Louisiana

We have audited the accompanying general purpose financial statements of the St. James Parish Sheriff, as of and for the year ended June 30, 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the St. James Parish Sheriff. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. James Parish Sheriff, as of June 30, 1997, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information listed as "Supplemental Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the St. James Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the respective general purpose financial statements taken as a whole.

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Indefinite Suspension of Accounting Functions

Finding:

Due to the small number of employees, the Sheriff did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response:

No response is considered necessary.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. We believe the reportable condition described above is a material weakness.

This report is intended for the information of management. However, this report is a matter of public record and its distribution is not limited.

Kolder, Champagne, Nason & Rainey, L.L.C.
Certified Public Accountants

Lafayette, Louisiana
September 18, 1997

KOLDER, CHAMPAÑNE, SLAVEN & RAINEY, LLC
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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

The Honorable Philip J. Morlin, Jr.
St. James Parish Sheriff
Covington, Louisiana

We have audited the general purpose financial statements of the St. James Parish Sheriff for the year ended June 30, 1993, and have issued our Report thereon dated September 13, 1993. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

In part of obtaining reasonable assurance about whether the St. James Sheriff's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial 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 that are required to be reported under GAO's Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. James Parish Sheriff's internal control over financial reporting in order to design our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the St. James Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements.

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INTERNAL CONTROL AND COMPLIANCE

U.S. BANK NATIONAL ASSOCIATION
 MEMPHIS, TENNESSEE
 TRUST DEPARTMENT

TRUST ACCOUNT STATEMENT
 FOR THE YEAR ENDING
 DECEMBER 31, 1959

THIS STATEMENT IS SUBJECT TO THE BY-LAWS OF THE TRUST DEPARTMENT

ACCOUNT	BALANCE		DEPOSITS		WITHDRAWALS		BALANCE	
	12/31/58	12/31/59	12/31/58	12/31/59	12/31/58	12/31/59	12/31/58	12/31/59
CASH	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
INTEREST-BEARING DEPOSITORIES								
Savings	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Time	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL ASSETS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
LIABILITIES								
Due to other banks	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Due to clearing houses and others	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Due to other members	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL LIABILITIES	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00

AGENCY FUNDS

Sheriff's Fund - To account for funds held in connection with 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.

Tax Collector Fund - Article V, Section 17 of the Louisiana Constitution of 1974, provides that the sheriff will serve as the collector of state and parish taxes and fees. The Tax Collector Fund is used to collect and distribute these taxes and fees to the appropriate taxing bodies.

Bond Fund - To account for the collection of cash bonds and payment of these collections to the eligible recipients in accordance with applicable laws.

Police Inmate Trust Fund - To account for the receipts and disbursements made to the individual prison inmate accounts.

Commissary Fund - To account for the sale of commissary merchandise and supplies.

Deferred Compensation Fund - To account for funds held by the Public Employees Benefit Service Corporation (PEBSC) for employees who have deferred compensation under Internal Revenue Code Section 457. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

ST. JOHN POLICE DEPT.
 Concord, Louisiana
 General Fund

Statement of Expenditures Compared to Budget (GAAP Basis)
 For Fiscal Year 2001
 With Comparative Actual Accounts for Year ended June 30, 2000

	2001		Variance - Favorable (Unfavorable)	2000 Actual
	Budget	Actual		
Currents				
Public safety -				
Personnel services and related benefits:				
Ministry's salary	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
Ministry's salary	2,410,000	2,410,000	126,375	2,499,400
Other salaries	5,000	10,000	5,000	5,144
Retain and payroll taxes	145,000	117,000	28,000	142,400
Ministry's expense allowance	5,000	5,000	0	5,000
Total personnel services and related benefits	2,610,000	2,627,000	17,000	2,797,944
Contracting services:				
Reparations for insurance	470,000	471,431	1,431	470,500
Auto insurance	115,000	107,500	7,500	104,400
Other liability insurance	100,000	101,100	1,100	100,200
Total contracting services	685,000	680,031	4,969	675,100
Operations and maintenance:				
Auto fuel and oil	100,000	101,700	1,700	101,270
Auto insurance	80,000	80,000	0	80,000
Supply uniforms, supplies, etc.	80,000	75,700	4,300	80,200
Office supplies and expenses	40,000	40,000	0	40,000
Telephone	80,000	80,000	0	80,000
Printer, printing and recharges	20,000	20,000	0	20,000
Professional fees	10,000	11,000	1,000	11,200
Printed communication expense	20,000	20,000	0	20,000
Other	10,000	10,000	0	10,000
Total operations and maintenance	660,000	670,400	10,400	668,670
Travel and other charges	1,000	1,000	0	1,000
Capital outlay				
Automobiles	147,000	147,000	0	147,000
Equipment	24,000	24,000	0	24,000
Computer	1,000	1,000	0	1,000
Books	1,000	1,000	0	1,000
Total capital outlay	173,000	173,000	0	173,000
Total expenditures	\$1,810,000	\$1,880,431	\$ 7,000	\$1,877,714

ST. JAMES PARISH (SHRIMP)
 COVENANT, LOUISIANA
 General Fund

Comparative Balance Sheet
 June 30, 1957 and 1956

	<u>1957</u>	<u>1956</u>
ASSETS		
Cash	\$ 8,816	\$ 8,517
Interest-bearing deposits, at cost	2,092,983	2,221,529
Receivables:		
Accrued interest	28,783	28,221
Due from other governments	81,432	181,187
OTHER	5,214	28,821
Due from other funds	<u>8,816</u>	<u>12,247</u>
 Total assets	 \$3,106,844	 \$2,880,702
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ 14,489	\$ 14,742
Fund balance:		
Unreserved	<u>3,132,285</u>	<u>2,486,217</u>
 Total liabilities and fund balance	 \$3,146,774	 \$2,500,959

GENERAL FUND

The amount for resources conditionally associated with governments which are not required to be accounted for in another fund.

STOCKS OF INDIVIDUAL FUNDS

SUPPLEMENTAL INFORMATION

ST. JAMES PARISH SHERIFF
 Council, Louisiana

Notes to Financial Statements (Continued)

(19) Receivables

Amounts due from other governmental units at June 30, 1987, consist of the following:

	Due From Other Governmental	Other
St. James Clerk of Court for civil fees	\$ 3,800	\$ -
St. James Parish and others for prisoner maintenance, fees, and other charges	\$1,776	-
State of Louisiana for supplemental pay	13,877	-
Miscellaneous receivables	793	3,314
State of Louisiana for video poker commissions	4,108	-
St. James Housing Authority for salary reimbursements	3,708	-
State of Louisiana for grants	18,960	-
Fee from agency funds for commissions	11,108	-
St. James Parish for court attendance	2,825	-
	\$81,432	\$3,314

(20) Expenditures of the Sheriff's Office paid by the parish Council

The Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the parish courthouse, as required by statute, is paid by the St. James Parish Council. These expenditures are not included in the accompanying financial statements.

ST. JAMES PARISH SHERIFF
 CONVENT, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

020 LIABILITIES AND CLAIMS

On June 18, 1997, the Sheriff is involved in several lawsuits claiming damages. In the opinion of the Sheriff's legal counsel, resolution of these lawsuits would not create a liability to the Sheriff in excess of insurance coverage.

010 POSTRETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Sheriff provides certain health care and life insurance benefits for its retired employees. Substantially all of the Sheriff's employees are eligible for these benefits if they reach normal retirement age while working for the Sheriff. These benefits are retirement and similar benefits for active employees are provided through an insurance company in which the monthly premium is paid by the Sheriff. The Sheriff's costs of providing retirement health care and life insurance benefits are recognized as expenses when the monthly premiums are paid. For the year ended June 18, 1997 the amount of retiree benefits totaled \$10,894.

011 SELF-INSURANCE PLAN

The Sheriff has established a self-insurance health plan to provide for and finance its uninsured plan of 2000 which is administered by Risk Management, Inc. Under this plan, the Lemaire Life Insurance Company agreed to reimburse the Sheriff for specific covered claims related to any one covered employee or dependent which exceeds the retention by the Sheriff which is \$25,000. Lemaire Life Insurance Company has agreed to reimburse the Sheriff for aggregate covered claims during the period of insurance, less any amounts paid with respect to the specific covered claims, which exceeds the greater of \$50,000 or the total of monthly payments by the Sheriff which is calculated based on the number of employees covered multiplied by \$100. On June 18, 1997 a recap of the health plan follows, which is not reflected in the general purpose financial statements:

SELF FUNDED CLAIMS INCURRED	CLAIM RESERVE	Outstanding Claim Liability	Cash Balance	Available Cash for Future Claims
\$474,418	\$488,219	\$188,387	\$271,718	\$183,431
0000000000	0000000000	00000000	00000000	00000000

DR. JAMES EARLE RUFFIN
Governor, Louisiana

NOTES TO FINANCIAL STATEMENTS (Continued)

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in trust and made available to the employee or other beneficiary solely the property and rights of the Sheriff without being restricted to the provisions of benefits under the plan subject only to the claims of the Sheriff's general creditors. Participants' rights under the plan are equal to those general creditors of the Sheriff in an amount equal to the fair market value of the deferred account for each participant.

(f) Changes in Agency Fund Balances

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

	Sheriff's Fund	Tax Collector Fund	Prison Trust Fund
Balance, June 30, 1996	\$ 28,198	\$ 27,048	\$ 2,741
Additions	275,488	28,349,548	48,211
Deductions	<u>288,282</u>	<u>28,281,204</u>	<u>48,211</u>
Balance, June 30, 1997	\$ 45,404	\$ 35,116	\$ 2,741
	Mandatory Fund	Bond Fund	Deferred Compensation Fund
Balance, June 30, 1996	\$ 8,848	\$152,296	\$811,221
Additions	28,211	144,215	28,211
Deductions	<u>28,211</u>	<u>28,211</u>	<u>28,211</u>
Balance, June 30, 1997	\$ 8,848	\$168,299	\$811,221

(g) Trust Fund Under Protest

The unvested balances due to taxing bodies and others in the agency funds at June 30, 1997, include \$20,500 of loans paid under protest plus interest earned to date on the investment of these funds. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

ST. JAMES PARISH SHERIFF
Coveno, Louisiana

Notes to Financial Statements (Continued)

(4) Changes in General Fixed Assets

A summary of changes in general fixed assets (vehicles, office furniture and equipment) follows:

Balance, June 30, 1994	\$5,144,290
Acquisitions	324,870
Deductions	<u>188,910</u>
Balance, June 30, 1995	\$5,478,250

(5) Pension Plan

Plan Description. The St. James Parish Sheriff contributes to the Sheriff's Pension and Relief Fund (Retirement System), a cost-sharing multiple-employer defined benefit pension plan administered by the Sheriff's Pension and Relief Fund, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:2170 to provide retirement, disability and survivor benefits to sheriff and deputy sheriff members throughout the State of Louisiana. The Sheriff's Pension and Relief Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Sheriff's Pension and Relief Fund, P.O. Box 1000, Monroe, Louisiana 71218-3128.

Funding Policy. Plan members are required to contribute 8.75% of their annual covered salary and the St. James Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 8.88% of annual covered payroll. The contribution requirements of plan members and the St. James Parish Sheriff are established and may be amended by the Sheriff's Pension and Relief Fund. The St. James Parish Sheriff's contributions to the retirement system for the years ended June 30, 1993, 1994, and 1995 were \$128,788, \$224,123 and \$21,442 respectively.

(6) Deferred Compensation Plans

The Sheriff offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 407 which is reported as an agency fund of the Sheriff's financial statements. The plan, available to all Sheriff employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

ST. JAMES PARISH SHERIFF
 Gretna, Louisiana

Notes to Financial Statements (CONTINUED)

These deposits are stated at cost, which approximates market. Where state law, these deposits, for the permitting 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. Deposit balances bank balances at June 30, 1997, are secured as follows:

Bank Balances	\$ 3,840,100
Federal Deposit Insurance	\$ 218,000
Pledged securities (category 3)	<u>12,810,000</u>
Total	<u>\$16,868,100</u>
Excess of federal insurance and pledged securities	<u>\$ 9,322,000</u>

Pledged securities in category 3 includes unsecured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are considered uncollateralized (Category 3) Louisiana Revised Statute 9:1229 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.

12) Due From/To Other Funds

Individual balances due from/to other funds at June 30, 1997 are as follows:

Fund	Due From Other Funds	Due to Other Funds
General Fund	\$8,810	\$ -
Agency Funds:		
Tax Collector Fund	-	2,400
Cemetery Fund	-	1,210
Total	<u>\$8,810</u>	<u>\$3,610</u>

ST. JAMES PARISH SHERIFF
Orleans, Louisiana

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

3. Total Column of Combined Statements - Summary

Total columns on the Combined Statements - Summary are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

4. Bad Debt

Uncollectible amounts due for accounts receivable are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivables. Although the specific charge-off method is not in conformity with generally accepted accounting principles GAAP, no allowance for uncollectible receivables was made due to immateriality at June 30, 1987.

5. Adoption of GAO Statement No. 27

During the year ended June 30, 1986, the Sheriff adopted GAO Statement No. 27, Accounting for Pensions by State and Local Government Employees. Although this statement is effective for periods beginning after June 15, 1987, the Governmental Accounting Standards Board encouraged early implementation.

6. Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal year in or organized under the laws of the state of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1987, the Sheriff has cash and interest-bearing deposits (bank balances) totaling \$1,562,739, as follows:

Cash	\$ 22,100
Money market accounts	3,384,100
Time deposits	2,156,539
Total	\$5,762,739

ST. JAMES PARISH SHERIFF
Covington, Louisiana

Notes to Financial Statements (Continued)

- L. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.
- M. Interest-Bearing Deposits
- Interest-bearing deposits are stated at cost, which approximates market.
- N. Vacation and Sick Leave
- Employees of the Sheriff's office earn from 8 to 15 days of vacation leave each year, depending on their length of service. Vacation leave must be taken in the year it is earned. Employees with 8-9 years service to the St. James Parish Sheriff's office earn two (2) days per year. Sick leave is not compensable if an employee leaves the service of the St. James Parish Sheriff's office. Sick leave may be accrued up to a total of twenty-five (25) working days. Employees having served the Sheriff's office over nine consecutive years receive twenty-five (25) working days sick leave per year which cannot be accrued. Additional sick leave is allowed at the discretion of the Sheriff. As June 30, 1999, the Sheriff has no leave benefits required to be reported in accordance with generally accepted accounting principles.
- O. Insurance
- Insurance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Sheriff as an extension of formal budgetary integration in the funds.
- P. Comparative Data
- Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Sheriff's financial position and results of operations. However, comparative (i.e., presentation of prior year totals by fund type) data have not been presented in each of the statements since their inclusion would make the statements totally complex and difficult to read.

ST. JOHN PARISH SHERIFF
OFFICE, LOUISIANA

Notes to Financial Statements (Continued)

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term obligations are recognized when due. Purchases of various operating supplies are regarded as expenditures at the time purchased.

Other Financing Sources

General fund assets acquired through capital lease agreements are recognized as other financing sources and capital outlay expenditures at the time of acquisition. Also, proceeds from long-term bonds are recognized as other financing sources when received.

B. Budget and Budgetary Accounting

The Sheriff follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The chief administrative deputy prepares a proposed budget and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.

ST. JAMES PARISH SHERIFF
CONVENT, LOUISIANA

NOTES TO FINANCIAL STATEMENTS (Continued)

All purchased fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Depreciated fixed assets are stated at their estimated fair market value on the date reported. Estimated amounts are immaterial in relation to total fixed assets.

Long-term obligations expected to be financed from governmental funds are accounted for in the general long-term debt account group, not in the General Fund. All long-term obligations have been paid as of June 30, 1991.

The two account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

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

Revenues

All valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. All valorem taxes are assessed on a calendar year basis. Income tax on November 15 of each year, and income delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

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

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

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