

Doc. # 18  
10/9/98  
75  
OFFICIAL  
FILE COPY

DO NOT WRITE ON THIS

When necessary  
make three (3)  
copies and place  
them in 1581

986 01097  
3129  
31

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

**General Purpose Financial Statements  
and Independent Auditor's Reports  
As of June 30, 1998 and for the Years  
Ended June 30, 1998 and 1997  
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 auditor, or receiver, entity and other appropriate public officials. The report is available for public inspection at the State House office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date Oct 3 6 1998

**WEST CARROLL PARISH SHERIFF**  
Cade Circle, Louisiana

General Purpose Financial Statements  
and Independent Auditor's Reports  
As of June 30, 1998, and for the Years  
Ended June 30, 1998 and 1997  
With Supplemental Information Schedules

**CONTENTS**

	<b>Statement</b>	<b>Page No.</b>
Independent Auditor's Report on the General Purpose Financial Statements		3-4
General Purpose Financial Statements		
Combined Balance Sheet, June 30, 1998 - All Fund Types and Account Groups	A	5
Governmental Fund - General Fund:		
For the Year Ended June 30, 1998:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	B	6
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual	C	7
For the Year Ended June 30, 1997:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	D	8
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual	E	9
Notes to the Financial Statements		10

WEST CARROLL PARISH SHERIFF  
Oak Grove, Louisiana  
Contents, June 30, 1998

CONTENTS (CONT'D)

	<u>Schedule</u>	<u>Page No.</u>
<b>Supplemental Information Schedules -</b>		
<b>Fiduciary Funds - Agency Funds</b>		
Combining Balance Sheet, June 30, 1998	1	23
<b>Schedule of Changes in Balances Due to Testing Profiles and Others:</b>		
For the Year Ended June 30, 1998	2	24
For the Year Ended June 30, 1997	3	25
Corrective Action Taken on Prior Year Findings	4	27
		<b>Exhibit</b>
<b>Other Report Required by Government Auditing Standards:</b>		
Independent Auditor's Report on Compliance over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Audit Standards		A

**RICHARD B. GARRETT**  
*Certified Public Accountant*  
148 Turtledove Drive  
Monroe, Louisiana 71229

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

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

I have audited the accompanying general purpose financial statements of the West Carroll Parish Sheriff, as of June 30, 1998, and for the years ended June 30, 1998 and 1997, as listed in the foregoing table of contents. These general purpose financial statements are the responsibility of the management of the West Carroll Parish Sheriff. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the West Carroll Parish Sheriff, as of June 30, 1998, and the results of operations for the years ended June 30, 1998 and 1997, in conformity with generally accepted accounting principles.

HONORABLE GARY K. BENNETT  
WEST CARROLL PARISH SHERIFF  
Oak Grove, Louisiana  
Audit Report, June 28, 1998

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



RICHARD B. GARRETT

Monroe, Louisiana  
October 7, 1998

WELLS CARRILLI FARMER GROUP  
 Oak Grove, Louisiana  
 ALL FUND TYPES AND ACCOUNT CATEGORIES

Continued Balance Sheet, June 30, 1998

	GOVERNMENTAL FUND - GENERAL FUND	FIDUCIARY FUND - AGENCY FUND	ACCOUNT GROUP - GENERAL FUND	TOTAL (All Governmental Fund)
<b>ASSETS</b>				
Cash				
Cash and bank deposits (note 4)	1074	1151,500		1152,500
Receivables (note 5)	24,000			24,000
Investment (note 6)			829,140	829,140
<b>TOTAL ASSETS</b>	<u>24,100</u>	<u>1,151,500</u>	<u>829,140</u>	<u>1,904,740</u>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>				
Accounts payable	101,000			101,000
Deferred salaries	88,000			88,000
Due to other governments		10,100,000		10,100,000
Total Liabilities	<u>189,000</u>	<u>10,100,000</u>	<u>10,000</u>	<u>10,299,000</u>
Equity and Other Credits				
Investment in capital assets			100,140	100,140
Fund balances - unassigned - unexpended	1,100			1,100
Total Equity and Other Credits	<u>1,100</u>	<u>10,000</u>	<u>100,140</u>	<u>101,240</u>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<u>190,100</u>	<u>10,110,000</u>	<u>100,140</u>	<u>10,400,240</u>

The accompanying notes are an integral part of this statement.

## Statement 2

**WISCONSIN FISH COMMISSION**  
**Job Grow, Incubator**  
**(GOVERNMENTAL FUND - GENERAL FUND)**

**Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance**  
**For the Year Ended June 30, 1998**

**REVENUES**

for various uses	\$29,017
License fees	85
Interdepartmental transfers	
Gift grants	
State supplemental pay	55,000
Wisconsin Commission on Law Enforcement	
Training Grant	2,000
Job Growth Grant	78,150
Federal grants (State FY)	
Wisconsin Commission on Law	
Enforcement - Job Growth Grant	15,250
U.S. Department of Justice - CORP Job/Growth	2,000
Fees, charges, and commissions for services	
Economic development revenue sharing	42,000
Economic enterprises, etc.	26,000
Out and present fees	88,000
Court attendance	2,000
Transporting prisoners	3,000
Feeding and housing prisoners	58,150
Tax related, etc.	1,000
Grant money and property - shared services	2,000
Subscriptions	<u>88,150</u>

**EXPENDITURES**

Public safety	
Physical services provided to state	453,000
Operating services	150,100
Materials and supplies	10,000
Travel and other charges	8,000
Capital outlay	25,000
Interdepartmental	<u>646,100</u>

**EXCESS (DEFICIENCY) OF REVENUES**

OVER EXPENDITURES	(349,083)
-------------------	-----------

**OTHER FINANCING SOURCES**

Gift of cash	<u>1,700</u>
--------------	--------------

**EXCESS (DEFICIENCY) OF REVENUES AND**  
**OTHER SOURCES OVER EXPENDITURES**

(347,383)
-----------

**FUND BALANCE AT BEGINNING OF YEAR**

<u>4,700</u>
--------------

**FUND BALANCE AT END OF YEAR**

<u>(342,683)</u>
------------------

The accompanying notes are an integral part of this statement.

**PLANT COUNCIL, TOWN OF DEER  
 One Town, Louisiana  
 GOVERNMENTAL FUNDS - GENERAL FUND**

**Statement of Revenues, Expenditures, and  
 and Changes in Fund Balances - Budget  
 (Cash Basis) and Actual  
 For the Year Ended June 30, 1998**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE            Favorable if            Unfavorable if</u>
<b>REVENUES</b>			
Advances fees	200,000	187,300	(12,700)
Intergovernmental revenues:			
County-federal and State	40,000	39,175	(825)
State grants:			
Competition on state revenue sharing	40,000	44,000	4,000
State capitalization aid	10,000	45,000	35,000
Fees, charges, and commissions for services:			
Commissions on licenses, etc.	20,000	14,424	(5,576)
Café and contract food	20,000	20,000	-
Cann utilization	1,000	1,000	-
Transporting prisoners	4,000	4,404	(400)
Feeding and housing prisoners	100,000	100,140	(140)
Tax meters, etc.	700	1,201	501
Use of money and property - interest earnings:			
Total revenues	<u>375,700</u>	<u>332,644</u>	<u>(43,056)</u>
<b>EXPENDITURES</b>			
Public safety:			
Personal services and related benefits	454,000	490,000	(35,000)
Contract services	115,400	110,100	7,300
Materials and supplies	54,700	60,000	(5,300)
Travel and other charges	4,000	3,500	500
Capital outlay	1,000	8,000	(7,000)
Total expenditures	<u>629,100</u>	<u>671,600</u>	<u>(42,500)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES            OVER EXPENDITURES</b>	<b>(253)</b>	<b>(33,956)</b>	<b>(33,703)</b>
<b>OTHER FINANCING SOURCES</b>			
Sale of assets	<u>2,000</u>	<u>1,700</u>	<u>(300)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND            OTHER SOURCES OVER EXPENSES</b>	<b>1,467</b>	<b>(32,256)</b>	<b>(33,723)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>1,700</u>	<u>1,700</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$3,167</u></u>	<u><u>\$14</u></u>	<u><u>(\$3,153)</u></u>

The accompanying notes are an integral part of this statement.

**WEST CARROLL PARISH Sheriff**  
 Oak Grove, Louisiana  
**GOVERNMENTAL FUND - GENERAL FUND**

**Statement of Revenues, Expenditures,  
 and Changes in Fund Balance**  
**For the Year Ended June 30, 1997**

<b>REVENUES</b>	
All other than	\$79,547
Loans/notes	000
Intergovernmental revenues	
State grants	
State supplementation	68,017
Business Commission on Law	
Enforcement - Sheriff's Office	12,000
North Delta Law Enforcement/Police	100
Federal grants (State FY)	
Departmental expenses	
Employees - Sheriff's Office	12,000
U.S. Department of Justice	
Departmental	10,000
State/Local/Parish/Grant Program	4,000
Fees, charges, and commissions for services	
Commissions on law enforcement	10,000
Commissions on lawyers, etc.	24,000
Gift and contributions	10,000
Cost reimbursements	2,000
Temporary positions	2,000
Travel and mileage allowances	12,700
Tuition fees, etc.	2,000
Use of money and property - interest earnings	000
Miscellaneous	<u>60,000</u>
<b>EXPENDITURES</b>	
Public safety	
Personal services and related benefits	122,000
Operating services	124,000
Miscellaneous supplies	12,000
Traffic and other vehicles	4,000
Capital outlay	000
Transfers/outflows	<u>172,000</u>
<b>EXCESS (Deficiency) OF REVENUES      OVER EXPENDITURES</b>	<b>(64,453)</b>
<b>OTHER FINANCING SOURCES</b>	
Net proceeds	<u>1,000</u>
<b>EXCESS (Deficiency) OF REVENUES AND      OTHER SOURCES OVER EXPENDITURES</b>	<b>(63,453)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>000</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>(63,453)</u>

The accompanying notes are an integral part of this statement.

**WEST VIRGINIA PARKS SERVICE**  
 Oak Grove, Louisiana  
**GOVERNMENTAL FUND - GENERAL FUND**

**Statement of Revenues, Expenditures, and  
 and Changes in Fund Balance - Budget  
 (Cash Basis) and Actual  
 For the Year Ended June 30, 2007**

	BUDGET	ACTUAL	VARIANCE FAVORABLE OR UNFAVORABLE
<b>REVENUES</b>			
Admission fees	\$24,366	\$25,089	723
Intergovernmental/grants:			
Grants, Federal and State	58,500	55,997	2,503
USE OF FUNDS			
Commissions on state lottery selling	45,100	43,389	1,711
State supplemental pay	5,149	4,628	521
Fees, charges, and commissions on services:			
Commissions on interests, etc.	25,288	25,557	269
Cott and ground fees	46,494	45,552	942
Court attendance	2,094	2,175	(81)
Fees on parking permits	4,000	3,800	200
Feeding and feeding programs	174,593	184,440	(9,847)
Fees others, etc.	2,328	2,232	96
Use of funds and property - interest earnings	8,574	9,680	(1,106)
Total revenues	<u>\$242,389</u>	<u>\$242,164</u>	<u>2,225</u>
<b>EXPENDITURES</b>			
Public safety			
Personnel services and related benefits	\$18,344	\$21,810	\$3,466
Contract services	109,280	104,128	5,152
Materials and supplies	45,804	44,184	1,620
Travel and other charges	4,890	4,590	300
Capital outlay	2,110	2,790	(680)
Total expenditures	<u>\$178,428</u>	<u>\$177,502</u>	<u>\$926</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENSES</b>	<u>\$64,961</u>	<u>\$64,662</u>	<u>299</u>
<b>OTHER FINANCING SOURCES</b>			
Gifts of assets	2,500	1,400	1,100
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENSES</b>	<u>\$67,461</u>	<u>\$66,062</u>	<u>(1,399)</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>\$1,140</u>	<u>\$1,140</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$1,701</u>	<u>\$1,701</u>	<u>\$0.00</u>

The accompanying notes are an integral part of this statement.

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

Notes to the Financial Statements  
As of June 30, 1998 and for the Years  
Ended June 30, 1998 and 1997

**INTRODUCTION**

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four-year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, and serving subpoenas.

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

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

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

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

## **WEST CARRHILL PARISH SHERIFF**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

### **B. REPORTING ENTITY**

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and the component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the sheriff includes all funds, account groups, activities, or centers, that are controlled by the sheriff as an independently elected parish official. As an independently elected parish official, the sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the sheriff's office that are paid by the parish police jury as required by Louisiana law, the sheriff is financially independent. Accordingly, the sheriff is a separate governmental reporting entity. Certain units of local government over which the sheriff exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish sheriff.

### **C. FUND ACCOUNTING**

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

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

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

#### **General Fund**

The General Fund, as provided by Louisiana Revised Statute 33:1412, 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

## **WEST CARROLL PARISH SHERIFF**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

law enforcement district.

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

### **Agency Funds**

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

## **B. 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 basis applied. The General Fund is accounted for using a flow of current financial resources measurement basis. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting, except for the Tax Collector Agency Fund, which is prepared on the cash basis of accounting, which approximates the modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

### **Revenues**

All valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 12 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

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

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

**Expenditures**

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

**Other Financing Sources**

Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized when received.

**F. BUDGET PRACTICES**

The proposed budgets for the fiscal years ended June 30, 1997 and 1998, were made available for public inspection on June 12, 1996, and April 9, 1997, respectively. The proposed 1996-97 and 1997-98 budgets, prepared on the cash basis of accounting, were published in the official journal 16 and 15 days, respectively, prior to the public hearings for comments from taxpayers, which were held at the West Carroll Parish Sheriff's office on June 27, 1996, and April 23, 1997, respectively. The budgets were legally adopted and amended, as necessary, by the sheriff.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balances.

A system of encumbrance accounting is not used. However, formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying general purpose financial statements include the original adopted budget and all subsequent amendments. The revenues and expenditures shown on Statements C and E are reconciled with the amounts reflected on Statements B and D as follows:

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

	<u>For the Year Ended</u>	
	<u>June 30, 1998</u>	<u>June 30, 1997</u>
Excess (deficiency) of revenues and other resources over expenditures (budget basis) - Statements C and F	(\$810)	(\$61,363)
Adjustment for:		
Receivables - net	(2,809)	(8,457)
Payables - net	216	(18,303)
Excess (deficiency) of revenues and other resources over expenditures (GAAP basis) - Statements H and I	<u>(\$3,614)</u>	<u>(\$98,123)</u>

**F. ENCUMBRANCES**

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriations, is not used by the sheriff in his accounting practices.

**G. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents includes amounts in petty cash, savings account, and interest bearing demand deposits. Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

**H. FIXED ASSETS**

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

**WEST CARROLL PARISH SHERIFF**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

on general fixed assets. Of the \$352,346 of general fixed assets reported on the balance sheet, approximately 99.8 per cent, or \$323,496, are valued at historical cost, 0.2 per cent, or \$23,401, are valued at estimated historical cost based on the cost of like items, and .5 per cent, or \$1,249, are valued at their estimated fair market value on the date the asset is turned over to the sheriff by the courts.

**I. COMPENSATED ABSENCES**

Full-time deputies of the sheriff's office earn 15 days of vacation each year after one year of service. Vacation leave must be taken in the year earned. Full-time deputies are allowed sick leave at the discretion of the sheriff. At June 30, 1997, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure to conform with GASB Codification Section 606.

**J. TOTAL COLUMN ON BALANCE SHEET**

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

**K. LEVIED TAXES**

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

	June 30,	
	1998	1997
Authorized Millage	9.57	8.85
Levied Millage	9.57	8.85

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

**3. CASH AND CASH EQUIVALENTS**

At June 30, 1998, the sheriff has cash and cash equivalents (bank balances) totaling \$134,536, as follows:

Interest bearing demand deposits	\$2,373
Savings account	131,663
Totally cash	<u>500</u>
Total	<u>\$134,536</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 1998, the sheriff has \$149,855 in deposits (collected bank balances). These deposits are secured from risk by \$100,122 of federal deposit insurance and \$49,733 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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

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

**4. RECEIVABLES**

The General Fund receivables of \$23,814 at June 30, 1998, are as follows:

<u>Class of Receivable</u>	<u>Amount</u>
Ad valorem taxes	\$126
State supplemental pay	4,200
Federal grant	4,843
Commissions on licenses, etc	1,701
Civil and criminal fees	1,983
Court attendance	225
Feeding and keeping prisoners	10,675
Tax notices, etc.	<u>61</u>
Total	<u>\$23,814</u>

**5. CHANGES IN GENERAL FIXED ASSETS**

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

	<u>Building</u>	<u>Equipment</u>	<u>Total</u>
Balance June 30, 1996	\$1,336	\$368,306	\$369,642
Additions		9,714	9,714
Deductions		(18,388)	(18,388)
Balance June 30, 1997	<u>\$1,336</u>	<u>\$368,712</u>	<u>\$369,948</u>

	<u>Building</u>	<u>Equipment</u>	<u>Total</u>
Balance June 30, 1997	\$1,336	\$368,712	\$369,948
Additions		11,216	11,216
Deductions		(21,138)	(21,138)
Balance June 30, 1998	<u>\$1,336</u>	<u>\$358,810</u>	<u>\$360,146</u>

## **WEST CARROLL PARISH SHERIFF**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

### **6. PENSION PLAN**

**Plan Description:** Substantially all employees of the West Carroll 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 found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 39 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 per cent for each year if total service is at least 12 but less than 15 years, 2.75 per cent for each year if total service is at least 15 but less than 20 years, and 3 per cent for each year if total service is at least 20 years. In any case, the retirement benefit cannot exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 30 consecutive or jointed 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 by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. This report may be obtained by writing to the Louisiana Sheriff's Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (504) 342-3199.

**Funding Policy:** Plan members were required by state statute to contribute 8.7 percent of their annual covered salary during the 1986-87 and 1991-98 fiscal years, and the West Carroll Parish Sheriff was required to contribute at an actuarially determined rate. The rate for the 1996-97 fiscal year was 6.8 percent of the covered payroll and 5.8 percent of the covered payroll for the 1997-98 fiscal year. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the West Carroll Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Carroll

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

Parish Sheriff's contributions to the System for the years ending June 30, 1998, 1999, and 1996, were \$19,027, \$25,802, and \$35,565, respectively, equal to the required contributions for each year.

**7. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances due to taxing bodies and others for the two years ended June 30, 1998, follows:

	<u>Sheriff's</u>	<u>Tax Collector</u>	<u>Total</u>
Balance June 30, 1996	\$519	\$101,962	\$102,501
Additions	118,513	2,327,282	2,445,713
Deductions	(117,842)	(2,328,531)	(2,447,380)
Balance June 30, 1997	1,183	189,653	118,836
Additions	484,487	2,353,026	2,837,513
Deductions	(485,142)	(2,328,842)	(2,814,781)
Balance June 30, 1998	<u>\$521</u>	<u>\$133,037</u>	<u>\$133,558</u>

**8. TAXES PAID UNDER PROTEST**

The audited balances due to taxing bodies and others in the agency funds at June 30, 1998, as reflected on Statement A, include \$124,482 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$7,180. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

**9. LITIGATION AND CLAIMS**

At June 30, 1998, the sheriff was involved in one lawsuit. In the opinion of the Sheriff's legal counsel, the suit will not result in a loss to the Sheriff in excess of his insurance coverage.

**WEST CARROLL PARISH SHERIFF**

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

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

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

The Franklin Parish Sheriff purchased equipment through a grant for the West Carroll Parish Sheriff totaling \$149 during 1996-97 fiscal year. The equipment is recorded in the General Fixed Assets Account Group.

**11. FEDERAL FINANCIAL ASSISTANCE**

The sheriff participated in the following federal financial assistance programs during the two years ended June 30, 1998:

<b>Federal Grants/ Pass-Through Grants/ Program Name</b>	<b>CFDA Number</b>	<b>Expenditures Year Ended June 30, 1998      1997</b>	
<b>Bureau of Justice Assistance, Department of Justice</b>			
<b>Direct Programs:</b>			
Community Oriented Policing Services Post Grant	16.790	\$14,102	\$13,844
Church Abuse Prevention Grant Program Passed through Louisiana Commission on Law Enforcement - through Franklin Parish Sheriff - Drug Control and System Improvement - Formula Grant Fund - Task Force Grant	16.579	<u>15,252</u>	<u>12,480</u>
<b>Total</b>		<b><u>\$29,354</u></b>	<b><u>\$26,324</u></b>

## 12. SUBSEQUENT EVENTS

On July 10, 1998 and on August 28, 1998, the Sheriff borrowed \$50,000 from a bank to help his cash flow until his ad valorem taxes are collected. The Sheriff anticipates having to borrow an additional \$50,000 in September or October. The Sheriff was authorized by the Louisiana State Bond Commission to borrow up to \$250,000. The Sheriff feels that he will only need to borrow \$150,000 to make it until he starts receiving his ad valorem taxes in November or December. The loan is to be repaid by June 30, 1999, at an interest rate of 4.85 per cent.

## 13. Going Concern

The cost of running the Sheriff's office the last four years has exceeded the revenues collected, resulting in the depletion of the fund balance. At June 30, 1994 the Sheriff had a fund balance of \$255,698. At June 30, 1998, the Sheriff's fund balance is \$3,216. To meet his cash flows the last 2 years, the Sheriff has had to borrow \$108,800 and \$223,080 in 1996-97 and 1997-98, respectively. The loans were made in July and repaid in March after the Sheriff received his ad valorem taxes. In 1998-99, The Sheriff anticipates on borrowing \$50,000. In 1992, the Sheriff proposed an ad valorem tax to the citizens of West Carroll Parish. The tax failed. The Sheriff is considering presenting another tax to the citizens for their approval. The Sheriff has prepared a written plan for cutting approximately \$42,558 in expenses for running his office. These cost savings are based on other agencies sharing in the cost of certain duplicate activities. However these agencies will not be financially able to share these cost for another year or two. The Sheriff should be able to meet his financial obligations for 1998-99 if he closely monitors his expenditures.

## 14. 2000 Compliant

The Sheriff's accounting records are kept on a computer that is not year 2000 compliant. The Sheriff is aware of the problems and is taking steps to have his computer 2000 compliant by June 30, 1999. The cost of making the necessary changes is approximately \$25,000.

**WEST CARROLL PARISH SHERIFF**  
Oak Grove, Louisiana  
**SUPPLEMENTAL INFORMATION SCHEDULES**  
*As of June 30, 1998, and for the Years*  
*Ended June 30, 1998 and 1997*

**FIDUCIARY FUNDS - AGENCY FUNDS**

**SHERIFF'S FUND**

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments.

**TAX COLLECTOR FUND**

Article V, Section 27 of the Louisiana Constitution of 1974 provides that the sheriff will serve as the collector of state and parish taxes and fees. The Tax Collector Fund accounts for the collection and distribution of these taxes and fees to the appropriate taxing bodies. It also accounts for collections of bonds, fines, and costs and payments of these collections to the recipients in accordance with applicable laws.

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

Containing Balance Sheet, June 30, 1998

	SHERIFF'S FUND	TAX COLLECTOR'S FUND	TOTAL
<b>ASSETS</b>			
Cash and cash equivalents	3871	\$133,831	\$133,898
<b>LIABILITIES</b>			
Due to taxing bodies and others	9524	\$400,857	400,000

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

Schedule of Changes in Balances Due  
to Voting Bodies and Others  
For the Year Ended June 30, 1997

	SHERIFF'S FUND	TAX COLLECTOR FUND	TOTAL
<b>BALANCES AT BEGINNING OF YEAR</b>	<u>\$0.00</u>	<u>\$101,000</u>	<u>\$101,000</u>
<b>ADDITIONS</b>			
Deposits:			
Fees, returns, and sales	118,150		118,150
Interest earnings	361		361
Taxes, fees, etc. paid to tax collector		2,337,280	2,337,280
Total additions	<u>118,511</u>	<u>2,337,280</u>	<u>2,455,791</u>
Total	<u>118,511</u>	<u>2,438,280</u>	<u>2,556,791</u>
<b>REDUCTIONS</b>			
Taxes, fees, etc. distributed to voting bodies and others		2,029,631	2,029,631
Deposits settled to:			
State's General Fund	18,807		18,807
Clerk of court	2,373		2,373
Litigants	65,046		65,046
Attorneys, appraisers, etc.	408		408
Other settlements	8,000		8,000
Total reductions	<u>114,634</u>	<u>2,029,631</u>	<u>2,144,265</u>
<b>BALANCES AT END OF YEAR</b>	<u>\$1,142</u>	<u>\$100,629</u>	<u>\$1,142</u>

WEST CARROLL PARISH SHERIFF  
CMA Drows, Louisiana  
FIDUCIARY FUNDS - AGENCY FUNDS

Schedule of Changes in Balances Due  
to Taxing Bodies and Others  
For the Year Ended June 30, 1998

	SHERIFF'S FUND	TAX COLLECTOR FUND	TOTAL
<b>BALANCES AT BEGINNING OF YEAR</b>	<u>\$1,481</u>	<u>\$100,851</u>	<u>\$102,332</u>
<b>ADDITIONS</b>			
Deposits:			
Sales, seizures, and other	480,381		480,381
Interest earnings	1,128		1,128
Taxes, fees, etc., paid to the collector		2,353,026	2,353,026
Total additions	<u>481,509</u>	<u>2,353,026</u>	<u>2,834,535</u>
Total	<u>482,990</u>	<u>2,353,026</u>	<u>2,836,016</u>
<b>REDUCTIONS</b>			
Taxes, fees, etc., distributed to taxing bodies and others		2,329,842	2,329,842
Deposits, credited to:			
Sheriff's General Fund	34,122		34,122
Civilian trust	18,228		18,228
Litigants	412,888		412,888
Attorneys, appraisers, etc.	2,380		2,380
Other payments	18,743		18,743
Total reductions	<u>486,361</u>	<u>2,329,842</u>	<u>2,816,203</u>
<b>BALANCES AT END OF YEAR</b>	<u>\$52</u>	<u>\$73,009</u>	<u>\$73,061</u>

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

**Supplemental Information Schedule**  
**Corrective Action Taken on Prior Audit Findings and Recommendations**  
**For the Two Years Ended June 30, 1994**

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

**Supplemental Information Schedule**  
**Corrective Action Taken on Prior Audit**  
**Findings and Recommendations**  
**For the Two Years Ended June 30, 1998**

In the prior audit for the two years ended June 30, 1996, there were no reportable compliance findings; however, there was a non-reportable compliance finding related to budgets discussed with the Sheriff at the audit conference. The compliance finding related to the Sheriff not publishing a summary of the 1994-95 adopted budget as required by state statute. The Sheriff published a summary of the 1996-97 and 1997-98 adopted budgets. There were no material internal control weaknesses reported in the prior audit report for the two years ended June 30, 1996.

**OTHER REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

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

**RICHARD B. GARRETT**  
Certified Public Accountant  
149 Tulalouise Drive  
Monroe, Louisiana 71203

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

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

I have audited the general purpose financial statements of the West Carroll Parish Sheriff, as of June 30, 1998, and for the years ended June 30, 1998 and 1997, and have issued my report thereon dated October 7, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

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

**EXHIBIT A**

**HONORABLE GARY E. BENNETT**  
**WEST CARROLL PARISH SHERIFF**  
Compliance and Internal Control Report  
October 7, 1998  
Page 2

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

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

My comments on compliance and internal control are intended for the information and use of the sheriff and management of his office. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.

  
**RICHARD B. GARRETT**

Monroe, La.  
October 7, 1998

**EXHIBIT A**