

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

Annual Financial Statements

June 30, 2022

CATAHOULA PARISH SHERIFF
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Honorable Toney J. Edwards, Sheriff
Catahoula Parish Sheriff
Harrisonburg, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and aggregate remaining fund information of the Catahoula Parish sheriff, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Catahoula Parish Sheriff's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and aggregate remaining fund information of the Catahoula Parish Sheriff, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Catahoula Parish Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Catahoula Parish Sheriff's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Catahoula Parish Sheriff's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Catahoula Parish Sheriff's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and pension and OPEB information schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Catahoula Parish Sheriff's basic financial statements. The Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and Justice System Funding Schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2022, on our consideration of the Catahoula Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Catahoula Parish Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Catahoula Parish Sheriff Office's internal control over financial reporting and compliance.

The Vercher Group

Jena, Louisiana
December 29, 2022

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MANAGEMENT’S DISCUSSION AND ANALYSIS

As management of the Sheriff’s Department, we offer readers of the Catahoula Parish Sheriff’s financial statements this narrative overview and analysis of the financial activities of the Sheriff’s Department for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the Sheriff’s Department’s financial statements.

The Management’s Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments issued June 1999. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

FINANCIAL HIGHLIGHTS

Governmental Funds

- The liabilities of the Sheriff’s Department exceeded its assets at the close of the most recent fiscal year by \$(4,017,893) (*net position*). This is a \$2,651,728 increase from last year.
- The Sheriff’s Department had total revenue of \$12,590,222, in which \$7,626,830 came from intergovernmental revenue sources. This is a \$7,761,797 decrease from last year’s revenues, mainly due to a decrease of \$12,123,393 in loan proceeds.
- The Sheriff’s Department had total expenditures of \$11,024,897. This is a \$8,456,140 decrease from last year, mainly due to a decrease in capital outlay expense in the amount \$10,889,644.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Sheriff's Department's basic financial statements. The Sheriff's Department's basic financial statements consist of two components: 1) fund financial statements, and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Sheriff is a special-purpose entity engaged only in governmental activities. Accordingly, only fund financial statements are presented as the basic financial statements.

Effective, January 1, 2004, the Sheriff adopted Governmental Accounting Standards (GASB) Statement No. 34, *Basic Financial Statements – Management's Discussion and Analysis – for State and Local Governments*.

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 Sheriff's Department, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

USING THIS ANNUAL REPORT

The Sheriff's Department's annual report consists of financial statements that show information about the Sheriff's Department's funds, the governmental fund.

Our auditor has provided assurance in his independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the basic financial statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the other information included in this report. 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 of this report.

Reporting the Sheriff's Department's Most Significant Funds

The Sheriff's Department's financial statements provide detailed information about the most significant funds. The Sheriff's Department may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using grants and other money.

MD&A

Comparative Statement of Net Position as of June 30, 2022 - Governmental Funds

Assets	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Cash & Investments	\$ 2,157,978	\$ 2,192,019	1.6
Receivables	397,232	794,743	100.1
Inventory	38,380	45,709	19.1
Due from Commissary Fund	-0-	858,683	0.0
Net Pension Asset	-0-	299,258	0.0
Capital Assets, Net of Accumulated Depreciation	<u>12,342,968</u>	<u>12,349,468</u>	0.1
Total Assets	<u>14,936,558</u>	<u>16,539,880</u>	10.7
 Deferred Outflow of Resources	 6,172,409	 3,894,982	 -36.9
 Liabilities & Net Position			
Accounts, Salaries, & Other Payables	705,286	338,538	-52.0
Notes Payable	12,378,265	12,105,373	-2.2
OPEB Liability	8,027,269	5,441,127	-32.2
Net Pension Liability	<u>5,733,552</u>	<u>-0-</u>	100.0
Total Liabilities	<u>26,844,372</u>	<u>17,885,038</u>	-33.4
 Deferred Inflow of Resources	 934,216	 6,567,717	 603.0
 Net Position			
Net Investment in Capital Assets	(35,297)	244,095	591.5
Unrestricted	<u>(6,634,324)</u>	<u>(4,261,988)</u>	35.8
Total Net Position	<u>\$ (6,669,621)</u>	<u>\$ (4,017,893)</u>	39.8

MD&A

Comparative Changes in Fund Balances for the Year Ended June 30, 2022 - Governmental Funds

Revenues	2021	2022	% Change
Fees, Fines, & Charges	\$ 456,021	\$ 613,532	34.5
Taxes	2,470,132	2,445,104	-1.0
Intergovernmental	955,848	7,626,830	697.9
Prison Reimbursement	2,962,649	-0-	100.0
Grants	892,389	103,164	-88.4
Telephone & Commissary – CCC	58,488	1,468,817	2411.3
Miscellaneous	156,492	56,168	-178.6
Loan Proceeds	12,400,000	276,607	-195.5
Total Revenues	<u>20,352,019</u>	<u>12,590,222</u>	-38.1
Expenditures			
Public Safety:			
Administration & Prison/Prisoner Expense	6,164,311	4,491,512	-27.1
Repairs & Maintenance	79,989	156,483	95.6
Other Expenditures	119,204	-0-	100.0
Capital Outlay	312,346	90,064	-71.2
Correctional Center:			
Administration & Prison/Prisoner Expense	760,755	4,664,113	513.1
Repairs & Maintenance	45,638	132,298	189.9
Capital Outlay	11,927,547	449,603	-96.2
Debt Service	89,247	1,058,824	1086.4
Total Expenditures	<u>19,499,037</u>	<u>11,042,897</u>	-43.4
Increase (Decrease) in Fund Balances	852,982	1,547,326	81.4
Prior Period Adjustment	-0-	116,986	0.0
Beginning Fund Balances	<u>1,035,322</u>	<u>1,888,304</u>	82.4
Ending Fund Balances	<u>\$ 1,888,304</u>	<u>\$ 3,552,616</u>	88.1

MD&A

CAPITAL ASSETS

Capital Assets – Governmental Fund

At June 30, 2022, the Sheriff’s Department had \$12,349,468 invested in capital assets, including vehicles, furniture, and equipment.

Capital Assets At Year-End

	<u>2021</u>	<u>2022</u>
General Fund Capital Assets	\$ 1,330,839	\$ 1,556,556
Correctional Center Capital Assets*	11,927,547	12,377,150
Accumulated Depreciation	<u>(915,418)</u>	<u>(1,584,238)</u>
Total Net Position	<u>\$ 12,342,968</u>	<u>\$ 12,349,468</u>

*Land in the amount of \$90,000 is not being depreciated.

CONTACTING THE SHERIFF'S DEPARTMENT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Sheriff’s Department’s finances and to show that the Sheriff’s Department’s accountability for the money it receives. If you have questions about this report or need additional information, contact Robert Swayze, Chief Civil Deputy at the Sheriff’s Department, phone number (318) 744-5411.

Basic Financial Statements

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Statement of Net Position
June 30, 2022**

	GOVERNMENTAL ACTIVITIES
ASSETS	
CURRENT ASSETS	
Cash	\$ 1,924,106
Investments	267,913
Receivables	794,743
Due from commissary fund	858,683
Inventory	45,709
Net pension asset	299,258
Capital Assets (Net of Accumulated Depreciation)	12,349,468
TOTAL ASSETS	16,539,880
DEFERRED OUTFLOW OF RESOURCES	
Pension Fund Related	2,484,121
OPEB Related	1,410,861
	3,894,982
LIABILITIES	
CURRENT LIABILITIES	
Accounts, Salaries, & Other Payables	338,538
Current Notes & Leases Payable	694,689
TOTAL CURRENT LIABILITIES	1,033,227
NON-CURRENT LIABILITIES	
Notes & Leases Payable	11,410,684
OPEB Liability	5,441,127
Net Pension Liability	-0-
TOTAL NON-CURRENT LIABILITIES	16,851,811
TOTAL LIABILITIES	17,885,038
DEFERRED INFLOW OF RESOURCES	
Pension Fund Related	4,091,881
OPEB Related	2,475,836
	6,567,717
NET POSITION	
Net Investment in Capital Assets	244,095
Unrestricted	(4,261,988)
TOTAL NET POSITION	\$ (4,017,893)

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Statement of Activities
For the Year Ended June 30, 2022**

	PROGRAM REVENUES				NET (EXPENSE) REVENUES & CHANGES IN NET ASSETS
EXPENSES	FEES, FINES, & CHARGES FOR SERVICES	OPERATING GRANTS	CAPITAL GRANTS & CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	
GOVERNMENTAL ACTIVITIES					
Public Safety	\$ (4,730,422)	\$ 613,532	\$ 103,164	\$ -0-	\$ (4,013,726)
Correctional Safety	(5,129,326)	1,468,817	-0-	-0-	(3,660,509)
Interest Expense	(432,882)	-0-	-0-	-0-	(432,882)
TOTAL GOVERNMENTAL ACTIVITIES	\$ (10,292,630)	\$ 2,082,349	\$ 103,164	\$ -0-	(8,107,117)
GENERAL REVENUES					
Taxes:					
Ad Valorem Tax				1,256,576	
Sales Tax				1,188,528	
Intergovernmental				7,626,830	
Pension Related & OPEB Related				515,928	
Miscellaneous				56,170	
TOTAL GENERAL REVENUES				10,644,032	
CHANGE IN NET POSITION					2,536,915
Prior period adjustment					114,813
NET POSITION - BEGINNING					(6,669,621)
NET POSITION - ENDING					\$ (4,017,893)

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Balance Sheet, Governmental Funds
June 30, 2022**

		<u>GOVERNMENTAL ACTIVITIES</u>
ASSETS		
Cash	\$	1,924,106
Investments		267,913
Receivables		794,743
Due from commissary fund		858,683
Inventory		45,709
TOTAL ASSETS		<u>3,891,154</u>
 LIABILITIES		
Accounts, Salaries, and Other Payables		<u>338,538</u>
TOTAL LIABILITIES		<u>338,538</u>
 FUND BALANCE		
Unassigned		<u>3,552,616</u>
 TOTAL LIABILITIES & FUND BALANCE	\$	<u><u>3,891,154</u></u>

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Reconciliation of the Government Funds Balance Sheet
to the Government-Wide Financial Statement of Net Position
June 30, 2022**

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Fund Balance, Total Governmental Funds (Statement C)		\$ 3,552,616
Capital assets used in Governmental Activities are not financial resources and, therefore, are not reported in the Governmental Funds.		
Capital Assets	13,933,706	
Less Depreciation	(1,584,238)	
		12,349,468
Deferred inflows and outflows of resources are not recognized in the fund balance of Governmental Funds Statement.		
Pension and OPEB Related Inflows	(6,567,717)	
Pension and OPEB Related Outflows	3,894,982	
		(2,672,735)
Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the Governmental Funds.		
Notes Payables	(12,105,373)	
OPEB Liability	(5,441,127)	
Net Pension (Liability) Asset	299,258	
		(17,247,242)
Net Position of Governmental Activities (Statement A)		\$ <u>(4,017,893)</u>

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Statement of Revenues, Expenditures &
Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2022**

	GOVERNMENTAL ACTIVITIES
REVENUES	
Fees & Charges	\$ 556,263
Taxes:	
Ad Valorem Tax	1,256,576
Sales Tax	1,188,528
Fines	57,269
Intergovernmental Revenue:	
Public Safety	74,868
Correctional Center	7,551,962
Grants	103,164
Miscellaneous	56,169
Telephone & Commissary - CCC	1,468,817
Loan Proceeds - CCC	276,607
TOTAL REVENUES	12,590,223
EXPENDITURES	
Public Safety:	
Administration	4,038,996
Prison/Prisoner Expense	452,516
Repairs & Maintenance	156,483
Capital Outlay	90,064
Correctional Facility:	
Administration	4,433,841
Prison/Prisoner Expense	230,272
Repairs & Maintenance	132,298
Capital Outlay	449,603
Debt Service	1,058,824
TOTAL EXPENDITURES	11,042,897
NET CHANGE IN FUND BALANCE	1,547,326
PRIOR PERIOD ADJUSTMENT	116,986
FUND BALANCES-BEGINNING	1,888,304
FUND BALANCES-ENDING	\$ 3,552,616

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Reconciliation of the Statement of Revenues, Expenditures,
& Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Year Ended June 30, 2022**

Net Change in Fund Balances, Total Governmental Funds, Statement E \$ 1,547,326

Governmental funds report OPEB and pension outlays as expenditures. However, in the Statement of Activities, the cost is based on various assumptions made by the pension fund's actuary. Governmental funds do not recognize employee contributions to the pension fund as revenue.

Difference in pension expenditures and pension expense	420,937	
Pension related revenue	278,947	
OPEB related revenue	236,981	
Difference in OPEB expenditures and OPEB expense	<u>(228,841)</u>	708,024

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital Outlay	539,667	
Depreciation Expense	<u>(607,438)</u>	(67,771)

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal Paid	660,316	
Loan Proceeds	(276,607)	
Accrued interest	<u>(34,373)</u>	349,336
Changes in Net Position of Governmental Activities, Statement B		<u>\$ 2,536,915</u>

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Statement of Fiduciary Net Position
June 30, 2022**

	CIVIL FUND	TAX COLLECTION FUND	BOND FUND	INMATE FUND	COMMISSARY FUND	TOTAL
ASSETS						
Cash & Cash Equivalents	\$ 66,296	\$ -0-	\$ 129,815	\$ 50,587	\$ 948,026	\$ 1,194,724
Investments	-0-	-0-	-0-	-0-	-0-	-0-
Accounts Receivable	11,454	-0-	15,777	13,880	-0-	41,111
TOTAL ASSETS	<u>77,750</u>	<u>-0-</u>	<u>145,592</u>	<u>64,467</u>	<u>948,026</u>	<u>1,235,835</u>
LIABILITIES						
Amounts due Sheriff	-0-	-0-	-0-	-0-	858,684	858,684
Held for Others	77,750	-0-	145,592	64,467	89,342	377,151
Held for Taxing Bodies	-0-	-0-	-0-	-0-	-0-	-0-
TOTAL LIABILITIES	<u>77,750</u>	<u>-0-</u>	<u>145,592</u>	<u>64,467</u>	<u>948,026</u>	<u>1,235,835</u>
NET POSITION	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG LOUISIANA
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
June 30, 2022**

	<u>CIVIL FUND</u>	<u>TAX COLLECTION FUND</u>	<u>BOND FUND</u>	<u>INMATE FUND</u>	<u>COMMISSARY FUND</u>	<u>TOTAL</u>
ADDITIONS						
Income	\$ 210,339	\$ 4,343,088	\$ 241,594	\$ 118,500	\$ 1,796,871	\$ 6,710,392
TOTAL ADDITIONS	<u>210,339</u>	<u>4,343,088</u>	<u>241,594</u>	<u>118,500</u>	<u>1,796,871</u>	<u>6,710,392</u>
DEDUCTIONS						
Disbursements	178,706	4,343,195	263,295	141,436	1,089,466	6,016,098
TOTAL DEDUCTIONS	<u>178,706</u>	<u>4,343,195</u>	<u>263,295</u>	<u>141,436</u>	<u>1,089,466</u>	<u>6,016,098</u>
Change in Liabilities	31,633	(107)	(21,701)	(22,936)	707,405	694,294
LIABILITIES - BEGINNING	46,117	107	167,293	87,403	240,621	541,541
LIABILITIES - ENDING	\$ <u>77,750</u>	\$ <u>-0-</u>	\$ <u>145,592</u>	\$ <u>64,467</u>	\$ <u>948,026</u>	\$ <u>1,235,835</u>

he accompanying notes are an integral part of this statement.

**Notes To The Basic
Financial Statements**

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

NOTES TO THE BASIC FINANCIAL STATEMENTS

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.

The Sheriff also has a cooperative endeavor agreement with the State of Louisiana to operate a prison.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

The Sheriff is an independently elected official; however, the Sheriff is fiscally dependent on the Catahoula Parish Police Jury. 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. Because the Sheriff is fiscally dependent on the police jury, the Sheriff was determined to be a component unit of the Catahoula Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. BASIS OF PRESENTATION

The accompanying basic financial statements of the Catahoula 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. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

GASB Statement No. 65 establishes accounting and financial reporting standards that reclassify, as deferred outflows or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Sheriff as a whole. They include all funds of the reporting entity, which are considered to be governmental activities. Fiduciary funds are reported only in the Statement of Fiduciary Assets and Liabilities at the fund financial statement level.

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

Fund Financial Statements (FFS)

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

The Sheriff reports the following major governmental fund:

The *General Fund* is the primary operating fund of the Sheriff. It accounts for all financial resources except those that are required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Sheriff policy.

Additionally, the Sheriff reports the following fund types:

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Sheriff are agency funds. The agency funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections), for deposits held pending court action and deposits held for inmates. These funds are custodial in nature (asset equal liabilities) and do not involve measurement of results of operation. Consequently, the agency funds have no measurement focus, and use the accrual basis of accounting, which is in accordance with accounting principles generally accepted in the United States.

C. EQUITY CLASSIFICATIONS

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies restricted resources first. The policy concerning which to apply first varies with the intended use and legal requirements. The decision is typically made by management at the incurrence of the expense.

In the Fund Financial Statements, governmental fund equity is classified as a fund balance. The Sheriff has implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

- c. Committed fund balance – amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund.

D. BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund and Other Funds, of Statements A and B, 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 is then reconciled, through adjustment, to a government-wide view of sheriff operations.

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

Revenues

Ad valorem taxes and commissions earned from the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on September 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

Intergovernmental revenues are recorded when the Sheriff is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the income is available. Available means collectible within the current period or soon enough thereafter to pay current liabilities.

Substantially all other revenues are recorded when received.

Expenditures

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

Other Financing Sources (Uses)

Proceeds from the sale of fixed assets are recognized when received. Fixed assets acquired through capital leases are recorded as expenditures and other financing sources at the time of acquisition.

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses).

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. 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 column labeled Statement of Activities (Statement B) are derived directly from sheriff users as a fee for services; program revenues reduce the cost of the function to be financed from the Sheriff's general revenues.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

E. CASH & CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Sheriff may deposit funds in demand deposits, interest-bearing demand deposits, 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.

F. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. CAPITAL ASSETS

Capital assets are capitalized at historical cost. The Sheriff's office has a capitalization policy of \$2,500.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, 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>
Furniture and fixtures	7-10 Years
Vehicles	7-10 Years

H. EXTRAORDINARY & SPECIAL ITEMS

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Sheriff, which are either unusual in nature or infrequent in occurrence.

I. INVENTORIES

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased.

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

J. ESTIMATES

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

K. NEW ACCOUNTING PRONOUNCEMENT

In June of 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, Leases. The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities of leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

(2) AD VALOREM TAXES

The Sheriff levies taxes on real and business personal property located within its boundaries. The Sheriff utilizes the services of the Catahoula Parish Tax Assessor to assess the property values and prepare the Sheriff's property tax roll. The Sheriff bills and collects its own property taxes.

Property Tax Calendar	
Assessment Date	January 1
Levy Date	No Later Than June 1
Tax Bills Mailed	On Or About October 15
Total Taxes Are Due	December 31
Penalties And Interest Are Added	January 1
Lien Date	January 1

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

	Authorized Millage	Levied Millage	Expiration Date	Assessed Value	Total Tax
Law Enforcement	27.81	27.81	N/A	\$54,446,550	\$1,278,226

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

(3) CASH & INVESTMENTS – (CERTIFICATES OF DEPOSIT IN EXCESS OF 90 DAYS)

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. 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.

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.

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 Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

Deposits

It is the Sheriff's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The Sheriff's deposits are categorized to give an indication of the level of risk assumed by the Sheriff at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the Sheriff or by its agent in the Sheriff's name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution's trust department or agent in the Sheriff's name.
- ***Category 3*** – Uncollateralized.

	Concordia Bank	CLB Community Bank	Southern Heritage Bank	Total
Bank Balances	\$ 1,165,475	\$ 2,354,630	\$ 3,113	\$ 3,523,218
Secured As Follows				
FDIC (<i>Category 1</i>)	250,000	500,000	3,113	753,113
Securities (<i>Category 2</i>)	1,623,553	3,615,671	-0-	5,239,224
Unsecured (<i>Category 3</i>)	-0-	-0-	-0-	-0-
Total	\$ 1,873,553	\$ 4,115,671	\$ 3,113	\$ 5,992,337

Deposits were fully secured as of June 30, 2022.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

(4) RECEIVABLES

The receivables of \$794,743 at June 30, 2022, are as follows:

Class of Receivables	
Accounts & Taxes Receivable	\$ 94,061
Intergovernmental	37,850
Correctional	662,832
Total	\$ 794,743

Allowance for doubtful accounts is considered not material and is not presented.

(5) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2022, is as follows:

Governmental Activities	Balance 06/30/21	Additions	Deletions	Balance 06/30/22
General Fund Capital Assets	\$ 1,466,492	\$ 90,064	\$ -0-	\$ 1,556,556
Correctional Center Capital Assets*	11,927,547	449,603	-0-	12,377,150
Total Fixed Assets	13,394,039	539,667	-0-	13,933,706
General Fund Accumulated Depreciation	(911,887)	(165,028)	-0-	(1,076,915)
Correctional Center Accumulated Depreciation	(64,913)	(442,410)	-0-	(507,323)
Total Accumulated Depreciation	(976,800)	(607,438)	-0-	(1,584,238)
Capital Assets, Net	\$ 12,417,239	\$ (67,771)	\$ -0-	\$ 12,349,468

*Land in the amount of \$90,000 is not being depreciated.

(6) ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$338,538 at June 30, 2022 are as follows:

Salaries	\$ 101,606
Retirement/Health Ins.	8,065
Accounts	228,867
Total	\$ 338,538

(7) SHORT-TERM DEBT

GASB Statement No. 38 requires details about short-term debt activity during the year, even if no short-term debt is outstanding at year-end. Short-term debt results from borrowings characterized by anticipation notes, use of lines of credit, and similar loans.

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

- a. A schedule of changes in short-term debt, disclosing beginning and end-of-year balances, increases, and decreases is as follows:

<u>Beginning Debt</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Debt</u>
\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$ <u>-0-</u>

- b. The purpose for which the short-term debt being issued was for operating purposes.

(8) CHANGES IN LONG-TERM DEBT

The following is a summary of bonds payable of the Catahoula Parish Sheriff's Office for the year ended June 30, 2022.

	<u>Balance 6-30-2021</u>	<u>Additions</u>	<u>Principal Paid</u>	<u>Balance 6-30-2022</u>
Armored vehicle lease	\$ -0-	\$ 276,607	\$ (36,176)	\$ 240,431
Correctional Center Note	12,378,265	-0-	(593,177)	11,785,088
4 vehicle leases	76,444	-0-	(30,963)	45,481
Total	<u>\$ 12,454,709</u>	<u>\$ 276,607</u>	<u>\$ (660,316)</u>	<u>\$ 12,071,000</u>

Bond and lease notes payable at June 30, 2022, are comprised of the following issues:

Correctional Center Note

\$12,400,000 note with Delta Bank starting 05/05/2021. Due in monthly installments of \$89,246.57 with an interest rate of 3.5% for 118 months. \$ 11,785,088

Armored vehicle

\$276,607 lease starting August 2021. Due in annual installments of \$44,280 with an interest rate of 2.93% till August 2028. 240,431

4 Vehicle leases

\$135,653 lease starting July 2019. Due in monthly installments of \$2,736 with an interest rate of 3.0% till November 2023. 45,481

Total \$ 12,071,000

The annual requirements to amortize all debt outstanding as of June 30, 2022, including interest payments, are as follows:

<u>Year Ending June 30,</u>	<u>Correctional Center Note</u>	<u>Armored Vehicle</u>	<u>4 vehicle Lease</u>	<u>Total</u>
2023	1,070,959	44,280	32,837	1,148,076
2024	1,070,959	44,280	14,394	1,129,633
2025	1,070,959	44,280	-0-	1,115,239
2026	1,070,959	44,280	-0-	1,115,239
2027	1,070,959	44,280	-0-	1,115,239
2028-2032	5,354,795	44,280	-0-	5,399,075
2033-2037	3,659,108	-0-	-0-	3,659,108
Total	<u>\$ 14,368,698</u>	<u>\$ 265,680</u>	<u>47,231</u>	<u>14,681,609</u>

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

(8) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (PENSIONS)

The Sheriffs' Pension and Relief Fund prepares its employer pension schedules in accordance with Governmental Accounting Statement No. 68 - Accounting and Financial Reporting for Pensions - an amendment of GASE Statement No. 27. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses/expenditures. It also provides methods to calculate participating employers' proportionate share of net pension liability (asset), deferred inflows, deferred outflows, pension expense, and amortization periods for deferred inflows and deferred outflows. GASB Statement No. 67 -Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25 provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

Basis of Accounting

The Sheriffs' Pension and Relief Fund's employer pension schedules were prepared using the accrual basis of accounting. Employer contributions, for which the employer allocations are based, are recognized in the period in which the employee is compensated for services performed.

Fund Employees

The Fund is not allocated a proportionate share of the net pension liability (asset) related to its employees. The net pension liability (asset) attributed to the Fund's employees is allocated to the remaining employers based on their respective employer allocation percentage.

Plan Fiduciary Net Position

Plan fiduciary net position is a significant component of the Fund's collective net pension liability (asset). The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

Pension Netting

The deferred outflows and deferred inflows of resources attributable to differences between projected and actual earnings on pension plan investments recorded in different years are netted to report only a deferred outflow or a deferred inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows are not presented on a net basis.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

A. PLAN DESCRIPTION

The Fund was established for the purpose of providing retirement benefits for employees of sheriffs' offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association, and the employees of the Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement Benefits:

For members who become eligible for membership on or before December 31, 2011, members with twelve years of creditable service may retire at age fifty-five; members with thirty years of service may retire regardless of age. The retirement allowance is equal to three and one-third percent of the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Active, contributing members with at least ten years of creditable service may retire at age sixty. The accrued normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service.

For a member whose first employment making him eligible for membership in the system began on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest thirty-six consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the thirty-six-month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began after June 30, 2006, and before July I, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began on or after July I, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 115% of the preceding twelve-month period.

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
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Disability Benefits:

A member is eligible to receive disability benefits if he has at least ten years of creditable service when a non-service-related disability is incurred; there are no service requirements for a service-related disability. Disability benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the member's accrued retirement benefit at the time of termination of employment due to disability, or 2) the retirement benefit which would be payable assuming continued service to the earliest normal retirement age. Members who become partially disabled receive 75% of the amount payable for total disability.

Survivor Benefits:

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic Option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving Option 2 benefits, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-three, if the child is a full-time student in good standing enrolled at a board approved or accredited school, college, or university.

Deferred Benefits:

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

Back Deferred Retirement Option Plan (Back-DROP):

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement, the member's maximum monthly retirement benefit is based upon his service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-

**CATAHOULA PARISH SHERIFF
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**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back- DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

Permanent Benefit Increases/Cost of Living Adjustments:

As fully described in Title 11 of the Louisiana Revised Statutes, the Fund allows for the payment of permanent benefit increases, also known as cost-of living adjustments (COLAs), that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature. Cost-of-living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost-of-living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost-of-living adjustments is dependent on the funded ratio.

B. EMPLOYER CONTRIBUTIONS

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2021, the actual employer contribution rate was 12.25% with an additional 0% allocated from the Funding Deposit Account. Employer contributions for the year ended June 30, 2021, were \$89,432,304.

In accordance with state statute, the Fund also receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations. Non-employer contributions are recognized as revenue and excluded from pension expense. Non-employer contributions for the year ended June 30, 2021, were \$46,191,649.

C. SCHEDULE OF EMPLOYER ALLOCATIONS

The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentages for each participating employer. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of the Sheriffs' Pension and Relief Fund. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

The allocation method used in determining each employer's proportion was based on each employer's contributions to the Fund during the fiscal year ended June 30, 2021, as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2021.

D. SCHEDULE OF PENSION AMOUNTS BY EMPLOYER

The schedule of pension amounts by employer displays each employer's allocation of the net pension liability (asset), the various categories of deferred outflows of resources, the various categories of deferred inflows of resources, and the various categories of pension expense. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocations.

E. ACTUARIAL METHODS AND ASSUMPTIONS

The net pension liability (asset) was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability (asset) of the Fund's employers as of June 30, 2021, are as follows:

	<u>2021</u>
Total Pension Liability	\$ 4,770,649,122
Plan Fiduciary Net Position	<u>(4,820,204,144)</u>
Total Net Position Liability	\$ <u>(49,555,022)</u>

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021, are as follows:

Valuation Date	June 30, 2021
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.90%, net of investment expense
Discount Rate	6.90%
Projected Salary Increases	5.00% (2.50% Inflation, 2.50% Merit)
Mortality Rates	Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and 115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for disabled annuitants, each with full generational projection using the appropriate MP2019 scale.
Expected Remaining Service Lives	2021 - 5 years 2020 - 6 years 2019 - 6 years 2018 - 7 years 2017 - 7 years 2016 - 7 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014, through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2021 were as follows:

Asset Class	Expected Rate of Return		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	62%	7.08%	4.39%
Bonds	25%	1.44%	0.36%
Alternative Investments	13%	4.38%	0.57%
Totals	100%		5.32%
Inflation			2.55%
Expected Arithmetic Nominal Return			7.87%

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

C. SENSITIVITY TO CHANGES IN DISCOUNT RATE

The following presents the net pension liability (asset) of the participating employers calculated using the discount rate of 6.90%, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate as of June 30, 2021:

	Changes in Discount Rate:		
	1% Decrease 5.90%	Current Discount Rate 6.90%	1% Increase 7.90%
Net Pension Liability	\$544,108,956	\$(49,555,022)	\$(544,481,447)

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

D. CHANGE IN NET PENSION LIABILITY

The changes in the net pension liability (asset) for the year ended June 30, 2021, were recognized in the current reporting period except as follows:

Differences between Expected and Actual Experience:

The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The differences between expected and actual experience resulted in deferred inflows of resources as of June 30, 2021, as follows:

						June 30, 2021	
	Deferred	Deferred	Pension Expense	Deferred	Deferred		
	Outflows	Inflows	(Benefit)	Outflows	Inflows		
2021	\$ -	\$ 16,723,741	\$ (3,344,748)	\$ -	\$ 13,178,993		
2020	-	16,319,133	(3,263,867)	-	13,055,466		
2019	-	11,464,960	(2,866,240)	-	8,598,720		
2018	-	31,809,391	(10,603,130)	-	21,206,261		
2017	-	12,668,227	(4,222,742)	-	8,445,485		
2016	\$ -	\$ 8,632,346	\$ (4,316,173)	-	4,316,173		
			Totals	\$ -	\$ 68,801,098		

Differences between Projected and Actual Investment Earnings

The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The differences between projected and actual investment earnings resulted in a net deferred inflow of resources as of June 30, 2021, as follows:

						June 30, 2021			
	Deferred	Deferred	Pension Expense	Deferred	Deferred				
	Outflows	Inflows	(Benefit)	Outflows	Inflows			Net Deferred	
									Outflows
2021	\$ -	\$ 748,715,246	\$ (149,743,049)	\$ -	\$ 598,972,197			\$ (598,972,197)	
2020	168,891,645	-	42,222,911	126,668,734	-			126,668,734	
2019	48,565,499	-	16,188,499	32,337,000	-			32,337,000	
2018	-	15,152,550	(7,576,275)	-	7,576,275			(7,576,275)	
2017	\$ -	\$ 35,786,016	\$ (35,786,016)	-	-			-	
			Totals	\$ 159,005,734	\$ 606,548,472			\$ (447,542,738)	

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

Changes of Assumptions

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pension through the pension plan. The changes of assumptions resulted in deferred outflows of resources and as of June 30, 2021, as follows:

				June 30, 2021	
	Deferred Outflows	Deferred Inflows	Pension Expense (Benefit)	Deferred Outflows	Deferred Inflows
2021	\$ 36,180,573	\$ -	\$ 7,236,115	\$ 28,944,458	\$ -
2020	60,208,402	-	12,041,680	48,166,722	-
2019	47,818,129	-	11,954,532	35,863,597	-
2018	32,886,014	-	10,955,338	21,910,676	-
2017	17,980,176	-	5,993,391	11,986,785	-
2016	\$ 11,242,490	\$ -	\$ 5,621,244	5,621,246	-
			Totals	\$ 152,493,484	\$ -

Changes in Proportion

Changes in the employer's proportionate shares of the collective net pension liability (asset) and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The unamortized amounts arising from changes in proportion are presented in the Schedule of Pension Amounts by Employer as deferred outflows or deferred inflows as of June 30, 2021.

E. CONTRIBUTIONS-PROPORTIONATE SHARE

Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

F. ESTIMATES

The process of preparing the schedule of employer allocations and schedule of pension amounts in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Accordingly, actual results may differ from estimated amounts.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

G. PENSION EXPENSE

Pension expense recorded for the fiscal year ended June 30, 2022, was \$(420,937).

K. FUNDING POLICY

Plan members are required by state statute to contribute 10 percent of their annual covered salary and the Catahoula Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 12.25 percent for the employer and 10.25 percent for the employee on covered payroll of \$4,408,759. 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 are required and available from insurance premium taxes. The contribution requirements of plan members and the Catahoula 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 total contributions to the System for the year ending June 30, 2022, was \$540,073 paid by the employer and \$462,920 paid by the employees, which is equal to the required contributions for the year.

L. DISAGGREGATED PENSION AMOUNTS

	Amounts from the 2021 Employer Pension Report		2022 Employer Specific Amounts		Total Pension Amounts
Net Pension Liability	\$ (299,258)	\$	-0-	\$	(299,258)
<i>Deferred Outflows of Resources Related to Pensions:</i>					
Deferred Outflows	4,091,880		(4,193)		4,087,687
Deferred Outflows – Contributions Subsequent to Measurement Date	-0-		509,234		509,234
<i>Deferred Inflows of Resources Related to Pensions:</i>					
Deferred Inflows	4,091,880		-0-		4,091,880
Pension Expense	84,103		(505,041)		(420,938)
Revenue	\$ 278,947	\$	-0-	\$	278,947

M. RETIREMENT FUND AUDIT REPORT

The Sheriff’s Pension and Relief Fund has issued a stand-alone audit report on their financial statements for the year ended June 30, 2021. Access to the report can be found on the Louisiana Legislative Auditor’s website, www.la.la.gov.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

(9) POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

General Information about the OPEB Plan

Plan description – The Catahoula Parish Sheriff’s Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Catahoula Parish Sheriff’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Sheriff. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Sheriff. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

Benefits Provided – Medical and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for the retiree (not dependents). Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service; or, 30 years of service at any age. Employees first eligible for the retirement system on and after January 1, 2012 are eligible for retirement (D.R.O.P. entry) as follows: age 62 and 12 years of service; or, age 60 and 20 years of service; or age 55 and 30 years of service. At least 15 years of service with Catahoula Parish Sheriff’s Office is required for retiree medical benefits.

Life insurance coverage is continued to retirees by election. The employer pays for the first \$10,000 of life insurance after retirement for the retiree and the retirees pay for the amounts in excess of \$10,000. However, both the employer and retiree rates are based on the blended active/retired rate and there is thus an implied subsidy. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70.

Employees covered by benefit terms – At June 30, 2022, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	26
Inactive employees entitled to but not yet receiving benefit payments	-0-
Active employees	95
 Total	 121

Total OPEB Liability

The Sheriff’s total OPEB liability of \$5,441,127 was measured as of June 30, 2022 and was determined by an actuarial valuation as of that date.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

Actuarial Assumptions and other inputs – The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	July 1, 2021
Prior Measurement Date	June 30, 2021
Measurement Date	June 30, 2022
	Actuarially determines contributions are calculated as the last day of the fiscal year in which contributions are reported
Actuarial Cost Method	Individual Entry Age Normal
Amortization Method	Level dollar, open
Amortization Period	30 Years
Asset Valuation Method	Market Value
Inflation	3.0% Annually
Healthcare Trend	5.5% Annually until year 2032, then 4.5%
Salary Increases	3.0% Annually
Prior Discount Rate	2.16%
Discount Rate	3.54% annually which is the Bond Buyer 20-Bond General Obligation Index on the Measurement Date. The 20-Bond Index consists of 20 general obligation bonds that mature in 20 years.
Retirement Age	4 Years After Eligibility.
Mortality	SOA RP-2014 Combined Mortality Table
Turnover	Age specific table with an average of 23% (Corrections employees) and 6% (other Sheriff employees) when applied to the active census

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2022.

Changes in the Total OPEB Liability

Balance at June 30, 2021	\$ 8,027,268
Sheriff	4,495,271
Detention	3,531,998
<i>Sheriff Liability/Total Liability</i>	56%
<i>Detention Liability/Total Liability</i>	44%
Changes for the year:	
Service cost	208,645
Interest	175,642
Changes of Assumptions	(949,688)
Differences between expected and actual experience	(1,783,760)
Benefit payments and net transfers	(236,981)
Net changes	(2,586,142)
Balance at June 30, 2022	\$ 5,441,127
Sheriff	3,155,854
Detention	2,285,273
<i>Sheriff Liability/Total Liability</i>	58%
<i>Detention Liability/Total Liability</i>	42%

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.21%) or 1-percentage-point higher (3.21%) than the current discount rate:

	1.0% Decrease (1.21%)	Current Discount Rate (2.21%)	1.0% Increase (3.21%)
Total OPEB liability	\$ 6,418,033	\$ (1,783,760)	\$ 4,667,502

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 4,772,346	\$ (1,783,760)	\$ 6,283,137

Balance of Deferred Outflows and Inflows for Current and Cumulative Fiscal Years

	Future Outflows Established in Current Year	Future Inflows Established in Current Year	Future Outflows - Cumulative	Future Inflows - Cumulative
Differences between expected and actual experience	\$ -	\$ (1,585,565)	\$ 570,768	\$ (1,631,669)
Changes in Assumptions	-	(844,167)	840,093	(844,167)
Investment Return	-	-	-	-
Total	\$ -	\$ (2,429,732)	\$ 1,410,861	\$ (2,475,836)

The net amounts of deferred outflows/inflows of resources will be recognized as an OPEB expense in future years as follows:

Years ending June 30:	Net Amount to be Recognized – Current	Net Amount to be Recognized – Cumulative
2023	\$ 303,716	\$ 155,446
2024	303,716	155,446
2025	303,716	155,446
2026	303,716	155,446
2027	303,716	155,446
Thereafter	\$ 911,149	\$ 287,746

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

(10) SALES TAX

Voters passed a 1% sales and use tax to levy in perpetuity with the proceeds to be used to pay costs and expenses of operating and supporting the Catahoula Parish Sheriff's Office.

(11) TAX COLLECTOR ENDING CASH BALANCE

At June 30, 2022, the tax collector has cash and equivalents (book balances) totaling \$0 as follows:

Ad valorem taxes	\$	-0-
Protest taxes		-0-
Total	\$	-0-

(12) TAX UNCOLLECTED AND UNSETTLED

At June 30, 2022, the tax collector had the following uncollected and/or unsettled taxes:

The balance is broken down as follows:

Protested	\$	-0-
No Owner Found		-0-
Pending Before Tax Commission		-0-
Total	\$	-0-

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
(CONTINUED)**

13) AD VALOREM TAXES COLLECTED

The tax collector has collected and disbursed the following taxes for the year ended June 30, 2022, by taxing the body as follows:

	Collections This Period
Sheriff	\$ 1,247,166
School Board	1,031,135
Police Jury	967,395
Assessor	350,240
Tensas Basin District	187,409
Larto Recreational District	30,523
Enterprise Recreational District	51,929
Fire District #1	23,872
Fire District #2	29,343
Fire District #4	98,052
Fire District #5	22,723
Forestry Commission	12,981
Maitland Recreational District	17,687
Hospital District # 2	10,155
Louisiana Tax Commission	4,073
Total	\$ 4,084,683

(14) DEFICIT IN NET POSITION

At June 30, 2022, the OPEB liability, net pension liability, other liabilities, and deferred inflows exceeded total assets and deferred outflows by \$4,017,893.

(15) SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the Statement of Net Position date through, December 29, 2022, of the independent auditor's report for potential recognition or disclosure in the financial statements.

(16) PRIOR PERIOD ADJUSTMENT

A prior period adjustment was made to correct a due from a Fiduciary Fund of \$116,986 and implementation of GASB 87 Leases of \$2,173.

(17) EXCESS EXPENDITURES OVER APPROPRIATIONS

The Entity over spent its budget by \$4,654,176 or 72.85%.

Required Supplemental Information

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Governmental Funds
Schedule of Revenues, Expenditures, & Changes in Fund Balance
Budget & Actual
For the Year Ended June 30, 2022**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL AMOUNTS BUDGETARY</u>	<u>VARIANCES FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>BASIS</u>	
REVENUES				
Fees & Charges	\$ 152,000	\$ 65,000	\$ 556,263	\$ 491,263
Taxes	2,525,000	2,460,000	2,445,104	(14,896)
Fines	75,000	60,000	57,269	(2,731)
Intergovernmental	4,500,000	3,750,000	7,626,830	3,876,830
Prison Reimbursement	-0-	-0-	-0-	-0-
Loan Proceeds	-0-	-0-	276,607	276,607
Grants	-0-	-0-	103,164	103,164
Telephone & Commissary – CCC	-0-	-0-	1,468,817	1,468,817
Miscellaneous	460,000	250,000	56,168	(193,832)
TOTAL REVENUES	<u>7,712,000</u>	<u>6,585,000</u>	<u>12,590,222</u>	<u>6,005,222</u>
EXPENDITURES				
Administration	3,065,000	3,103,000	8,472,837	(5,369,837)
Prison/Prisoner Expense	3,727,000	2,525,000	682,788	1,842,212
Operating Services	650,000	744,221	-0-	744,221
Repairs & Maintenance	-0-	-0-	288,781	(288,781)
Debt Service	-0-	-0-	1,058,824	(1,058,824)
Capital Outlay	25,000	-0-	539,667	(539,667)
Other Expenditures	35,000	16,500	-0-	16,500
TOTAL EXPENDITURES	<u>7,502,000</u>	<u>6,388,721</u>	<u>11,042,897</u>	<u>(4,654,176)</u>
NET CHANGE IN FUND BALANCE	<u>\$ 210,000</u>	<u>\$ 196,279</u>	1,547,325	<u>\$ 590,325</u>
Prior Period Adjustment			116,986	
FUND BALANCE AT BEGINNING OF YEAR			<u>1,888,304</u>	
FUND BALANCE AT END OF YEAR			<u>\$ 3,552,615</u>	

See independent auditor's report.
The accompanying notes are an integral part of this statement.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**Note to Budgetary Comparison Schedule
For the Year Ended June 30, 2022**

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Catahoula Parish Sheriff's Office during the month of June for comments from taxpayers. The budget is then legally adopted by the sheriff and amended during the year, as necessary. The budget is established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be re-appropriated for the following year to be expended.

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

See independent auditor's report.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Schedule of the Employer's
Proportionate Share of the Net Pension Liability
For the Year Ended June 30, 2022**

Year	Employer's Proportion of the NPL (Percentage)	Employer's Proportionate Share of the NPL (Asset)	Employer's Covered-Employee Payroll	Employer's Proportionate Share of the NPL as a Percentage of Its Covered- Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.54%	\$2,153,171	\$3,300,441	65.33%	87.34%
2016	0.53%	\$2,367,891	\$3,512,477	67.41%	86.61%
2017	0.53%	\$3,382,965	\$3,637,123	93.01%	82.21%
2018	0.56%	\$2,431,250	\$3,568,120	68.14%	88.49%
2019	0.51%	\$1,962,078	\$3,665,429	53.53%	90.41%
2020	0.45%	\$2,145,826	\$3,183,576	67.40%	88.91%
2021	1.46%	\$5,733,552	\$4,411,139	76.94%	84.73%
2022	0.60%	\$(299,258)	\$4,408,759	(.07%)	101.03%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditor's report.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Schedule of Employer Contributions
For the Year Ended June 30, 2022**

<u>Year</u>	<u>Statutorily Required Contributions</u>	<u>Contributions in Relation to Statutorily Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contribution as a Percentage of Covered Employee Payroll</u>
2015	\$404,304	\$404,304	\$-0-	\$3,300,441	12.25%
2016	\$430,278	\$430,278	\$-0-	\$3,512,477	12.25%
2017	\$354,310	\$354,310	\$-0-	\$2,890,049	12.25%
2018	\$437,095	\$437,095	\$-0-	\$3,568,120	12.25%
2019	\$499,014	\$499,014	\$-0-	\$3,665,420	13.21%
2020	\$388,322	\$388,322	\$-0-	\$3,183,576	12.20%
2021	\$540,365	\$540,365	\$-0-	\$4,411,139	12.25%
2022	\$540,073	\$540,073	\$-0-	\$4,408,759	12.25%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditor's report.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Note to Changes to Required Supplementary Information
For the Year Ended June 30, 2022**

CHANGES IN VALUATION
Methods and Assumptions

There were no changes for the year ended June 30, 2022.

See independent auditor's report.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Catahoula Parish Sheriff's Office
Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2022**

Total OPEB Liability	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Service cost	\$ 185,933	\$ 70,074	\$ 202,568	\$ 208,645
Interest	210,036	219,797	166,273	175,642
Changes of benefit terms	-0-	-0-	-0-	-0-
Differences between expected and actual experience	196,501	135,187	375,698	(1,783,760)
Changes of assumptions	125,587	942,101	60,421	(949,688)
Benefit payments	<u>(182,310)</u>	<u>(189,647)</u>	<u>(200,078)</u>	<u>(236,981)</u>
Net change in total OPEB liability	<u>535,747</u>	<u>1,177,512</u>	<u>604,882</u>	<u>(2,586,142)</u>
Total OPEB liability – beginning	5,709,128	6,244,874	7,422,386	8,027,269
Total OPEB liability – ending	<u>\$ 6,244,875</u>	<u>\$ 7,422,386</u>	<u>\$ 8,027,268</u>	<u>\$ 5,441,127</u>
Covered-employee payroll	\$ 3,269,139	\$ 4,182,267	\$ 4,307,735	\$ 3,511,078
Net OPEB liability as a percentage of covered-employee payroll	191.03%	177.47%	186.35%	154.97%
Notes to Schedule:				
<i>Benefit Changes:</i>	None	None	None	None
<i>Changes of Assumptions:</i>				
<i>Discount Rate:</i>	3.50%	2.21%	2.16%	3.54%
<i>Mortality:</i>	RP-2000	RP-2014	RP-2014	RP-2014
<i>Trend:</i>	5.5%	Variable	Variable	Variable

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

See independent auditors report.

Other Information

STATE OF LOUISIANA, PARISH OF CATAHOULA

AFFIDAVIT

Toney J. Edwards, Sheriff of Catahoula Parish

BEFORE ME, the undersigned authority, personally came and appeared, Toney J. Edwards, the Sheriff of Catahoula Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$-0- is the amount of cash on hand in the tax collector account on June 30, 2022;

He further deposed and said:

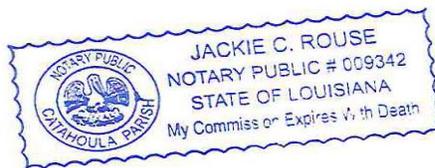
All itemized statements of the amount of taxes collected for tax year 2022, by taxing authority, are true and correct.

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

Toney Edwards
Signature
Sheriff of Catahoula Parish

SWORN to and subscribed before me, Notary, this 6 day of January, 2023 in my office in Catahoula, Louisiana.

Jackie C. Rouse
(Signature)



**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
Schedule of Compensation Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended June 30, 2022**

Sheriff- Honorable Toney J. Edwards

Purpose	Amount
Salary	\$ 182,575
Benefits-Insurance	8,564
Benefits-Retirement	22,365
Benefits (Expense Allowance)	-0-
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**Catahoula Parish Sheriff
Harrisonburg, Louisiana
Justice System Funding Schedule – Collecting/Disbursing Entity
Year Ended June 30, 2022**

	First Six Months Ended 12/31/2021	Second Six Months Ended 06/30/2022
Beginning Balance of Amounts Collected	\$ 143,426	\$ 137,807
Add: Collections		
Criminal Fees	140,012	116,144
Civil Fees	-0-	-0-
Subtotal Collections	<u>140,012</u>	<u>116,144</u>
Less: Disbursements to Governments & Nonprofits		
Catahoula Parish Sheriff's Office, Criminal Fees	27,558	18,532
7 th Judicial District Attorney, Criminal Court Fines	18,937	13,865
7 th Judicial District, Judicial Expense Fund	11,246	8,697
Cenla Juvenile Detention Center, Criminal Court Fines	1,644	1,178
CMIS CCP 887F, Criminal Court Fines	666	477
Crime victims reparation (Criminal Court fines)	1,050	1,069
Judicial Administrator, Supreme Court, Criminal Court Fines	109	76
LA Commission on Law Enforcement, Act 562	444	320
LA Commission on Law Enforcement, Crime Victim	-0-	-0-
LA Commission on Law Enforcement, Act 832	1,434	1,250
LA Department of Wildlife & Fisheries, Criminal Court Fines	650	-0-
LA Rehab – THSCI, Criminal Court Fines	-0-	-0-
La Head and Spine	1,065	600
LA State Police, CCRP 887C – Intoxilyzer, Criminal Court Fines	585	450
Catahoula Indigent Defender Board, Criminal Court Fines	17,775	12,788
Catahoula Parish Clerk of Court, Criminal Court Fines	7,141	5,608
Catahoula Parish Police Jury, Criminal Court Fines	38,709	33,735
Catahoula Parish Police Jury Trial Fees, Criminal Court	2,750	1,956
Catahoula Parish Police Jury Witness Fees, Criminal Court	2,750	1,950
North Louisiana Crime Lab, Criminal Court	10,643	7,940
Catahoula Parish Coroner	475	498
Clerk of Court Costs	-0-	-0-
St. Martin Parish Clerk of Court	-0-	-0-
Catahoula Parish Sheriff, Commission and Costs	-0-	-0-

See independent auditor's report.

**Catahoula Parish Sheriff
Harrisonburg, Louisiana
Justice System Funding Schedule – Collecting/Disbursing Entity
Continued
Year Ended June 30, 2022**

	<u>First Six Months Ended 12/31/2021</u>	<u>Second Six Months Ended 06/30/2022</u>
Less: Disbursements to Individuals/3rd Party Collection or Processing Agency		
Other Disbursements to Individuals	-0-	-0-
Subtotal Disbursements/Retainage	145,631	110,989
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	137,807	142,962
 Ending Balance of “Partial Payments” Collected but not Disbursed	 -0-	 -0-
 Other Information:		
 Ending Balance of Total Amounts Assessed but not yet Collected	 -0-	 -0-
 Total Waivers During the Fiscal Period	 \$ -0-	 \$ -0-

See independent auditor’s report.

Other Reports

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

Honorable Toney J. Edwards, Sheriff
Catahoula Parish Sheriff
Harrisonburg, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and aggregate remaining fund information of the Catahoula Parish Sheriff, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Catahoula Parish Sheriff's basic financial statements, and have issued our report thereon dated December 29, 2022.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs

that we consider to be significant deficiencies: **2022-1 Reconciling Fiduciary Funds Cash Accounts with Books, 2022-2 Computer Backup System, 2022-5 Internal Controls Over Concession Inmate Funds, and 2022-6 Accounting for the Concession Fund.**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Catahoula Parish Sheriff's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards (2022-3 Budget Variance and 2022-4 Annual Filing of Financial Statements)*.

The Catahoula Parish Sheriff's Response to Findings

The Catahoula Parish Sheriff's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Catahoula Parish Sheriff's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

Purpose of this Report

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

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document, and its distribution is not limited.

The Vercher Group

Jena, Louisiana
December 29, 2022

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
FOR THE YEAR ENDED JUNE 30, 2022**

We have audited the basic financial statements of the Catahoula Parish Sheriff as of and for the year ended June 30, 2022, and have issued our report thereon dated December 29, 2022. We conducted our audit in accordance with generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Section I Summary of Auditor's Results

Our audit of the financial statements as of June 30, 2022, resulted in an unmodified opinion.

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

Internal Control

Material Weaknesses Yes

Significant Deficiencies Yes

Compliance

Compliance Material to Financial Statements Yes

b. Federal Awards (Not applicable)

Internal Control

Material Weaknesses Yes

Other Conditions Yes

Type of Opinion On Compliance Unmodified

Qualified

For Major Programs

Disclaimer

Adverse

Are the finding required to be reported in accordance with Uniform Guidance?

Yes No

c. Identification Of Major Programs:

CFDA Number (s)

Name Of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs: \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance? Yes No

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST-CONTINUED
FOR THE YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings

2022-1 Reconciling Fiduciary Funds Cash Accounts with Books (Internal Control)

Condition: The suits and sales fiduciary fund were not reconciled to a bank reconciliation at year end.

Criteria: Good internal controls require that cash accounts be reconciled to the books each month and any discrepancies identified are corrected.

Cause of Condition: Computer losing information.

Potential Effect of Condition: Significant internal control weakness.

Recommendation: Fiduciary fund books should be reconciled monthly with the cash account bank reconciliation.

Client Response and Corrective Action: Fiduciary fund books will be reconciled monthly with the cash account bank reconciliation.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-2 Computer Backup System (Internal Control)

Condition: The office currently backs up the computer system on “thumb drives” occasionally.

Criteria: Good internal controls require that the entity’s computer system be backed up on a regular basis in a safe and secure location.

Cause of Condition: Inadequate backup system.

Potential Effect of Condition: Loss of important financial data.

Recommendation: The office should institute a computer back up system that backs up data, preferably in a safe and secure off-site location.

Client Response and Corrective Action: The office will seek assistance from its I.T. company.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST-CONTINUED
FOR THE YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings - Continued

2022-3 Budget Variance (Compliance)

Condition: The Catahoula Parish Sheriff had an unfavorable expenditure variance of \$4,654,176 or 72.850% and a favorable revenue variance.

Criteria: The Budget Act requires that budgets be amended when the variance exceeds 5%.

Cause of Condition: The Sheriff's Office did not correctly budget the Correctional Center's expenses.

Potential Effect of Condition: The Sheriff's Office having an unfavorable expenditure variance and violating the Budget Act.

Recommendation: The Sheriff's Office should amend the budget when expenditures are more than 5% of budgeted amounts.

Client Response and Corrective Action: The management of the Sheriff's Office will begin amending its budget when expenditures are more than 5% of budgeted amounts.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-4 Annual Filing of Financial Statements (Compliance)

Condition: The Department did not timely file their financial statements with the legislative auditor on a timely basis.

Criteria: LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable, require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

Cause of Condition: The department did not receive the "other post-employment benefits" (OPEB) calculations from the actuaries until late December 2022. The auditor did not have time to apply audit procedures to the information, include the amounts in the financial statements and get the approval of management.

Potential Effect of Condition: Compliance finding and a freeze on grant funding.

Recommendation: The department should have their audit completed in time to file with the Legislative Auditor's Office with six months of the Department's year end closing.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST-CONTINUED
FOR THE YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings - Continued

Client Response and Corrective Action: The Department will have their audit completed in time to file with the Legislative Auditor's Office within six months of the Department's year end closing.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-5 Internal Controls Over Concession Inmate Funds (Internal Control)

Condition: It was noted during the testing of the inmate concession fund that the reconciled cash did not agree with the listing of items (inmate accounts etc.) that make up the account.

Criteria: Proper internal controls recommend that the balance in the concession fund bank account agree with the listing of items that make up the balance and this balance should be reconciled on a monthly basis.

Cause of Condition: Not performing a monthly reconciliation procedure.

Potential Effect of Condition: The Sheriff could hold funds longer than needed or make disbursements for incorrect amounts.

Recommendation: The balance in the concession fund bank account should be reconciled to the listing of items that make up the balance at least once a month.

Client Response and Corrective Action: The balance in the concession fund bank account will be reconciled to the listing of items that make up the balance at least once a month.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-6 Accounting for the Concession Fund (Internal Control)

Condition: The Concession Fund (a fiduciary fund) was accounted for the general fund.

Criteria: Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. These funds should be accounted for separately of the general fund.

Cause of Condition: Error in accounting and reporting.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST-CONTINUED
FOR THE YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings - Continued

Potential Effect of Condition: Error in reporting results in operations.

Recommendation: The Concession Fund should be accounted for separately as a fiduciary fund.

Client Response and Corrective Action: The Concession Fund will be accounted for separately as a fiduciary fund.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

Section III Federal Awards Findings and Questioned Costs

Not applicable

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS**

FINDINGS:

2022-1 Reconciling Fiduciary Funds Cash Accounts with Books

Finding: The suits and sales fiduciary fund was not reconciled to a bank reconciliation at year end. Good internal controls require that cash accounts be reconciled to the books each month and any discrepancies identified are corrected.

Corrective Action: Fiduciary fund books will be reconciled monthly with the cash account bank reconciliation.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-2 Computer Backup System

Finding: The office currently backs up the computer system on “thumb drives” occasionally. Good internal controls require that the entity’s computer system be backed up on a regular basis in a safe and secure location.

Corrective Action: The office will seek assistance from its I.T. company.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-3 Budget Variance

Finding: The Catahoula Parish Sheriff had an unfavorable expenditure variance of \$4,654,176 or 72.85% and a favorable revenue variance. The Budget Act requires that budgets be amended when the variance exceeds 5%.

Corrective Action: The management of the Sheriff’s Office will begin amending its budget when expenditures are more than 5% of budgeted amounts.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS**

2022-4 Annual Filing of Financial Statements

Finding: The Department did not timely file their financial statements with the legislative auditor on a timely basis. LSA-RS 24:514, LAS-RS 33:463, and/or LSA-RS 39:92, as applicable, require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

Corrective Action: The management of the Sheriff's Office will have their audit completed in time to file with the Legislative Auditor's Office within six months of the Department's year end closing.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-5 Internal Controls Over Concession Inmate Funds

Finding: It was noted during the testing of the inmate concession fund that the reconciled cash did not agree with the listing of items (inmate accounts etc.) that make up the account. Proper internal controls recommend that the balance in the concession fund bank account agree with the listing of items that make up the balance and this balance should be reconciled on a monthly basis.

Corrective Action: The balance in the concession fund bank account will be reconciled to the listing of items that make up the balance at least once a month.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

2022-6 Accounting for the Concession Fund

Finding: The Concession Fund (a fiduciary fund) was accounted for in the general fund. Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations. These funds should be accounted for separately of the general fund.

Corrective Action: The Concession Fund will be accounted for separately as a fiduciary fund.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2023

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MANAGEMENT LETTER COMMENTS

During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Sheriff's Office's plan for corrective action.

CURRENT YEAR MANAGEMENT LETTER COMMENTS

No items identified.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

MANAGEMENT’S SUMMARY OF PRIOR YEAR FINDINGS

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the Catahoula Parish Sheriff, Harrisonburg, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended June 30, 2020.

PRIOR YEAR FINDINGS:

2021-1 Reconciling Fiduciary Funds Cash Accounts with Books (Unresolved)

Finding: The suits and sales fiduciary fund was not reconciled to a bank reconciliation at year end. Good internal controls require that cash accounts be reconciled to the books each month and any discrepancies identified are corrected.

Corrective Action: Fiduciary fund books will be reconciled monthly with the cash account bank reconciliation.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

2021-2 Computer Backup System (Unresolved)

Finding: The office currently backs up the computer system on “thumb drives” occasionally. Good internal controls require that the entity’s computer system be backed up on a regular basis in a safe and secure location.

Corrective Action: The office will seek assistance from its I.T. company.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA**

MANAGEMENT’S SUMMARY OF PRIOR YEAR FINDINGS

PRIOR YEAR FINDINGS (CONTINUED):

2021-3 Budget Variance (Unresolved)

Finding: The Catahoula Parish Sheriff had an unfavorable expenditure variance of \$11,700,037 or 150.0% and a favorable revenue variance. The Budget Act requires that budgets be amended when the variance exceeds 5%.

Corrective Action: The management of the Sheriff’s Office will begin amending its budget when expenditures are more than 5% of budgeted amounts.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

2021-4 Budget Available for Public Inspection (Resolved)

Finding: The Sheriff’s Office did not make the budget available for public inspection. To the extent that proposed expenditures are greater than \$500,000, the budget must be made available for public inspection and have advertised its availability in its official journal. The advertisement includes the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

Corrective Action: The budget will be available for public inspection and have advertised its availability in its official journal. The advertisement includes the date, time, and place of the public hearing on the budget. Notice should also be published certifying that all actions required by the Local Government Budget Act have been completed.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

2021-5 Internal Controls Over Concession Inmate Funds (Unresolved)

Finding: It was noted during the testing of the inmate concession fund that the reconciled cash did not agree with the listing of items (inmate accounts etc.) that make up the account. Proper internal controls recommend that the balance in the concession fund bank account agree with the listing of items that make up the balance and this balance should be reconciled on a monthly basis.

Corrective Action: The balance in the concession fund bank account should be reconciled to the listing of items that make up the balance at least once a month.

**CATAHOULA PARISH SHERIFF
HARRISONBURG, LOUISIANA
CONT.**

MANAGEMENT’S SUMMARY OF PRIOR YEAR FINDINGS

PRIOR YEAR FINDINGS (CONTINUED):

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

2021-6 Accounting for the Concession Fund (Unresolved)

Finding: The Concession Fund (a fiduciary fund) was accounted for the general fund. Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. These funds should be accounted for separately of the general fund.

Corrective Action: The Concession Fund will be accounted for separately as a fiduciary fund.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

2021-7 Louisiana CARES Act (Resolved)

Finding: It was noted during testing that there were several clerical errors that resulted in inaccurate reporting of eligible expenditures. Based on reporting requirements for this grant, the information in the reports should be supported by data in the Sheriff’s accounting system.

Corrective Action: Due to the unexpected nature of the Louisiana CARES Act funding, the procedures for reviewing data were inadvertently omitted. The staff will make every effort to ensure this does not occur going forward.

Contact Person: Toney J. Edwards, Sheriff

Anticipated Completion Date: June 30, 2022

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Toney J. Edwards, Sheriff
Catahoula Parish Sheriff
Harrisonburg, Louisiana

We have performed the procedures enumerated below, which were agreed to by Catahoula Parish Sheriff and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

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

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

There were no exceptions performing these procedures.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period

referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

There were no exceptions performing these procedures.

Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Exceptions:

- A) Bank reconciliations are not prepared within 2 months of the related statement closing date.**
- B) Bank reconciliations do not include evidence that a member of management who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.**
- C) Some of the bank reconciliations have outstanding checks more than 12 months.**

Management's response: Management will implement the procedures listed above.

Collections (excluding electronic funds transfers)

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

Observations: The office has one deposit site, the courthouse.

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

at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

Exception: Employees that are responsible for cash collections share cash drawers/registers.

Management's Response: The entity does not have enough employees to implement this procedure.

5. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Exception: Employees that have access to cash are not covered by a bond or insurance policy for theft.

Management's response: Management will consider having employees who have access to cash covered by a bond or insurance policy for theft.

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

There were no exceptions performing these procedures.

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

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

Observations: The entity has one location, the courthouse.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

There were no exceptions performing these procedures.

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

There were no exceptions performing these procedures.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Observations: We obtained a listing.

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

There were no exceptions performing these procedures.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Exception: Not all charges were supported by an original invoice or documentation of individuals participating in meals.

Management’s response: Future charges will be documented with an invoice and documentation of individuals participating in meals.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

There were no exceptions performing these procedures.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

There were no exceptions performing these procedures.

Payroll and Personnel

16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

There were no exceptions performing these procedures.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

There were no exceptions performing these procedures.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

There were no exceptions performing these procedures.

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

There were no exceptions performing these procedures.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Exception: None of the employees selected completed the one hour of ethics training.

Management's response: Management will require all employees to receive the required training.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve

balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

There were no exceptions performing these procedures.

Fraud Notice

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

There were no exceptions performing these procedures.

24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

There were no exceptions performing these procedures.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - e) Amount of time it took to resolve each complaint.

Exception: None of the employees selected completed the one hour of sexual harassment training and the required report was not prepared.

Management’s response: Management will require all employees to receive the required training and the required report will be prepared. There were no complaints filed with management during the year.

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

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

The Vercher Group

Jena, Louisiana
December 29, 2022