

**EVANGELINE PARISH SHERIFF**

Ville Platte, Louisiana

Financial Report

Year Ended June 30, 2019

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Eddie Soileau  
Evangeline Parish Sheriff  
Ville Platte, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Evangeline Parish Sheriff (the Sheriff), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

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

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

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Sheriff as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of changes in total OPEB liability and related ratios, schedule of employer's share of net pension liability, and the schedule of employer contributions on pages 40 through 45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The prior year comparative information included on the required supplementary information has been derived from the Sheriff's 2018 financial statements, which were subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, were fairly presented in all material respects in relation to the basic financial statements taken as a whole.

The Sheriff has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The general fund expenditure budgetary comparison schedule, fiduciary funds combining statements, and tax collector fund affidavit included in other supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The fiduciary funds combining statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic 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 fiduciary funds combining statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The prior year comparative information included on the fiduciary funds combining statements included in other supplementary information has been derived from the Sheriff's 2018 financial statements. The information was subjected to the auditing procedures applied in the audit of those 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 and, in our opinion, was fairly presented, in all material respects, in relation to the basic financial statements from which they have been derived.

The general fund expenditure budgetary comparison schedule and the tax collector fund affidavit have not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on them.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2019, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, 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 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 the Sheriff's internal control over financial reporting and compliance.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Ville Platte, Louisiana  
December 2, 2019

## **BASIC FINANCIAL STATEMENTS**

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Statement of Net Position  
June 30, 2019

	Governmental Activities
<b>ASSETS</b>	
Cash and interest-bearing deposits	\$ 646,775
Receivables, net	182,993
Due from other governmental units	390,880
Prepaid items	103,688
Capital assets, net	<u>309,249</u>
Total assets	<u>1,633,585</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Other post-employment benefit plan	344,733
Pension plan	<u>554,843</u>
Total deferred outflows of resources	<u>899,576</u>
<b>LIABILITIES</b>	
Accounts and other accrued payables	132,229
Long-term liabilities:	
Compensated absences payable	82,522
Other post employment benefits payable	4,230,946
Net pension liability	<u>577,452</u>
Total liabilities	<u>5,023,149</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Other post-employment benefit plan	19,105
Pension plan	<u>741,989</u>
Total deferred inflows of resources	<u>761,094</u>
<b>NET POSITION</b>	
Net investment in capital assets	309,249
Unrestricted (deficit)	<u>(3,560,331)</u>
Total net position	<u><u>\$ (3,251,082)</u></u>

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Statement of Activities  
Year Ended June 30, 2019

Activities	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position Governmental Activities
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Public safety:					
Law enforcement	<u>\$3,296,155</u>	<u>\$ 997,640</u>	<u>\$ 53,034</u>	<u>\$ 349,495</u>	<u>\$ (1,895,986)</u>
General revenues:					
Taxes -					
Property taxes, levied for general purposes					1,420,872
State revenue sharing					70,950
State supplemental pay					105,332
Nonemployer pension contribution					61,478
Miscellaneous					211,061
Interest and investment earnings					<u>38,402</u>
Total general revenues					<u>1,908,095</u>
Change in net position					12,109
Net position - July 1, 2018					<u>(3,263,191)</u>
Net position - June 30, 2019					<u>\$ (3,251,082)</u>

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

**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTIONS**

### **General Fund**

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Balance Sheet - Governmental Fund  
June 30, 2019

	<u>General Fund</u>
ASSETS	
Cash and interest-bearing deposits	\$ 646,775
Receivables, net	182,993
Due from other governmental units	390,880
Prepaid items	<u>103,688</u>
Total assets	<u>\$ 1,324,336</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 130,642
Due to defendants	<u>1,587</u>
Total liabilities	<u>132,229</u>
Deferred inflows of resources:	
Unavailable revenue - property taxes	<u>42,414</u>
Fund balance:	
Nonspendable	103,688
Unassigned	<u>1,046,005</u>
Total fund balance	<u>1,149,693</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 1,324,336</u>

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
June 30, 2019

Total fund balance for the governmental fund at June 30, 2019			\$ 1,149,693
Total net position reported for governmental activities in the statement of net position is different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:			
Buildings, net of \$21,449 accumulated depreciation	\$	32,016	
Furniture, fixtures, and equipment, net of \$50,507 accumulated depreciation		213,707	
Vehicles, net of \$446,671 accumulated depreciation		<u>63,526</u>	309,249
Deferred outflows of resources are not available resources, and therefore, are not reported in the funds:			
Pension plans		554,843	
OPEB		<u>344,733</u>	899,576
Some of the Sheriff's revenues will be collected after year-end but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as deferred inflows of resources at the fund level.			
Unavailable revenue:			
Delinquent and ad valorem taxes			42,414
Some liabilities are not due and payable from current financial resources and are, therefore not reported in the fund. These liabilities consist of the following:			
Compensated absences payable		(82,522)	
Other post employment benefits payable		(4,230,946)	
Net pension liability		<u>(577,452)</u>	(4,890,920)
Deferred inflows of resources are not payable from current expendable resources, and therefore, are not reported in the funds:			
Pension plans		(741,989)	
OPEB		<u>(19,105)</u>	<u>(761,094)</u>
Total net position (deficit) of governmental activities at June 30, 2019			<u>\$ (3,251,082)</u>

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -  
Governmental Fund  
Year Ended June 30, 2019

	<u>General Fund</u>
Revenues:	
Ad valorem taxes	\$ 1,378,458
Intergovernmental revenues -	
Grants	349,495
State revenue sharing	70,950
State supplemental pay	105,332
Local government	70,931
Fees, charges, and commissions for services -	
Civil and criminal	155,629
Feeding and keeping prisoners	583,461
Other	219,100
Interest income	38,402
Miscellaneous	211,061
Total revenues	<u>3,204,372</u>
Expenditures:	
Current -	
Public safety:	
Personal services and related benefits	1,807,693
Operating services	572,944
Operations and maintenance	708,748
Travel and other charges	2,150
Capital outlay	286,711
Total expenditures	<u>3,378,246</u>
Net change in fund balance	(173,874)
Fund balance, beginning	<u>1,323,567</u>
Fund balance, ending	<u>\$ 1,149,693</u>

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
Year Ended June 30, 2019

Total net change in fund balance for the year ended June 30, 2019 per the statement of revenues, expenditures and changes in fund balance	\$ (173,874)
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The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay 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 which is considered an expenditure on statement of revenues, expenditures and changes in fund balance	\$ 286,711	
Depreciation expense for the year ended June 30, 2019	<u>(36,224)</u>	250,487

Some of the Sheriff's revenues will be collected after year-end but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as deferred inflows of resources at the fund level.

Net change in unavailable revenue - Delinquent and ad valorem taxes	42,414
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Some long-term liabilities are not recognized at the fund level because they do not represent a claim on current financial resources. Expenses at the government-wide level are recognized when these liabilities are incurred, while expenditures are recognized at the fund level when cash payments are made. The amounts below represent the difference between the expenses incurred at the government-wide level and the current financial resources expended at the fund level.

Compensated absences payable	(2,375)	
Other post employment benefits payable	(250,038)	
Net pension liability	<u>145,495</u>	<u>(106,918)</u>

Total change in net position at June 30, 2019 per the statement of activities	<u>\$ 12,109</u>
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The accompanying notes are an integral part of the basic financial statements.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Statement of Fiduciary Net Position -  
Fiduciary Funds  
June 30, 2019

Agency Funds

ASSETS

Cash and interest-bearing deposits	<u>\$ 824,320</u>
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LIABILITIES

Due to taxing bodies, prisoners and others	<u>\$ 824,320</u>
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The accompanying notes are an integral part of the basic financial statements.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements

INTRODUCTION

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Evangeline Parish Sheriff (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, serving subpoenas, et cetera.

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

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

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

The accounting and reporting policies of the Evangeline Parish Sheriff conform to accounting principles generally accepted in the United States of America as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry audit guide, *Audits of State and Local Governmental Units*.

(1) Summary of Significant Accounting Policies

The accompanying basic financial statements of the Evangeline Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. Reporting Entity

For financial reporting purposes, the Sheriff includes all funds and activities that are controlled by the Sheriff. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish policy jury as required by Louisiana law, the Sheriff is financially independent.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

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

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting.

The statement of activities presents a comparison between direct expenses and program revenues for 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, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The funds of the Sheriff are described below:

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

Governmental Fund -

General Fund – The General Fund is the primary operating fund of the Sheriff and is used to account for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Sheriff's policy.

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) and for deposits held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

C. Measurement Focus/Basis of Accounting

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

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Equity

Cash and interest-bearing deposits

Cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Sheriff. They are stated at cost, which approximates market.

Receivables

In the governmental-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities consist of restitution owed from employees, fees for housing and feeding prisoners and ad valorem taxes.

Accounts receivable for restitution owed from employees and fees for feeding prisoners are reported net of an allowance. The allowance amounts at June 30, 2019 were \$74,250 and \$109,136, respectively.

Prepaid items

Payments made to vendors for services that will benefit periods beyond June 30, 2019 are recorded as prepaid items.

Capital Assets

Capital assets, which include buildings, furniture, fixtures and equipment, and vehicles, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Sheriff maintains a threshold level of \$5,000 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Vehicles	5 years
Buildings	7-40 years
Furniture, fixtures and equipment	5-20 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Compensated Absences

Employees of the Sheriff's office earn 4.62 hours per pay period of vacation after one year of service. Employees with over five years of service earn 6.15 hours per pay period. Vacation time vest and may accumulate up to 200 hours. Employees of the Sheriff's office earn 1.54 hours per pay period of sick leave after one year of service. Sick leave accumulates and is available for employees when needed; however, it does not vest nor is it payable at termination of employment.

For fund financial statements, vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a current fund liability of the governmental fund that will pay it. In the government-wide statements, amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are recorded as non-current liabilities.

At June 30, 2019, employees of the Sheriff have accumulated and vested \$82,522 of compensated absence benefits.

Deferred Outflows of Resources and Deferred Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Sheriff has two items that qualify for reporting in this category, the deferred outflow of resources attributable to its pension plan and OPEB. The Sheriff reported deferred outflows of resources totaling \$899,576 at June 30, 2019.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Sheriff has two items that qualifies for reporting in this category, the deferred inflow of resources attributable to its pension plan and OPEB. The Sheriff reported deferred inflows of resources totaling \$761,094 at June 30, 2019.

Equity Classifications

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

- a. Net investment in capital assets consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position consists of net position with constraints placed on the use either by external groups, such as creditors, grantors, and contributors, laws or regulations of other governments; or law through constitutional provisions or enabling legislation. It is the Sheriff's policy to use restricted net position prior to the use of unrestricted net position when both restricted and unrestricted net position are available for an expense which has been incurred.
- c. Unrestricted net position consists of all other assets, deferred outflows of resources, liabilities and deferred inflows of resources that do not meet the definition of "restricted" or "net investment in capital assets."

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balances for governmental funds are reported in classifications that comprise a hierarchy based primarily upon the extent to which the Sheriff is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The categories and their purposes are:

- a. Nonspendable includes fund balance amounts that cannot be spent either because they are not in spendable form or because of legal or contractual constraints requiring they remain intact. The Sheriff's nonspendable fund balance includes prepaid items.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

- b. Restricted includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, contributors or amounts constrained due to constitutional provisions or enabling legislation or the laws or regulations of other governments.
- c. Committed includes fund balance amounts that can be used only for specific purposes determined by a formal action of the Sheriff. The Sheriff is the highest level of decision-making authority for the Sheriff's office.
- d. Assigned includes fund balance amounts that are constrained by the Sheriff's intent to be used for specific purposes, that are neither restricted nor committed. The assignment of fund balance is authorized by a directive approved by the Sheriff.
- e. Unassigned includes fund balance amounts which have not been classified within the above-mentioned categories.

It is the Sheriff's policy to use restricted amounts first when both restricted and unrestricted fund balance is available unless prohibited by legal or contractual provisions. Additionally, the Sheriff uses committed, assigned, and lastly unassigned amounts of fund balance in that order when expenditures are made.

E. Revenues and Expenditures

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. The taxes are generally collected in December, January, and February of the fiscal year.

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

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

Expenditures

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

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified by character. In the fund financial statements, governmental funds report expenditures of financial resources.

F. Use of Estimates

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

(2) Cash and Cash Equivalents

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2019, the Sheriff had cash and interest-bearing deposits (book balances) totaling \$1,471,095 as follows:

	Government-wide Statement of Net Position	Fiduciary Funds Statement of Net Position	Total
Noninterest-bearing deposits	\$ 2,287	\$ -	\$ 2,287
Interest-bearing deposits	<u>644,488</u>	<u>824,320</u>	<u>1,468,808</u>
Total	<u>\$ 646,775</u>	<u>\$ 824,320</u>	<u>\$ 1,471,095</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

These deposits are stated at cost, which approximates market. Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Sheriff's deposits may not be recovered or the collateral securities that are in the possession of an outside party will not be recovered. The Sheriff does not have a policy for custodial credit risk; however, 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 pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2019, are secured as follows:

Bank balances	<u>\$ 3,491,978</u>
Federal deposit insurance	252,136
Pledged securities	<u>3,239,842</u>
Total	<u>\$ 3,491,978</u>

Pledged securities in the amount of \$3,239,842 were exposed to custodial credit risk. These securities include uninsured or unregistered investments for which the securities are held by the bank, or by its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent has failed to pay deposited funds upon demand.

(3) Ad Valorem Taxes

The Sheriff is the ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes. Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the parish government in June and are actually billed to taxpayers by the Sheriff in November. Billed taxes are due to December 31, becoming delinquent on January 1 of the following year. The taxes are based on assessed values determined by the Tax Assessor of Evangeline Parish Sheriff and are collected by the Sheriff. The taxes are remitted to the appropriate taxing bodies net of deductions for assessor's compensation and pension fund contributions.

Ad valorem taxes are budgeted and recorded in the year for which levied and billed. For the year ended June 30, 2019, law enforcement taxes applicable to the Sheriff's General Fund, were levied at the rate of 5.52 mills on property with net assessed valuations totaling \$243,046,381.

Total law enforcement taxes levied during 2019 were \$1,336,611. Taxes receivable were \$43,121 at June 30, 2019. There was no allowance for uncollectible taxes at June 30, 2019.

The amount of cash on hand in the tax collector account at June 30, 2019 was \$666,529.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

The amount of taxes collected for the current year, by taxing authority is as follows:

Department of Agriculture & Forestry	\$ 14,282
Evangeline Parish Police Jury	1,040,888
Evangeline Parish Council on Aging	234,120
Evangeline Parish Library	1,196,352
Evangeline Parish Health Unit	468,240
Evangeline Parish Law Enforcement	1,292,342
Evangeline Parish Road Districts	2,516,508
Evangeline Parish Cemetery Districts	367,581
Evangeline Parish Fire Districts	2,104,046
Evangeline Parish School Board	6,519,903
Evangeline Parish Assessor	735,137
Evangeline Parish Gravity Drainage Districts	107,334
Evangeline Parish Water Districts	561,662
Evangeline Parish Communication District	241,365
Louisiana Tax Commission	31,443
Total	<u>\$ 17,431,203</u>

The amount of all taxes assessed and uncollected, by taxing authority is as follows:

	Decreases to tax roll	Adjudication of taxes	Other	Total
Department of Agriculture & Forestry	\$ 10	\$ -	\$ -	\$ 10
Evangeline Parish Police Jury	6,440	3,620	2,368	12,428
Evangeline Parish Council on Aging	847	496	771	2,114
Evangeline Parish Library	4,329	2,532	3,938	10,799
Evangeline Parish Health Unit	1,695	991	1,541	4,227
Evangeline Parish Law Enforcement	4,677	2,735	4,253	11,665
Evangeline Parish Road Districts	8,336	4,846	7,353	20,535
Evangeline Parish Cemetery Districts	1,139	516	945	2,600
Evangeline Parish Fire Districts	6,523	3,069	6,297	15,889
Evangeline Parish School Board	20,591	12,167	20,833	53,591
Evangeline Parish Assessor	2,660	1,556	2,420	6,636
Evangeline Parish Gravity Drainage Districts	356	259	397	1,012
Evangeline Parish Water Districts	699	312	54	1,065
Evangeline Parish Communication District	847	496	767	2,110
Total	<u>\$ 59,149</u>	<u>\$ 33,595</u>	<u>\$ 51,936</u>	<u>\$ 144,680</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

(4) Unsettled Balances –Tax Collector Fund

The unsettled cash balance of the Tax Collector Fund at June 30, 2019 of \$666,529 consists of the following:

Interest and other taxes	\$ 40,503
Ad valorem taxes paid under protest	<u>626,026</u>
Total	<u>\$ 666,529</u>

(5) Due From Other Governmental Units

Amounts due from other governmental units totaling \$390,880 at June 30, 2019 consisted of the following:

Evangeline Parish Police Jury	\$ 50,110
USDA - grant	2,888
Louisiana Supreme Court - grant	314,495
Department of the Treasury for state supplemental pay	9,500
State of Louisiana - inmate housing	<u>13,887</u>
Total	<u>\$ 390,880</u>

(6) Capital Assets

Capital asset activity for the year ended June 30, 2019 was as follows:

	<u>Balance 7/1/2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2019</u>
Governmental activities:				
Buildings	\$ 53,465	\$ -	\$ -	\$ 53,465
Furniture, fixtures, and equipment	106,485	224,955	67,226	264,214
Vehicles	<u>448,441</u>	<u>61,756</u>	<u>-</u>	<u>510,197</u>
Total	<u>608,391</u>	<u>286,711</u>	<u>67,226</u>	<u>827,876</u>
Less: accumulated depreciation				
Buildings	18,775	2,674	-	21,449
Furniture, fixtures, and equipment	106,485	11,248	67,226	50,507
Vehicles	<u>424,369</u>	<u>22,302</u>	<u>-</u>	<u>446,671</u>
Total	<u>549,629</u>	<u>36,224</u>	<u>67,226</u>	<u>518,627</u>
Net capital assets	<u>\$ 58,762</u>	<u>\$250,487</u>	<u>\$ -</u>	<u>\$ 309,249</u>

Depreciation expense in the amount of \$36,224 was charged to public safety.

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

(7) Changes in Long-Term Liabilities

The following is a summary of long-term liability transactions of the Sheriff for the year ended June 30, 2019:

	<u>Balance</u> <u>7/1/2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/2019</u>	<u>Amount due</u> <u>in one year</u>
Compensated absences	<u>\$ 80,147</u>	<u>\$ 47,495</u>	<u>\$ 45,120</u>	<u>\$ 82,522</u>	<u>\$ -</u>

(8) Post-Retirement Health Care and Life Insurance Benefits

In adopting the requirements of GASB Statement No. 75 during the year ended June 30, 2018, the Sheriff recognizes the cost of postemployment healthcare and life insurance benefits in the year when employee services are received, recognizes a liability for OPEB obligations, known as the net OPEB liability, on the statement of net position, and provides information useful in assessing potential demands on the Sheriff's future cash flows. Changes in the net OPEB liability will be immediately recognized as OPEB expense on the statement of activities or reported as deferred inflows/outflows of resources depending on the nature of the change.

**Plan Description:** The Sheriff provides certain continuing health care and life insurance benefits for its retired employees. These benefits are provided through the Louisiana Sheriff's Association. The plan is a cost-sharing multiple-employer defined benefit health care plan administered by the Louisiana Sheriff's Insurance Advisory Committee. The plan provisions and contribution rates are contained in the official plan documents. The plan does not issue a publicly available financial report.

**Benefits Provided:** The Sheriff pays 100% of the monthly premiums for retirees and active employees. Retirees may choose to continue coverage for their spouse at the retiree's expense. The Sheriff recognizes the cost of providing these benefits as expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you-go basis.

**Plan Membership:** Plan membership was as follows:

<u>Status</u>	<u>Single</u>
Active	23
Retired	12
Total	35

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

The Sheriff's total OPEB liability of \$4,230,946 was measured as of June 30, 2019 and was determined by an actuarial valuation as of July 1, 2017.

Actuarial Assumptions and Other Inputs: The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Actuarial cost method	Entry age
Inflation	3.00%
Salary increases, including inflation	3.00%
Discount rate	3.13%
Prior year discount rate	4.00%
Health care cost trend rates:	
Medical	7.0% for 2017, varying gradually until an ultimate rate of 5.0% for 2025 and beyond.

Discount Rate: The discount rate of 3.13% was based on the Fidelity General Obligation AA 20-Year Yield of as the measurement date.

Mortality rates for active employees were based on the PubS.H-2010 Employee, Generational with MP-2018 for males or females, as appropriate.

Mortality rates for retirees were based on the PubS.H.-2010 Healthy Annuitant Generational with MP-2018 for males or females, as appropriate.

The following presents changes in the net OPEB liability.

Balance as of June 30, 2018	\$3,661,546
Changes for the year:	
Service cost	190,115
Interest cost	118,727
Differences between expected and actual experience	(22,926)
Changes in assumptions/inputs	407,664
Benefit payments	<u>(124,180)</u>
Net change in total OPEB liability	<u>569,400</u>
Balance as of June 30, 2019	<u>\$4,230,946</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

Total OPEB expense recognized is as follows:

Service cost	\$ 190,115
Interest on liabilities	118,727
Difference between actual and expected experience	(2,568)
Changes in assumptions/inputs	<u>67,944</u>
Total OPEB expense	<u>\$ 374,218</u>

Sensitivity of the Net OPEB Liability to changes in the Discount Rate: The following presents the Sheriff's net OPEB liability calculated using the discount rate of 3.13%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.13%) or one percentage point higher (4.13%) than the current rate:

	1% Decrease 2.13%	Current Discount Rate 3.13%	1% Increase 4.13%
Net OPEB Liability	<u>\$ 5,121,018</u>	<u>\$ 4,230,946</u>	<u>\$ 3,542,788</u>

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the Sheriff's net OPEB liability, calculated using the current healthcare cost trend rates of 4.00%, as well as what the Sheriff's net OPEB liability would be if it were calculated using trend rates that are one percentage point lower (3.00%) or one percentage point higher (5.00%) than the current trend rates:

	1% Decrease 3.00%	Current Trend Rate 4.00%	1% Increase 5.00%
Net OPEB Liability	<u>\$ 3,502,261</u>	<u>\$ 4,230,946</u>	<u>\$ 5,226,491</u>

At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between actual and expected experience	\$ 5,013	\$ 19,105
Changes of assumptions or other inputs	<u>339,720</u>	<u>-</u>
Total	<u>\$ 344,733</u>	<u>\$ 19,105</u>

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

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

Year Ended June 30,	
2020	\$ 65,376
2021	65,376
2022	65,373
2023	65,376
2024	<u>64,127</u>
	<u>\$ 325,628</u>

(9) Pension Plan

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriff's Pension and Relief Fund (Fund) and additions to/deductions from the Fund's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The following is a description of the plan and its benefits and is provided for general information purposes only.

Plan Description: Employees of the Sheriff are provided with retirement benefits through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. The Fund issues a stand-alone audit report that can be obtained on the Legislative Auditor's website, [www.la.la.gov](http://www.la.la.gov).

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.

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

For members whose first employment making them eligible for membership in the system began on or after January 1, 2012: Members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service; the accrual rate is three and one-third percent. The retirement allowance is equal to the benefit accrual rate times 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. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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 1, 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 1, 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.

**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 members' 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's 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

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

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

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

**Cost-of-Living Adjustments:** 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.

**Employer Contributions:** According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 12.75% with an additional -0-% allocated from the Funding Deposit Account. Employer proportionate share of contributions for the year ended June 30, 2018 was \$132,262.

In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from nonemployer contributing entities but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$61,478 and excluded from pension expense for the year ended June 30, 2018.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2019, the Sheriff reported a liability of \$577,452 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Sheriff's proportion was 0.150588%, which was an increase of 0.031842% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Sheriff recognized pension expense of \$74,426 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$12,472.

Contributions – Proportionate Share: Differences between contributions remitted to the Fund and the employer's proportionate share are 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 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.

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

EVANGELINE PARISH SHERIFF  
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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, 2019 are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	6 years
Investment Rate of Return	7.25% per annum, net of investment expense
Discount Rate	7.25%
Projected Salary Increases	5.5% (2.60% Inflation, 2.90% Merit)
Mortality	RP-2000 Combined Healthy with Blue Color Adjustment Sex Distinct Table for active members, healthy annuitants and beneficiaries; RP-2000 Disabled Lives Mortality Table for disabled annuitants
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.

Discount Rate: The discount rate used to measure the total pension liability was 7.25%, which was a decrease of 0.15% from the prior year valuation. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates 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 period of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building block method 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 rates are combined to produce the long-term expected rate of return by weighting the expected future real rate of return by the target asset allocation percentage and adding expected inflation.

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target allocation as of June 30, 2018 were as follows:

Asset Class	Target Asset Allocation	Expected Rate of Return	
		Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	62%	6.9%	4.3%
Bonds	23%	3.2%	0.7%
Alternative Investments	<u>15%</u>	4.5%	<u>0.7%</u>
Totals	<u>100%</u>		5.7%
Inflation			<u>2.5%</u>
Expected Arithmetic Nominal Return			<u>8.2%</u>

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the Employer's proportionate share of the Net Pension Liability using the discount rate of 7.25%, as well as what the employer's proportionate share of the net pension liability 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:

	1.0% Decrease <u>6.25%</u>	Current Discount Rate <u>7.25%</u>	1.0% Increase <u>8.25%</u>
Employ's proportionate share of the net pension liability	\$ 1,306,851	\$ 577,452	\$ (36,619)

At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

EVANGELINE PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between expected and actual experiences	\$ -	\$ 162,100
Changes of assumptions	170,703	-
Net difference between projected and actual earnings on pension plan investments	-	34,279
Change in proportion and differences between Employer contributions and proportionate share of contributions	225,697	545,610
Employer contributions subsequent to the measurement date	<u>158,443</u>	<u>-</u>
Total	<u>\$ 554,843</u>	<u>\$ 741,989</u>

Deferred outflows of resources of \$158,443 related to pensions resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	Net Amount Recognized in Pension Expense
2020	\$ (28,817)
2021	(142,352)
2022	(96,403)
2023	(42,513)
2024	<u>(35,504)</u>
	<u>\$ (345,589)</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

(10) Changes in Agency Fund Balances

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

	Sheriff's Fund	Tax Collector Fund	Bond and Fine Fund	Prisoner Maintenance Fund	Prisoners' Money Fund	Totals
Balances, July 1, 2018	\$ 81,450	\$ 34,557	\$ 60,951	\$ 1,689,262	\$ 6,725	\$ 1,872,945
Additions	612,291	18,373,123	673,720	19,429,777	29,003	39,117,914
Reductions	<u>(610,386)</u>	<u>(17,741,151)</u>	<u>(668,220)</u>	<u>(21,118,111)</u>	<u>(28,671)</u>	<u>(40,166,539)</u>
Balances, June 30, 2019	<u>\$ 83,355</u>	<u>\$ 666,529</u>	<u>\$ 66,451</u>	<u>\$ 928</u>	<u>\$ 7,057</u>	<u>\$ 824,320</u>

(11) Risk Management

The Sheriff is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Sheriff maintains commercial insurance policies covering automobile liability, medical payments, uninsured motorist, and collision, and surety bond coverage. In addition to the above policies, the Sheriff maintains a public official's liability policy and a law enforcement policy. No claims were paid, which exceeded the policies' coverage amount, on any of the policies during the past three years.

(12) Litigation and Claims

At June 30, 2019, the Sheriff is subject to various lawsuits and claims, many of which arise in the normal course of business. Although their outcome is not presently determinable, it is the opinion of legal counsel that resolution of these matter will not have a material adverse effect on the financial condition of the Sheriff.

(13) Expenditures of the Sheriff's Office Paid by the Parish Police Jury

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

(14) On-Behalf Payment of Salaries

The State of Louisiana paid the Sheriff's deputies \$105,332 of supplemental pay during the year ended June 30, 2019. Such payments are recorded as intergovernmental revenues and public safety expenditures in the government-wide and General Fund financial statements.

(15) Tax Abatements

The Evangeline Parish Sheriff is subject to property tax abatements as follows:

A lease agreement between the Industrial Development Board and Pine Prairie Energy Center, LLC, in connection with, the issuance of the \$50,000,000 Industrial Development Revenue Bonds, allowed for the exemption of ad valorem taxes. This agreement, which was approved by the Evangeline Parish Police Jury, is for the inducement of economic development in Evangeline Parish. The tax exemption will continue for the term of the lease. For the year ended June 30, 2019 the Sheriff abated ad valorem tax in the amount of \$122,548.

The Industrial Ad Valorem Tax Exemption Program (ITEP) provided through the Louisiana Department of Economic Development, (authorized pursuant to Article VII, Part II, Section 21(F) of the Louisiana Constitution of 1974). This program authorizes the abatement of ad valorem taxes for a period of up to ten years on capital improvements and equipment related to manufacturing. The Sheriff abated property taxes to entities in the parish through the ITEP in the amount of \$64,979 for the year ended June 30, 2019.

(16) Compensation, Benefits and Other Payments to Sheriff

A detail of compensation, benefits, and other payments made to Sheriff Eddie Soileau for the year ended June 30, 2019 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 145,762
Expense allowance	14,576
Benefits - insurance	9,906
Benefits - retirement	17,677
Benefits - deferred compensation	7,930
Cell phone	478
Conference travel	1,363
Reimbursements	1,305
	<u>\$ 198,997</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Basic Financial Statements (Continued)

(17) New Accounting Pronouncements

In January 2017, the Governmental Accounting Standards Board (GASB) approved Statement No. 84, *Fiduciary Activities*. GASB Statement No. 84 improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This statement establishes criteria for identifying fiduciary activities of all state and local governments. The provisions of GASB Statement No. 84 must be implemented by the Sheriff for the year ending June 30, 2020. The effect of implementation of this statement on the Sheriff's financial statements has not yet been determined.

**REQUIRED SUPPLEMENTARY  
INFORMATION**

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

General Fund  
Budgetary Comparison Schedule  
Year Ended June 30, 2019  
With Comparative Actual Amounts for Year Ended June 30, 2018

	2019				
	Budget			Variance With Final Budget Favorable (Unfavorable)	2018 Actual
	Original	Final	Actual		
Revenues:					
Ad valorem taxes	\$ 1,399,050	\$ 1,420,550	\$ 1,378,458	\$ (42,092)	\$ 1,414,188
Intergovernmental revenues -					
Grants	-	318,445	349,495	31,050	-
State revenue sharing	70,950	70,950	70,950	-	70,949
State supplemental pay	93,000	100,375	105,332	4,957	74,907
Local government	80,000	67,000	70,931	3,931	53,634
Fees, charges, and commissions for services -					
Civil and criminal	220,000	150,000	155,629	5,629	214,954
Court attendance	21,000	35,000	21,553	(13,447)	22,141
Feeding and keeping prisoners	574,000	685,500	583,461	(102,039)	609,567
Other	250,000	216,250	219,100	2,850	286,005
Interest income	900	39,500	38,402	(1,098)	1,522
Miscellaneous	237,900	164,120	211,061	46,941	227,577
Total revenues	<u>2,946,800</u>	<u>3,267,690</u>	<u>3,204,372</u>	<u>(63,318)</u>	<u>2,975,444</u>
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	1,699,221	1,801,307	1,807,693	(6,386)	1,460,227
Operating services	476,517	552,857	572,944	(20,087)	510,206
Operations and maintenance	576,659	572,340	708,748	(136,408)	683,704
Travel and other charges	3,189	3,550	2,150	1,400	7,038
Capital outlay	50,000	335,335	286,711	48,624	-
Total expenditures	<u>2,805,586</u>	<u>3,265,389</u>	<u>3,378,246</u>	<u>(112,857)</u>	<u>2,661,175</u>
Net change in fund balance	141,214	2,301	(173,874)	(176,175)	314,269
Fund balance, beginning	<u>1,323,567</u>	<u>1,323,567</u>	<u>1,323,567</u>	-	<u>1,009,298</u>
Fund balance, ending	<u>\$ 1,464,781</u>	<u>\$ 1,325,868</u>	<u>\$ 1,149,693</u>	<u>\$ (176,175)</u>	<u>\$ 1,323,567</u>

The notes to the required supplemental information are an integral part of this schedule.

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Changes in Total OPEB Liability and Related Ratios  
Year Ended June 30, 2019

	<u>2018</u>	<u>2019</u>
Service cost	\$ 184,577	\$ 190,115
Interest cost	129,736	118,727
Differences between expected and actual experience	7,520	(22,926)
Changes in assumptions/inputs	-	407,664
Benefit payments	<u>(119,132)</u>	<u>(124,180)</u>
Net change in total OPEB liability	202,701	569,400
Total OPEB liability -- beginning	<u>3,458,845</u>	<u>3,661,546</u>
Total OPEB liability -- ending	<u>\$ 3,661,546</u>	<u>\$ 4,230,946</u>
 Net OPEB liability	 \$ 3,661,546	 \$ 4,230,946
Covered-employee payroll	\$ 616,018	\$ 634,499
Total OPEB liability as a percentage of covered-employee payroll	594.39%	666.82%
 Fiduciary Net Position	 \$ -	 \$ -
Funded Ratio	0.0%	0.0%

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Employer's Share of Net Pension Liability  
Year Ended June 30, 2019 \*

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<b>Sheriff's Pension and Relief Fund:</b>					
2019	0.150588%	\$ 577,452	\$ 1,010,114	57.2%	90.41%
2018	0.118746%	514,203	820,397	62.7%	88.49%
2017	0.207145%	1,314,728	1,417,619	92.7%	82.10%
2016	0.203953%	909,124	1,355,049	67.1%	86.61%
2015	0.315554%	1,249,595	1,488,658	83.9%	87.34%

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

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Employer Contributions  
Year Ended June 30, 2019

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
<b>Sheriff's Pension and Relief Fund:</b>					
2019	\$ 158,443	\$ 158,443	\$ -	\$ 1,293,413	12.25%
2018	128,790	128,790	-	1,010,114	12.75%
2017	112,805	112,805	-	820,397	13.75%
2016	194,923	194,923	-	1,417,619	13.75%
2015	193,094	193,094	-	1,355,049	14.25%

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

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Required Supplementary Information (Continued)

(1) Budgets and Budgetary Accounting

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

1. The chief administrative deputy prepares a proposed budget and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published, and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

(2) Excess of Expenditures Over Appropriations

The General Fund incurred expenditures in excess of appropriations totaling \$112,857 for the year ended June 30, 2019.

(3) OPEB Plan

Changes in Benefit Terms – There were no changes in benefit terms for the OPEB plan.

Changes of Assumptions –

Year Ended June 30	Discount Rate
2019	3.13%
2018	3.62%
2017	4.00%

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Notes to the Required Supplementary Information (Continued)

No assets are accumulated in a trust that meets the criteria in paragraph 4 of the Governmental Accounting Standards Board Statement No. 75 to pay related benefits.

(4) Retirement System

Changes in Benefit Terms – There were no changes in benefit terms for the pension plan.

Changes of Assumptions –

Year Ended June 30,	Discount Rate	Investment Rate of Return	Inflation Rate	Expected Remaining Service Listing	Projected Salary Increase
2019	7.250%	7.250%	2.600%	6	5.500%
2018	7.400%	7.500%	2.775%	7	5.500%
2017	7.500%	7.600%	2.875%	7	5.500%
2016	7.600%	7.700%	2.875%	6	5.500%
2015	7.700%	7.700%	3.000%	6	6.000%

## **OTHER SUPPLEMENTARY INFORMATION**

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

General Fund  
Budgetary Comparison Schedule - Expenditures  
Year Ended June 30, 2019  
With Comparative Actual Amounts for Year Ended June 30, 2018

	2019				
	Budget			Variance With Final Budget Favorable (Unfavorable)	2018 Actual
	Original	Final	Actual		
Current:					
Public safety -					
Personal services and related benefits:					
Sheriff's salary	\$ 145,760	\$ 145,760	\$ 145,762	\$ (2)	\$ 134,356
Deputies' salaries	1,322,909	1,427,163	1,430,180	(3,017)	1,143,266
Pension and payroll taxes	214,518	212,350	217,175	(4,825)	168,029
Sheriff's expense allowance	16,034	16,034	14,576	1,458	14,576
Total personal services and related benefits	<u>1,699,221</u>	<u>1,801,307</u>	<u>1,807,693</u>	<u>(6,386)</u>	<u>1,460,227</u>
Operating services:					
Hospitalization insurance	374,110	451,000	462,630	(11,630)	406,014
Auto insurance	87,607	87,607	93,142	(5,535)	87,153
Other liability insurance	14,800	14,250	17,172	(2,922)	17,039
Total operating services	<u>476,517</u>	<u>552,857</u>	<u>572,944</u>	<u>(20,087)</u>	<u>510,206</u>
Operations and maintenance:					
Auto, fuel and oil	109,758	107,500	114,872	(7,372)	107,395
Auto maintenance	36,000	44,000	42,814	1,186	43,359
Deputy uniforms, supplies, etc.	9,600	10,000	11,493	(1,493)	11,454
Office supplies and expenditures	113,678	96,600	191,637	(95,037)	161,801
Telephone	51,299	40,950	43,407	(2,457)	28,421
Prisoner feeding and maintenance	104,100	112,500	120,135	(7,635)	108,931
Professional fees	126,928	132,400	157,372	(24,972)	192,403
Other	25,296	28,390	27,018	1,372	29,940
Total operations and maintenance	<u>576,659</u>	<u>572,340</u>	<u>708,748</u>	<u>(136,408)</u>	<u>683,704</u>
Travel and other charges	<u>3,189</u>	<u>3,550</u>	<u>2,150</u>	<u>1,400</u>	<u>7,038</u>
Capital outlay:					
Autos	-	74,000	61,756	12,244	-
Equipment	<u>50,000</u>	<u>261,335</u>	<u>224,955</u>	<u>36,380</u>	<u>-</u>
Total capital outlay	<u>50,000</u>	<u>335,335</u>	<u>286,711</u>	<u>48,624</u>	<u>-</u>
Total expenditures	<u>\$ 2,805,586</u>	<u>\$ 3,265,389</u>	<u>\$ 3,378,246</u>	<u>\$ (112,857)</u>	<u>\$ 2,661,175</u>

## **FIDUCIARY FUND TYPE - AGENCY FUNDS**

### **Sheriff's Fund**

To account for funds held in connection with civil suits, sales, and garnishments and payment of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

### **Tax Collector Fund**

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

### **Bond and Fine Fund**

To account for the collection of bonds, fines and costs and payment of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

### **Prisoner Maintenance Fund**

To account for the collection and payment of prisoner maintenance revenue as per the agreement entered into between the Evangeline Parish Law Enforcement District and The GEO Group, Inc.

### **Prisoner's Money Fund**

To account for the receipts and disbursements made to the individual prison inmate accounts.

EVANGELINE PARISH SHERIFF  
 Ville Platte, Louisiana  
 Fiduciary Fund Type - Agency Funds

Combining Statement of Fiduciary Net Position  
 June 30, 2019  
 With Comparative Totals for June 30, 2018

	2019					2018
	Sheriff's Fund	Tax Collector Fund	Bond and Fine Fund	Prisoner Maintenance Fund	Prisoner's Money Fund	Totals
						Totals
ASSETS						
Cash and interest-bearing deposits	<u>\$ 83,355</u>	<u>\$ 666,529</u>	<u>\$ 66,451</u>	<u>\$ 928</u>	<u>\$ 7,057</u>	<u>\$ 824,320</u>
						<u>\$ 1,872,945</u>
LIABILITIES						
Due to taxing bodies and others	\$ 83,355	\$ 666,529	\$ 66,451	\$ 928	\$ -	\$ 817,263
Due to inmates and others	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,057</u>	<u>7,057</u>
						<u>6,725</u>
Total Liabilities	<u>\$ 83,355</u>	<u>\$ 666,529</u>	<u>\$ 66,451</u>	<u>\$ 928</u>	<u>\$ 7,057</u>	<u>\$ 824,320</u>
						<u>\$ 1,872,945</u>

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana  
Fiduciary Fund Type - Agency Funds

Combining Statement of Changes in Assets and Liabilities  
Year Ended June 30, 2019  
With Comparative Totals for Year Ended June 30, 2018

	2019			
	Sheriff's Fund	Tax Collector Fund	Bond and Fine Fund	Prisoner Maintenance Fund
Balances, beginning of year	<u>\$ 81,450</u>	<u>\$ 34,557</u>	<u>\$ 60,951</u>	<u>\$ 1,689,262</u>
Additions:				
Deposits -				
Sheriff's sales, suits, and seizures	455,552	-	-	-
Garnishments	72,117	-	-	-
Bonds	-	-	28,485	-
Fines and costs	-	-	426,941	-
Inmates	-	-	-	19,429,777
Taxes, fees, etc., paid to tax collector	-	18,203,071	-	-
Other additions	<u>84,622</u>	<u>170,052</u>	<u>218,294</u>	<u>-</u>
Total additions	<u>612,291</u>	<u>18,373,123</u>	<u>673,720</u>	<u>19,429,777</u>
 Total	<u>693,741</u>	<u>18,407,680</u>	<u>734,671</u>	<u>21,119,039</u>
Reductions:				
Taxes, fees, etc., distributed to taxing bodies and others	-	17,741,151	-	-
Deposits settled to -				
Sheriff's General Fund	155,629	-	239,507	-
Clerk of Court	78,831	-	10,024	-
Police Jury	-	-	125,819	-
District Attorney Expenditure Fund	-	-	133,217	-
Indigent Defender Board	-	-	25,159	-
Litigants and attorneys	284,560	-	-	-
Inmates	-	-	-	-
Other settlements	<u>91,366</u>	<u>-</u>	<u>134,494</u>	<u>21,118,111</u>
Total reductions	<u>610,386</u>	<u>17,741,151</u>	<u>668,220</u>	<u>21,118,111</u>
 Balances, end of year	<u>\$ 83,355</u>	<u>\$ 666,529</u>	<u>\$ 66,451</u>	<u>\$ 928</u>

<u>Prisoner's Money Fund</u>	<u>Totals</u>	<u>2018 Totals</u>
<u>\$ 6,725</u>	<u>\$ 1,872,945</u>	<u>\$ 2,018,884</u>
-	455,552	694,669
-	72,117	115,394
-	28,485	25,748
-	426,941	441,296
-	19,429,777	19,083,898
-	18,203,071	18,094,837
<u>29,003</u>	<u>501,971</u>	<u>473,020</u>
<u>29,003</u>	<u>39,117,914</u>	<u>38,928,863</u>
<u>35,728</u>	<u>40,990,859</u>	<u>40,947,747</u>
-	17,741,151	18,297,438
6,931	402,067	507,885
-	88,855	126,749
-	125,819	140,083
-	133,217	146,525
-	25,159	33,230
-	284,560	-
21,740	21,740	-
<u>-</u>	<u>21,343,971</u>	<u>19,822,892</u>
<u>28,671</u>	<u>40,166,539</u>	<u>39,074,801</u>
<u>\$ 7,057</u>	<u>\$ 824,320</u>	<u>\$ 1,872,945</u>

**STATE OF LOUISIANA, PARISH OF EVANGELINE  
AFFIDAVIT**

**Eddie Soileau, Sheriff of Evangeline Parish**

**BEFORE ME**, the undersigned authority, personally came and appeared, Eddie Soileau, the Sheriff of Evangeline Parish, State of Louisiana, who after being duly sworn, deposed and said:

**The following information is true and correct:**

**\$666,529 is the amount of cash on hand in the tax collector account on June 30, 2019;**

**He further deposed and said:**

**All itemized statements of the amount of taxes collected for tax year 2018, 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.**

  
Signature  
Sheriff of Evangeline Parish

**SWORN** to and subscribed before me, Notary, this 2nd day of December, 2019, in my office in Ville Platte, Louisiana.

Dawn Poret Fontenot (Signature)

Dawn Poret Fontenot (Print), # 68198  
Notary Public

Upon Death (Commission)

**INTERNAL CONTROL, COMPLIANCE  
AND  
OTHER MATTERS**

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Victor R. Slaven, CPA\*  
Gerald A. Thibodeaux, Jr., CPA\*  
Robert S. Carter, CPA\*  
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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*

The Honorable Eddie Soileau  
Evangeline Parish Sheriff  
Ville Platte, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Evangeline Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated December 2, 2019.

### Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control described in the accompanying schedule of current and prior year audit findings and management's corrective action plan as item 2019-001 that we consider to be significant deficiency.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Sheriff's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of current and prior year audit findings and management's corrective action plan as items 2019-002 and 2019-003.

## **Sheriff's Response to Findings**

The Sheriff's response to the findings identified in our audit are described in the accompanying schedule of current and prior year audit findings and management's corrective action plan. The 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 Sheriff'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 Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Ville Platte, Louisiana  
December 2, 2019

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended June 30, 2019

Part I: Current Year Findings and Management's Corrective Action Plan

A. Internal Control Over Financial Reporting

2019-001 Reconciliation of the Civil Cash Activity in the Sheriff's Fund

Fiscal year finding initially occurred: 2013

CONDITION: In the Sheriff's fund, the civil cash activity was not reconciled to the civil account holding report.

CRITERIA: The Sheriff must reconcile the civil cash activity with the holding report to ensure proper accounting.

CAUSE: The cause of the condition is that the Sheriff did not reconcile civil cash activity with the holding report.

EFFECT: Failure to reconcile civil cash activity may cause civil collections to be improperly accounted for or disbursed.

RECOMMENDATION: The Sheriff should reconcile the civil cash activity with the holding report.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff will reconcile the civil cash activity with the holding report and investigate discrepancies immediately.

B. Compliance

2019-002 Improper Distribution of Bond Fees

Fiscal year finding initially occurred: 2018

CONDITION: The Sheriff did not verify conclusion of criminal prosecution before distributing quarterly bond fees as required by LA RS 18:85.1.

CRITERIA: According to LA RS 18:85.1, the Sheriff must verify conclusion of criminal prosecution before distributing quarterly bond fees

CAUSE: The Sheriff did not follow the requirements of LA RS 18:85.1.

EFFECT: Bond fees could be improperly disbursed.

RECOMMENDATION: The Sheriff should verify conclusion of criminal prosecution before distributing quarterly bond fees.

(continued)

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan (Continued)  
Year Ended June 30, 2019

MANAGEMENT'S CORRECTIVE ACTION PLAN: The District Attorney's computer system is not able to generate a listing of concluded criminal prosecutions each month and the Sheriff has determined that it is not cost effective to hire a deputy to verify conclusion of criminal prosecution before distributing quarterly bond fees.

2019-003      Late Settlement of Ad Valorem Taxes

Fiscal year finding initially occurred: 2019

CONDITION: The Sheriff did not settle the ad valorem taxes for the month of April during the first ten business days of the following month as required by LA RS 47:2060.

CRITERIA: According to LA RS 47:2060, the Sheriff must make all settlements for parish taxes during the first ten business days of each month.

CAUSE: The Sheriff did not follow the requirements of LA RS 47:2060.

EFFECT: The taxing bodies may not receive their settlements timely.

RECOMMENDATION: The Sheriff should ensure that settlements for parish taxes are made during the first ten business days of each month.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff will ensure that settlements for parish taxes are made during the first ten business days of each month.

Part II: Prior Year Findings:

A.      Internal Control Over Financial Reporting

2018-001      Inadequate Segregation of Accounting Functions

CONDITION: The Sheriff did not have adequate segregation of functions within the accounting system.

RECOMMENDATION: Management should evaluate the cost vs. benefit of complete segregation and whenever possible, reassign incompatible duties among different employees to ensure that a single employee does not have a control of more than one of the following responsibilities: (1) authorization; (2) custody; (3) recording keeping; and (4) reconciliation.

CURRENT STATUS: Resolved.

(continued)

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan (Continued)  
Year Ended June 30, 2019

2018-002      Application of Generally Accepted Accounting Principles (GAAP)

CONDITION: The Sheriff does not have adequate internal controls over recording the entity's financial transactions or preparing its financial statements, including the related notes in accordance with generally accepted accounting principles (GAAP).

RECOMMENDATION: Management should evaluate the additional costs required to achieve the desired benefit and determine if it is economically feasible in relation to the benefit received.

CURRENT STATUS: Resolved.

2018-003      Reconciliation of the Civil Cash Activity in the Sheriff's Fund

CONDITION: In the Sheriff's fund, the civil cash activity was not reconciled to the civil account holding report.

RECOMMENDATION: The Sheriff should reconcile the civil cash activity with the holding report.

CURRENT STATUS: Unresolved. See item 2019-001.

2018-004      Untimely Deposit of Cash Collections

CONDITION: The Sheriff is not depositing cash collections in a timely manner.

RECOMMENDATION: The Sheriff should deposit cash collections in a timely manner.

CURRENT STATUS: Resolved.

2018-005      Inadequate Formal Written Policies and Procedures Over Receipts and Collections and Accounting for Fuel Usage

CONDITION: The Sheriff has inadequate formal written policies and procedures over receipts and collections and accounting for fuel usage.

RECOMMENDATION: The Sheriff should establish adequate written policies and procedures.

CURRENT STATUS: Resolved.

(continued)

EVANGELINE PARISH SHERIFF  
Ville Platte, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan (Continued)  
Year Ended June 30, 2019

2018-006      Inaccurate Time Records

CONDITION: Several time records did not match actual hours paid.

RECOMMENDATION: The Sheriff should ensure that all time records are accurate and employees are pay for actual hours labored.

CURRENT STATUS: Resolved.

B.      Compliance

2018-007      Improper Distribution of Bond Fees

CONDITION: The Sheriff did not verify conclusion of criminal prosecution before distributing quarterly bond fees as required by LA RS 18:85.1.

RECOMMENDATION: The Sheriff should verify conclusion of criminal prosecution before distributing quarterly bond fees.

CURRENT STATUS: Unresolved. See item 2019-002

**EVANGELINE PARISH SHERIFF**

Ville Platte, Louisiana

Statewide Agreed-Upon Procedures Report

Year Ended June 30, 2019

# KOLDER, SLAVEN & COMPANY, LLC

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

\* A Professional Accounting Corporation

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To the Management of the Evangeline Parish Sheriff  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the Evangeline 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 fiscal period July 1, 2018 through June 30, 2019. The Evangeline Parish Sheriff's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

### Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that 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

*Written policies and procedures were obtained and address the functions noted above.*

- 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.

*Written policies and procedures were obtained and address the functions noted above.*

- c) **Disbursements**, including processing, reviewing, and approving

*Written policies and procedures were obtained and address the functions noted above.*

- 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).

*Written policies and procedures were obtained and address the functions noted above.*

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*Written policies and procedures were obtained and address the functions noted above.*

- 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

*Written policies and procedures were obtained and address the functions noted above.*

- 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)

*Written policies and procedures were obtained and address the functions noted above.*

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

*Written policies and procedures were obtained and address the functions noted above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

*Written policies and procedures were obtained and address the functions noted above.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Written policies and procedures were obtained and address the functions noted above.*

- k) **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.

*Written policies and procedures were obtained and address the functions noted above.*

#### ***Board or Finance Committee***

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**(The following procedures are not applicable; the Sheriff does not have a 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 that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit 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.

### ***Bank Reconciliations***

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- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the 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 selected each account, and observe that:

*Obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete.*

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*Obtained bank reconciliations noting that they were prepared within 2 months of the related statement closing date.*

- 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

*Obtained bank reconciliations noting that they do include evidence of review by a member of management who does not handle cash, post ledgers, or issue checks.*

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

*Two of the five bank accounts selected had items outstanding for more than 12 months with no documentation reflecting that management has researched them.*

### ***Collections (excluding EFTs)***

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- 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).

*Obtained a listing of deposit sites for the fiscal period where deposits are prepared and management's representation that the listing is complete.*

- 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 that are responsible for cash collections do not share cash drawers/registers.

*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.

*Employees responsible for collecting cash are not responsible for preparing/making bank deposits.*

- 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.

*Employees responsible for collecting cash are responsible for posting collection entries to the general ledger; however another employee/official is responsible for reconciling ledger postings to each other and to the deposit.*

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

*Employee responsible for reconciling cash collections to the general ledger or subsidiary ledgers is not responsible for collecting cash.*

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

*Through inquiry with management, all employees who have access to cash are covered by a bond or insurance policy for theft.*

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). 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.

*Receipts are sequentially pre-numbered.*

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*Traced supporting documentation to the deposit slips, noting no exceptions.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.

*Traced the deposit slip total to the actual deposit per the bank statement, noting no exceptions.*

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

*Deposits were made within one business day of receipt.*

- e) Trace the actual deposit per the bank statement to the general ledger.

*Traced the actual deposit per the bank statement to the general ledger, noting no exceptions.*

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

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
*Obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete.*
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.  
*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.  
*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.  
*The employee responsible for processing payments is not prohibited from adding/modifying vendor files; however, 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.  
*The employee responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing the payments.*
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 that the disbursement matched the related original invoice/billing statement.  
*Disbursements matched the related original invoice/billing statement.*
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.  
*Disbursement documentation did not include evidence of segregation of duties tested for one of the five disbursements selected.*

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

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**(The following procedures are not applicable because there were no exceptions noted in year 2.)**

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.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each

card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (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.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). 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.

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

**(The following procedures are not applicable because there were no exceptions noted in year 2.)**

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

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***Contracts***

**(The following procedures are not applicable because there were no exceptions noted in year 1.)**

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 that 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 that 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 that the original contract terms provided for such an amendment.
- 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 that the invoice and related payment agreed to the terms and conditions of the contract.

### ***Payroll and Personnel***

**(The following procedures are not applicable because there were no exceptions noted in year 2.)**

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.  
*Obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete.*
- 17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- 18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
- 19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

## ***Ethics***

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20. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain ethics documentation from management, and:

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

*Observed documentation that demonstrates for each employee/official selected completed one hour of ethics training during the fiscal period.*

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

*Observed documentation that demonstrates each employee/official selected attested through signature verification that he/she has read the entity’s ethics policy during the fiscal period.*

## ***Debt Service***

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**(The following procedures are not applicable because the entity does not have any debt.)**

21. Obtain a listing of bonds/notes issued during the fiscal period and management’s representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note 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).

## ***Other***

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**(The following procedures are not applicable, because there were no exceptions noted in year 2)**

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.

24. Observe that 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.

## ***Management’s Response:***

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*Management of Evangeline Parish Sheriff concurs with the exceptions and are working to address the deficiencies identified.*

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.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Ville Platte, Louisiana  
December 2, 2019