

ANNUAL FINANCIAL REPORT
ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2019



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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INDEPENDENT AUDITORS' REPORT

To the St. Tammany Parish Coroner
Lacombe, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the St. Tammany Parish Coroner (the Coroner), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Coroner'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.

Auditors' 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, the *Louisiana Governmental Audit Guide* 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 entity'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 entity'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.

To St. Tammany Parish Coroner
April 13, 2020

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the St. Tammany Parish Coroner as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual – General Fund, Schedule of Proportionate Share of the Net Pension Liability, and Schedule of Contributions - Retirement Plan and the related Notes to Required Supplemental Information on pages 4 through 10 and 33 through 36 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Tammany Parish Coroner's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head is presented to comply with the Act 706 of the 2014 Louisiana Legislative Session, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements.

To St. Tammany Parish Coroner
April 13, 2020

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 information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 13, 2020 on our consideration of the St. Tammany Parish Coroner'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 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 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 St. Tammany Parish Coroner's internal control over financial reporting and compliance.

April 13, 2020
Mandeville, Louisiana


Certified Public Accountants

REQUIRED SUPPLEMENTARY INFORMATION (PART I)

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Within this section of the St. Tammany Parish Coroner's (the Coroner) annual financial report, the Coroner's management is pleased to provide this narrative discussion and analysis of the financial activities of the Coroner for the years ended December 31, 2019 and 2018. The Coroner's financial activities and condition are discussed and analyzed within the context of the accompanying basic financial statements and footnote disclosures following this section.

Financial Highlights

- The Coroner's governmental activities reported a total net position of \$673,417 and \$1,065,468 as of December 31, 2019 and 2018, respectively. The net position is comprised of the following as of December 31, 2019 and 2018, respectively:
 - Net investment in capital assets of \$565,882 and \$629,581 consisting of property and equipment, net of accumulated depreciation.
 - Restricted net position of \$0 and \$235,350 relating to pension assets.
 - Unrestricted net position of \$107,535 and \$200,537.
- The Coroner's governmental fund reported a total fund balance of \$341,742 and \$341,742, as of December 31, 2019 and 2018, respectively. The fund balance is comprised of the following as of December 31, 2019 and 2018, respectively:
 - Nonspendable fund balance of \$105,030 and \$59,697 consisting of prepaid items. These are items that cannot be spent because they are not in spendable form.
 - Unassigned fund balance of \$236,712 and \$282,045. These amounts represent amounts that have not been restricted, committed, or assigned to specific purposes within the General Fund.

Overview of the Financial Statements

The Management's Discussion and Analysis section introduces the Coroner's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Coroner also includes in this report additional information to supplement the basic financial statements.

Government-Wide Financial Statements

The Coroner's financial report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Coroner's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting.

The first of these government-wide financial statements is the Statement of Net Position. This is the government-wide statement of financial position presenting information that includes all of the Coroner's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Coroner as a whole is improving or deteriorating.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

The other government-wide financial statement is the Statement of Activities, which reports how the Coroner's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when the cash is received or paid.

The government-wide financial statements present governmental activities of the Coroner that are principally supported by the St. Tammany Parish Council.

The government-wide financial statements are presented on pages 11 and 12 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Coroner uses funds to ensure and demonstrate compliance with finance and budget related laws and regulations.

The Coroner uses governmental funds as follows:

Governmental funds are reported in the fund financial statements and encompass the same function as governmental activities in the government-wide financial statements. However, the focus is very different with fund financial statements providing a distinctive view of the Coroner's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between the two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to assist in understanding the differences between these two perspectives.

The Coroner has only one governmental fund, which is the General Fund, and the basic governmental fund financial statements are presented on pages 13 and 15 of this report.

Notes to the Basic Financial Statements

The accompanying notes to the basic financial statements provide information essential to the full understanding of the government-wide and fund financial statements. The notes begin on page 17 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning budgetary basis reporting for the General Fund, proportionate share of the net pension liability and retirement plan contributions. Required supplementary information can be found on pages 33 through 36 of this report.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Financial Analysis of the Coroner as a Whole

The Coroner's net position at December 31, 2019 and 2018 was \$673,417 and \$1,065,468, respectively. The following table provides a summary of the Coroner's net position:

SUMMARY OF NET POSITION
AS OF DECEMBER 31, 2019 AND 2018

	<u>December 31,</u> <u>2019</u>	<u>December 31,</u> <u>2018</u>
Current assets	\$ 1,045,467	\$ 949,149
Net pension asset	-	235,350
Capital assets, net of accumulated depreciation	<u>565,882</u>	<u>629,581</u>
 Total assets	 <u>\$ 1,611,349</u>	 <u>\$ 1,814,080</u>
 Deferred outflows of resources	 <u>\$ 1,445,783</u>	 <u>\$ 551,914</u>
Current liabilities	\$ 685,725	\$ 589,407
Net pension liability	<u>1,594,432</u>	<u>-</u>
 Total liabilities	 <u>\$ 2,280,157</u>	 <u>\$ 589,407</u>
 Deferred inflows of resources	 <u>\$ 103,558</u>	 <u>\$ 711,119</u>
Net investment in capital assets	\$ 565,882	\$ 629,581
Restricted for pension obligations	-	235,350
Unrestricted	<u>107,535</u>	<u>200,537</u>
 Total net position	 <u>\$ 673,417</u>	 <u>\$ 1,065,468</u>

The Coroner's net position decreased by \$392,051 (37%). This is primarily due to the Coroner reporting a net pension liability of \$1,594,432 at December 31, 2019 as opposed to a net pension asset of \$235,350 at December 31, 2018. Changes related to GASB 68 net pension liability recognition resulted in \$355,803 of additional expenses during the year end December 31, 2019. The increase in deferred outflows of resources and decrease of deferred inflows of resources are due to changes in the net pension liability particularly due to investment performance.

Governmental activities Governmental activities decreased the Coroner's net position by \$392,051 (37%) and increased \$29,411 (3%) for the years ended December 31, 2019 and 2018, respectively. Key elements of these changes are as follows:

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

CHANGES IN NET POSITION
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	<u>December 31,</u> <u>2019</u>	<u>December 31,</u> <u>2018</u>
Revenues:		
Program:		
Charges for services	\$ 582,124	\$ 523,685
Operating grants and contributions	27,451	23,575
Capital grants and contributions	222,107	148,259
General:		
Other	2,088	393
Interest	40,344	31,043
Gain on sale of assets	6,426	-
Intergovernmental revenues	<u>4,925,791</u>	<u>4,985,462</u>
Total revenue	5,806,331	5,712,417
Expenditures/expenses	<u>(5,818,479)</u>	<u>(5,391,606)</u>
Excess (deficiency) before transfers	(12,148)	320,811
Transfers (out)	<u>(379,903)</u>	<u>(291,400)</u>
Change in net position	<u>\$ (392,051)</u>	<u>\$ 29,411</u>
Ending net position	<u>\$ 673,417</u>	<u>\$ 1,065,468</u>

As discussed, governmental funds are reported in the fund statements with a short-term inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. The General Fund is the Coroner's only fund and reported an ending unassigned fund balance of \$236,712 and \$282,045 at December 31, 2019 and 2018, respectively.

Governmental Revenues

The Coroner funded its operations primarily using intergovernmental revenues, charges for services, and capital grants.

Governmental Functional Expenses

The function of the Coroner's office is health and welfare activities.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Health and welfare expenses in total were \$5,818,479 in 2019 as compared to \$5,391,606 in 2018. Of the \$426,873 increase in expenses from December 31, 2018 to December 31, 2019, \$355,803 is due to changes in the net pension liability and deferred outflows and inflows related to pensions.

General Fund Budgetary Highlights

The Coroner's budget is prepared according to Louisiana Law. As needed during the year, the Coroner revises its budget to take into consideration significant changes in revenue or expenditures. Louisiana Revised Statute 39:1311 requires the budget to be revised if either expected revenues are less or anticipated expenditures are in excess of budgetary goals by five percent (5%) or more. The original budget for the Coroner was adopted on December 10, 2018 and the final budget was adopted on December 13, 2019.

The Coroner's fund balance did not change due to an agreement with St. Tammany Parish to not retain any fund surplus or deficit as discussed in Note 7 to the financial statements.

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Variance</u>
Revenues	\$ 5,811,212	\$ 5,742,897	\$ (68,315)
Expenditures and other sources/(uses), net	<u>(5,811,212)</u>	<u>(5,742,897)</u>	<u>68,315</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues	\$ 5,742,897	\$ 5,772,454	\$ (29,557)
Expenditures and other sources/(uses), net	<u>(5,742,897)</u>	<u>(5,772,454)</u>	<u>29,557</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The original budget and the final budget included \$167,000 and \$80,492 of transfers from St. Tammany Parish, respectively. The actual amounts include a \$379,903 transfer to St. Tammany Parish. This transfer is adjusted to reflect any excess or deficient fund balances for the year. Excesses and deficiencies are transferred to St. Tammany Parish and are taken into account for future funding in accordance with the CEA as discussed in note 7 to the financial statements.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Capital Assets

As of December 31, 2019, the Coroner had invested \$565,882 in vehicles and equipment comparative to \$629,581 in vehicles and equipment as of December 31, 2018. This decrease of \$63,699 (10%) in the capital assets mainly relates to depreciation expense of 203,520 recognized on existing assets. Capital asset additions in 2019 were \$139,821. See Note 3 for additional information about changes in capital assets during the fiscal year and the balance at the end of the year.

The following table provides a summary of capital assets:

	<u>December 31,</u> <u>2019</u>	<u>December 31,</u> <u>2018</u>
Capital assets being depreciated, net		
Leasehold improvements	\$ 9,280	\$ 11,412
Auto equipment	181,170	167,505
Autopsy equipment	189,938	230,862
Computer equipment	18,535	-
Office equipment	76,774	93,951
Lab equipment	<u>90,185</u>	<u>125,851</u>
Total capital assets	<u>\$ 565,882</u>	<u>\$ 629,581</u>

Long Term Liabilities

The Coroner is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective outflows of resources and deferred inflows of resources related to pensions. At December 31, 2019, the Coroner reported \$1,594,432 for its proportionate share of the Parochial Employees' Retirement System net pension liability, \$1,445,783 for deferred outflow of resources and \$103,558 for deferred inflows of resources. See Note 6 to the financial statements for further discussion of the pension asset, pension expense, deferred outflows of resources and deferred inflows of resources related to pensions.

ST. TAMMANY PARISH CORONER
LACOMBE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

ECONOMIC FACTORS AND A LOOK AT NEXT YEAR

The St. Tammany Parish Coroner's Office will continue to receive funding per the Coroner Millage and Charges for Services with the with the oversight of the St. Tammany Parish Government as described in Note 7 to the financial statements.

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will enhance the public need for the Coroner's operations.

The Coroner remains committed to provide exceptional services to the constituents of St. Tammany Parish to include Death Investigations, Autopsies, Orders of Protective Custody, Mental Health Services by a team of Psychiatrists, Sexual Assault Exams, and DNA testing for law enforcement agencies in the Parish. The Coroner will continue to partner with mental health initiatives across the Parish for its people.

Contacting the Coroner's Financial Management

This financial report is designed to provide a general overview of the Coroner's finances, comply with finance and budget related laws and regulations, and demonstrate the Coroner's commitment to public accountability. If you have questions about this report or would like to request additional financial information, contact the Coroner's office, Dr. Charles Preston, 65278 Hwy 434, Lacombe, Louisiana 70445 or 985-781-1150.

BASIC FINANCIAL STATEMENTS

ST. TAMMANY PARISH CORONER
STATEMENT OF NET POSITION
DECEMBER 31, 2019

<u>ASSETS:</u>	
Cash and cash equivalents	\$ 811,553
Receivables, net:	
Due from other governmental entities	115,448
Accounts receivable - other	13,436
Prepaid expenses	105,030
Capital assets being depreciated, net of accumulated depreciation	<u>565,882</u>
 Total assets	 <u>1,611,349</u>
<u>DEFERRED OUTFLOWS OF RESOURCES:</u>	
Pensions (note 6)	<u>1,445,783</u>
 Total deferred outflows of resources	 <u>1,445,783</u>
<u>LIABILITIES:</u>	
Accounts payable	89,446
Accrued payroll expense	198,925
Accrued liabilities	17,286
Due to other governmental entities	380,068
Net pension liability	<u>1,594,432</u>
 Total liabilities	 <u>2,280,157</u>
<u>DEFERRED INFLOWS OF RESOURCES:</u>	
Pensions (note 6)	<u>103,558</u>
 Total deferred inflows of resources	 <u>103,558</u>
<u>NET POSITION:</u>	
Net investment in capital assets	565,882
Unrestricted	<u>107,535</u>
 Total net position	 <u>\$ 673,417</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

<u>Function/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expenses) Revenues and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<u>Governmental activities:</u>					
Health and welfare	\$ 5,818,479	\$ 582,124	\$ 27,451	\$ 222,107	\$ (4,986,797)
Total governmental activities	<u>\$ 5,818,479</u>	<u>\$ 582,124</u>	<u>\$ 27,451</u>	<u>\$ 222,107</u>	<u>(4,986,797)</u>
General revenues:					
					4,925,791
					40,344
					<u>2,088</u>
					<u>4,968,223</u>
Other financing sources (uses):					
					6,426
					<u>(379,903)</u>
					<u>(373,477)</u>
					(392,051)
					<u>1,065,468</u>
					<u>\$ 673,417</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2019

<u>ASSETS:</u>	
Cash and cash equivalents	\$ 811,553
Receivables, net:	
Due from other governmental entities	115,448
Accounts receivable - other	13,436
Prepaid expenditures	<u>105,030</u>
 Total assets	 <u>\$ 1,045,467</u>
<u>LIABILITIES:</u>	
Accrued payroll expense	198,925
Accounts payable	89,446
Accrued liabilities	17,286
Due to other governmental entities	<u>380,068</u>
 Total liabilities	 <u>685,725</u>
<u>DEFERRED INFLOWS OF RESOURCES:</u>	
Unavailable revenue - charges for services	<u>18,000</u>
 Total deferred inflows of resources	 <u>18,000</u>
<u>FUND BALANCE:</u>	
Nonspendable: prepaid expenditures	105,030
Unassigned	<u>236,712</u>
 Total fund balance	 <u>341,742</u>
 Total liabilities, deferred inflows of resources and fund balance	 <u>\$ 1,045,467</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019

Fund balance - governmental funds	\$ 341,742
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	
Capital assets being depreciated	3,603,628
Less: accumulated depreciation	<u>(3,037,746)</u> 565,882
Net pension assets are not financial resources and, therefore, are not reported in the governmental funds	(1,594,432)
Deferred outflows of resources related to pensions are not reported in governmental funds	1,445,783
Deferred inflows of resources related to pensions are not reported in governmental funds	(103,558)
Unavailable revenues are reported in the governmental fund but not in governmental activities	<u>18,000</u>
Net position of governmental activities	<u>\$ 673,417</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>General Fund</u>
<u>REVENUES:</u>	
Revenues from contract with St. Tammany Parish	\$ 4,896,796
Traffic fines and court fees	28,995
Charges for services	582,124
Federal and state grants	222,107
Interest income	40,344
Other income	<u>2,088</u>
Total general revenues	<u>5,772,454</u>
<u>EXPENDITURES:</u>	
Health and welfare:	
Professional and technical services	720,869
Personnel services	3,359,905
Repairs and maintenance	81,733
Supplies	678,796
Utilities	259,838
Insurance	89,474
Other health and welfare	<u>68,541</u>
Total health and welfare	<u>5,259,156</u>
Capital outlays	<u>139,821</u>
Total expenditures	<u>5,398,977</u>
Excess of revenues over expenditures	373,477
<u>OTHER FINANCING SOURCES (USES):</u>	
Transfers in (out)	(379,903)
Proceeds from the sale of assets	<u>6,426</u>
Total other financing sources (uses)	<u>(373,477)</u>
Net change in fund balance	-
<u>FUND BALANCE:</u>	
Beginning of year	<u>341,742</u>
End of year	<u>\$ 341,742</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH CORONER
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

Net change in fund balance - governmental fund	\$ -
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated lives and reported as depreciation expense.	
Capital outlays capitalized	139,821
Depreciation expense	(203,520)
Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available:	
Pensions	(355,803)
Non-employer contributions for pension	<u>27,451</u>
Change in net position of governmental activities	<u>\$ (392,051)</u>

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the St. Tammany Parish Coroner (the Coroner) have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Coroner's accounting policies are described below.

Reporting Entity

As provided by Chapter 3 of Title 33 of the Louisiana Revised Statutes of 1950, the voters of St. Tammany Parish (the Parish) elect the Coroner for a four-year term. The Coroner investigates all deaths, performs autopsies, issues orders of protective custody, operates a DNA lab, performs sexual assault nurse exams and operates a mental health department.

Louisiana Revised Statute 13:5724 effective on June 18, 2007 gave the elected Coroner of the Parish sole responsibility for the fiscal operations of the Coroner, including all salaries or fees associated with the operation of the Coroner, all expenses for the construction, maintenance, operation, and equipment of the property and facilities of the Coroner and all other expenses, fees and operational costs of the Coroner.

During 2013, State legislators enacted LA R.S. 13:5725 and repealed LA R.S. 13:5724. The Statute states the governing authority of the Parish shall receive all tax revenues collected from the ad valorem tax levied by the Parish for the Coroner purposes. The Coroner shall transfer any and all funds received from the ad valorem tax to the governing authority of the Parish except amounts needed for operations for the remainder of the 2013 fiscal year, with the amount being determined by the Parish finance department. Any contracts or purchase agreements entered into by the Coroner will require approval or ratification by the governing authority of the Parish. The governing authority shall also establish an annual salary for the Coroner, deputy or assistant coroners, secretaries, stenographers, Coroners, technicians, investigators, official photographers, or other employees. The Coroner shall not own or acquire immovable property. Any and all immovable property, including building, component parts and other appurtenances, previously owned by the Parish and transferred to the Coroner shall be transferred to the governing authority of the Parish free and clear of all mortgages, liens, or other encumbrances within six months of June 7, 2013. Within six months of June 7, 2013, the Coroner and the governing authority of Parish will enter into a restated cooperative endeavor agreement. The transfer of the immovable property was performed on January 16, 2015. The Coroner and the Parish are currently operating under a cooperative endeavor agreement which became effective January 1, 2014.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (continued)

The component-unit financial statements of the Coroner include the General Fund and activities that are within the oversight responsibility of the Coroner as an independently elected Parish official. As an independently elected Parish official, the Coroner is responsible for the operations of his office under the oversight of the St. Tammany Parish Council per LA R.S. 13:5725 effective June 7, 2013. Accordingly, the Coroner is a separate governmental reporting entity. Certain units of local government, over which the Coroner exercises no oversight responsibility such as the Parish Council, Parish School Board, other independently elected Parish officials, and municipalities within the Parish, are excluded from the accompanying component unit financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Coroner.

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

Governmental Accounting Standards Board Statement No. 14, as amended, established criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criteria include:

- a) Appointing a voting majority of an organization's governing body, and the ability of the Council to impose its will on that organization and/or the potential for the organization to provide specific financial benefits to or impose specific financial burden on the organization.
- b) Organizations for which the Council does not appoint a voting majority but are fiscally dependent on the Council, along with a financial benefit or burden relationship.
- c) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Coroner was determined to be a component unit of the Parish, the reporting entity, because the reporting entity's financial statements would be misleading if data of the Coroner was not included due to the significance of the relationship and scope of public services. The accompanying financial statements present information only on funds maintained by the Coroner and do not present information on the Parish, the general government services provided by the Parish, or other governmental units that comprise the financial reporting entity.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (continued)

Bond funds are not maintained by the Coroner; therefore, they should not be included in the financial statements of the Coroner. The Parish has levied an ad valorem tax for the purpose of providing funding for the Coroner's Office, including constructing, acquiring, improving, operating and maintaining facilities and equipment thereof. The Parish issued Limited Tax Revenue Bonds secured and payable from the Coroner Tax for the purpose of construction, acquiring and improving facilities and equipment for the Coroner and paying the costs incurred in connection with the issuance of the Bonds.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the Coroner. The governmental activities are supported by intergovernmental revenues, service fees, and other non-exchange transactions.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges for services, which are revenues from the exchanges or exchange like transactions with external parties that purchase, use, or directly benefit from the program's goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Intergovernmental and other items not properly included among program revenues are reported instead as general revenues.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Intergovernmental revenues are recognized as revenues in the year for which they are received from St. Tammany Parish. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Coroner considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The Coroner reports the following major governmental fund:

General Fund - The General Fund is the general operating fund of the Coroner. This fund is used to account for all financial transactions and resources. Revenues are derived primarily from intergovernmental revenues, state and federal grants, traffic fines and court fees, charges for services, and interest income.

Amounts reported as program revenues include charges for services, which are revenues from exchange or exchange-like transactions with external parties that purchase, use or directly benefit from the program's goods, services, or privileges. Likewise, general revenues include all intergovernmental revenues.

Budgetary Accounting

The Coroner follows these procedures in establishing the budgetary data:

1. The budgeting process should begin approximately 90 to 120 days before the beginning of the new year being budgeted.
2. Before the adoption of the budget, the budget must be made available for public inspection.
3. Conduct a public hearing on the proposed budget.
4. The budget is adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts are as originally adopted, or as amended by the St. Tammany Parish Council.
5. Budgets are amended as necessary during the year during a public meeting.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Trade Accounts Receivable

The financial statements of the Coroner contain no allowance for doubtful trade receivables. Uncollectible trade receivables, including amounts due from other government units, are charged directly against earnings when they are determined to be uncollectible. Management believes that there will be no material losses on the collection of trade accounts receivables.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, equipment, and furniture and fixtures, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost, if historical costs are not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Coroner 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.

Capital outlays are recorded as expenditures of the General Fund and as assets in the government-wide financial statements; to the extent that the Coroner's capitalization threshold is met. In accordance with GASB Statement No. 34, the Coroner has elected to not capitalize infrastructure retroactively. Depreciation is recorded on capital assets on a government-wide basis and depreciated over their estimated useful lives on a straight-line basis.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Asset Life</u>
Auto Equipment	7
Autopsy Equipment	15
Computer Equipment	3
Furniture and Fixtures	5
Lab Equipment	3 to 5
Office Equipment	3 to 5

Deferred Outflows and Inflows of Resources

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Coroner has one item that qualifies for reporting in this category, deferred amounts related to pensions.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Deferred Outflows and Inflows of Resources (Continued)

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. Currently, the Coroner has one item that qualifies for reporting in this category, deferred amounts related to pensions.

Net Pension Liability

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 Parochial Employees' Retirement System of Louisiana and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the system. 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. See note 6 for further information on the net pension liability.

Equity Classifications

In the government-wide financial 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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

Governmental fund equity is classified as fund balance. In the governmental fund financial statements, fund balances are classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity Classifications (continued)

- b. Restricted – amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation does not authorize the Coroner to assess, levy, charge or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

- c. Committed – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Coroner's highest level of decision making authority which includes resolutions of the Coroner. Those committed amounts cannot be used for any other purpose unless the Coroner removes or changes the specified use by taking the same type of action (resolution); it employed previously to commit those amounts.

- d. Assigned – amounts constrained by the Coroner's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Coroner.

- e. Unassigned amounts not included in other classifications.

Accounting 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. Those estimates 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 expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through April 13, 2020, which is the date the financial statements were available to be issued.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(2) CASH AND CASH EQUIVALENTS

At December 31, 2019, the Coroner had cash and cash equivalents (book balances) totaling \$811,553. These deposits are stated at cost. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2019, the Coroner had \$927,833 in deposits (collected bank balances). These deposits are secured from custodial credit risk by \$250,000 of federal deposit insurance (GASB Category 1) and \$2,750,000 of pledged securities held by the custodial bank in the name of the Coroner (GASB Category 2).

(3) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2019, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, being depreciated:				
Leasehold improvements	\$ 69,392	\$ -	\$ -	\$ 69,392
Auto equipment	382,548	59,330	(26,896)	414,982
Autopsy equipment	399,774	-	-	399,774
Computer equipment	206,534	20,055	-	226,589
Lab equipment	2,055,996	60,436	-	2,116,432
Furniture and fixtures	59,456	-	-	59,456
Office equipment	<u>317,003</u>	<u>-</u>	<u>-</u>	<u>317,003</u>
 Total capital assets being depreciated	 <u>3,490,703</u>	 <u>139,821</u>	 <u>(26,896)</u>	 <u>3,603,628</u>
Less: accumulated depreciation for:				
Leasehold improvements	(57,981)	(2,131)	-	(60,112)
Auto equipment	(215,042)	(45,666)	26,896	(233,812)
Autopsy equipment	(168,911)	(40,925)	-	(209,836)
Computer equipment	(206,534)	(1,520)	-	(208,054)
Lab equipment	(1,930,148)	(96,099)	-	(2,026,247)
Furniture and fixtures	(59,456)	-	-	(59,456)
Office equipment	<u>(223,050)</u>	<u>(17,179)</u>	<u>-</u>	<u>(240,229)</u>
 Total accumulated depreciation	 <u>(2,861,122)</u>	 <u>(203,520)</u>	 <u>26,896</u>	 <u>(3,037,746)</u>
 Total capital assets, net	 <u>\$ 629,581</u>	 <u>\$ (63,699)</u>	 <u>\$ -</u>	 <u>\$ 565,882</u>

Depreciation expense of \$203,520 for the year ended December 31, 2019, was charged to health and welfare services.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(4) DUE TO/FROM OTHER GOVERNMENTAL UNITS

The Coroner performs autopsies and protective custody services for other Parishes within the State of Louisiana. The Coroner also receives an allocation of traffic fines and court fees from the St. Tammany Parish Sheriff. The amount owed to the Coroner from other governmental entities for services rendered as of December 31, 2019 was \$82,052. In accordance with its Cooperative Endeavor Agreement described in Note 7, the Coroner is to transfer any surplus or deficit in its fund balance to the Parish. At December 31, 2019, the payable to the Parish due to a surplus fund balance was \$379,903. Due to governmental entities totaled \$380,068 at December 31, 2019.

(5) CONTINGENT LIABILITIES

From time to time, the Coroner is subject to various claims, legal proceedings, and investigations covering a wide range of matters that arise in the ordinary course of operations. At December 31, 2019, there was no pending litigation or potential undisclosed liabilities, which, in the opinion of the Coroner, would have had a material adverse effect on the financial statements.

(6) PENSION PLAN

Plan Description

Substantially all employees of the Coroner are members of the Parochial Employees Retirement System of Louisiana (the System), a multiple-employer (cost sharing), public employee retirement system (PERS), controlled and administered by a separate Board of Trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the Coroner are members of Plan A. All permanent employees working at least 28 hours per week whom are paid wholly or in part from parish funds and all elected Parish officials are eligible to participate in the System. The retirement allowance is equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. Final average compensation shall be defined as the average of the highest consecutive 36 months' salary for members hired prior to January 1, 2007. For members hired on January 1, 2007 or later, final average compensation shall be defined as the average of the highest consecutive 60 months' salary.

Any employee who was a member of the supplemental plan prior to the revision date of January 1, 1980 has the benefit earned for service credited prior to the revision date on the basis of one percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation for each year of service credited after the revision date. The retirement allowance may not exceed the greater of one hundred percent of the member's final salary or the final average compensation. The System also provides death and disability benefits. Benefits are established by state statute.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) PENSION PLAN (CONTINUED)

Eligibility of Benefits Available:

<u>Members hired prior to January 1, 2007</u>		<u>Members hired after January 1, 2007</u>	
<u>Years</u>	<u>Age</u>	<u>Years</u>	<u>Age</u>
7	65	7	67
10	60	10	62
25	55	30	55
30	any age		

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older (R.S. 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

The System issues an annual financial report to all participating employers. The financial report can be obtained by writing to: The Parochial Employees' Retirement System, P.O. Box 14619, Baton Rouge, LA 70898-4619.

The Coroner does not guarantee the benefits granted by the System.

Funding Policy

In addition to certain dedicated taxes that are remitted to the System, (which constitute major funding of the System) members of the System are required by state statute to contribute 9.50% of their annual covered salary for the years ended December 31, 2019, 2018 and 2017, and the Coroner is required to contribute at an actuarially determined rate. At December 31, 2019, the employer contribution rate was 11.50%. The contribution requirements of plan members and the Coroner are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) PENSION PLAN (CONTINUED)

Contributions

The payroll for employees of the Coroner was \$2,509,664, and payroll covered by the System was \$2,283,149 for the year ended December 31, 2019. The contributions for the year ended December 31, 2019 was \$479,461, of which \$216,899 was contributed by employees and \$262,624 was contributed by the Coroner.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the Coroner reported a liability totaling \$1,594,432 for its proportionate share of the net pension liability for the Fund. The net pension liability was measured as of December 31, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Coroner's proportion of the net pension liability was based on a projection of the Coroner's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2018, the Coroner's proportion was 0.359239% for the System, which was an increase of 0.042160% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the Coroner recognized pension expense for the System totaling \$612,325. Netted with pension expense is the employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions totaling \$8,974 for the System.

For the year ended December 31, 2019, the Coroner recognized revenue from ad valorem taxes and revenue sharing funds received by the System. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities totaling \$27,451.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) **PENSION PLAN (CONTINUED)**

Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At December 31, 2019, the Coroner reported deferred outflows of resources and deferred inflows of resources related to pensions from the System:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 97,137
Change in assumptions	398,660	-
Net difference between projected and actual earnings on pension plan investments	763,260	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	21,301	6,421
Employer contributions subsequent to the measurement date	<u>262,562</u>	<u>-</u>
Total	<u>\$ 1,445,783</u>	<u>\$ 103,558</u>

Employer contributions subsequent to the measurement date totaling \$262,562 and reported as deferred outflows of resources will be recognized as an increase of the net pension liability in the year ended December 31, 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 December 31:

2019	\$ (368,530)
2020	(204,558)
2021	(169,408)
2022	<u>(337,167)</u>
Total	<u>\$ (1,079,663)</u>

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) PENSION PLANS (CONTINUED)

Actuarial Assumptions

The total pension liability in the December 31, 2018 actuarial valuation for the System was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date:	December 31, 2018
Actuarial Cost Method:	Plan A - Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.50%, net of investment expense, including inflation
Projected Salary Increases	4.75% (2.35% Merit, 2.4% Inflation)
Mortality Rates	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.
Expected Remaining Service Lives	4 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System 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.
Mortality Rate	Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. 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 System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) PENSION PLANS (CONTINUED)

Actuarial Assumptions (continued)

Long-term Expected Real Rate of Return

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates 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 rates of return by the target asset allocation percentage and by adding expected inflation of 2.0% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.43% for the year ended December 31, 2018.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed income	35.0%	1.22%
Equity	52.0%	3.45%
Alternatives	11.0%	0.65%
Real assets	<u>2.0%</u>	<u>0.11%</u>
Totals	<u>100.0%</u>	<u>5.43%</u>
 Inflation		 <u>2.00%</u>
 Expected arithmetic nominal return		 <u>7.43%</u>

Discount Rate

The discount rate used to measure the total pension liability was 6.50% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(6) PENSION PLANS (CONTINUED)

Sensitivity of the Coroner's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Coroner's proportionate share of the net pension liability using the discount rate of 6.50%, as well as what the Coroner'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:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
	<u>5.50%</u>	<u>6.50%</u>	<u>7.50%</u>
Coroner's proportionate share of the Net Pension Liability	\$ 3,386,145	\$1,594,432	\$ 96,715

Retirement System Audit Report

Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2018. Access to the audit report can be found on the System's website: www.persla.org or on the Office of Louisiana Legislative Auditor's official website: www.lla.state.la.us.

(7) COOPERATIVE ENDEAVOR AGREEMENT

As of January 1, 2014, the Coroner had entered into a cooperative endeavor agreement with the St. Tammany Parish Government in accordance with LA R.S. 13:5725.

LA R.S. 13:5724 was repealed and replaced with LA R.S. 13:5725 effective June 7, 2013. The statute states the governing authority of the Parish shall receive all tax revenues collected from the ad valorem tax levied by the Parish for the Coroner purposes. The Coroner is to transfer any surplus or deficit in its fund balance to the Parish. At December 31, 2019, the payable to the Parish due to a surplus fund balance was \$379,903. Any contracts or purchase agreements entered into by the Coroner will require approval or ratification by the governing authority of the Parish.

The governing authority shall also establish an annual salary for the Coroner, deputy or assistant coroners, secretaries, stenographers, Coroners, technicians, investigators, official photographers, or other employees. The Coroner shall not own or acquire immovable property.

ST. TAMMANY PARISH CORONER
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2019

(8) SUBSEQUENT EVENT

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S. have declared a state of emergency. It is anticipated that these impacts will continue for some time. The Coroner's operations were immediately affected by an increased public need for the Coroner's services and restrictions on the ability of some employees to continue to work. Future potential impacts may include reduced property taxes collected on the Coroner's behalf.

(9) NEW ACCOUNTING PRONOUNCEMENTS

The GASB has issued Statement No. 87, "Leases." The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. The Coroner plans to adopt this Statement as applicable by the effective date.

REQUIRED SUPPLEMENTARY INFORMATION

ST. TAMMANY PARISH CORONER
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance- Positive (Negative)</u>
<u>REVENUES:</u>				
Revenues from contract with St. Tammany Parish	\$ 5,014,562	\$ 4,896,796	\$ 4,896,796	\$ -
Traffic fines and court fees	32,000	33,484	28,995	(4,489)
Charges for services	444,350	554,187	582,124	27,937
Federal and state grants	300,000	217,430	222,107	4,677
Interest income	20,300	41,000	40,344	(656)
Other income	-	-	2,088	2,088
	<u>5,811,212</u>	<u>5,742,897</u>	<u>5,772,454</u>	<u>29,557</u>
<u>EXPENDITURES:</u>				
Health and welfare				
Professional and technical services	804,512	753,087	720,869	32,218
Personnel services	3,555,014	3,555,014	3,359,905	195,109
Repairs and maintenance	89,012	103,693	81,733	21,960
Supplies	810,624	756,368	678,796	77,572
Utilities	307,050	331,961	259,838	72,123
Insurance	95,000	92,474	89,474	3,000
Other health and welfare	-	300	68,541	(68,241)
	<u>5,661,212</u>	<u>5,592,897</u>	<u>5,259,156</u>	<u>333,741</u>
Capital outlays	<u>317,000</u>	<u>230,492</u>	<u>139,821</u>	<u>90,671</u>
	<u>5,978,212</u>	<u>5,823,389</u>	<u>5,398,977</u>	<u>424,412</u>
Excess of revenues over expenditures	<u>(167,000)</u>	<u>(80,492)</u>	<u>373,477</u>	<u>453,969</u>
<u>OTHER FINANCING SOURCES (USES):</u>				
Transfers in (out)	167,000	80,492	(379,903)	(460,395)
Proceeds from the sale of assets	-	-	6,426	6,426
	<u>167,000</u>	<u>80,492</u>	<u>(373,477)</u>	<u>(453,969)</u>
Net change in fund balance	-	-	-	-
FUND BALANCES, BEGINNING OF YEAR	<u>341,742</u>	<u>341,742</u>	<u>341,742</u>	<u>-</u>
FUND BALANCES, END OF YEAR	<u>\$ 341,742</u>	<u>\$ 341,742</u>	<u>\$ 341,742</u>	<u>\$ -</u>

(See Independent Auditors' Report)

ST. TAMMANY PARISH CORONER
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
FOR THE YEAR ENDED DECEMBER 31, 2019*

	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
<u>Parochial Employees Retirement System of Louisiana</u>					
Coroner's proportion of the net pension liability (asset)	0.359239%	0.317078%	0.331479%	0.299226%	0.270985%
Coroner's proportionate share of the net pension liability (asset)	\$ 1,594,432	\$ (235,350)	\$ 682,685	\$ 787,649	\$ 74,090
Coroner's covered-employee payroll	\$ 2,157,628	\$ 1,951,670	\$ 1,965,854	\$ 1,715,643	\$ 1,362,084
Coroner's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	73.90%	-12.06%	34.73%	45.91%	5.44%
Plan fiduciary net position as a percentage of the total pension liability or asset	88.86%	101.98%	94.15%	92.23%	99.15%

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

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

ST. TAMMANY PARISH CORONER
SCHEDULE OF CONTRIBUTIONS - RETIREMENT PLAN
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
<u>Parochial Employees Retirement System of Louisiana</u>					
Contractually required contribution	\$ 262,562	\$ 248,127	\$ 243,959	\$ 255,561	\$ 248,768
Contributions in relation to the contractually required contribution	<u>(262,562)</u>	<u>(253,973)</u>	<u>(243,959)</u>	<u>(255,561)</u>	<u>(240,123)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (5,846)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,645</u>
Coroner's covered-employee payroll	\$ 2,283,149	\$ 2,157,628	\$ 1,951,670	\$ 1,965,854	\$1,715,643
Contributions as a percentage of covered-employee payroll	11.50%	11.50%	12.50%	13.00%	14.00%

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

ST. TAMMANY PARISH CORONER
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION
DECEMBER 31, 2019

(1) PENSION PLAN SCHEDULES

Changes of Benefit Terms

There were no changes of benefit terms during any of the years presented.

Changes of Assumptions

For the year ended December 31, 2019 (measurement date of December 31, 2018), the Parochial Employers Retirement System of Louisiana (the system) lowered its assumption for the real investment rate of return from 6.75% in 2017 to 6.5% in 2018. The System lowered its salary increase assumptions from 5.25% in 2017 to 4.75% in 2018. The System also began using the Pub-2010 Public Retirement Plans Mortality Tables in 2018.

For the year ended December 31, 2018 (measurement date of December 31, 2017), the System lowered its assumption for the real investment rate of return from 7.0% in 2016 to 6.75% in 2017.

For the year ended December 31, 2016 (measurement date of December 31, 2015), the System lower its inflation rate assumption from 3% to 2.5% annually, and lowered the salary increase assumption from 5.75% to 5.25%. The real investment rate of return assumption was also lowered from 7.25% in 2014 to 7.0% in 2015. Additionally, the System began using the RP-2000 Employee Sex Distinct Table for selected employees and the RP-2000 Healthy Annuitant Sex Distinct Tables to develop its mortality rate assumptions.

There were no changes of assumptions during the year ended December 31, 2017.

ST. TAMMANY PARISH CORONER
SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENT TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2019

		<u>Dr. Preston</u>
Salary	\$	149,885
Benefits - insurance		25,036
Benefits - retirement		17,986
Benefits - cell phone		720
Membership fee Louisiana State Coroner's Association		<u>350</u>
Total compensation, benefits, and other payments	\$	<u><u>193,977</u></u>

(See Independent Auditors' Report)

OTHER SUPPLEMENTARY INFORMATION

INDEPENDENT AUDITORS' 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*

To the St Tammany Parish Coroner
Lacombe, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the *Louisiana Governmental Audit Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of St. Tammany Parish Coroner as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise St. Tammany Parish Coroner's basic financial statements, and have issued our report thereon dated April 13, 2020.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the St. Tammany Parish Coroner
April 13, 2020

Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. Tammany Parish Coroner'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

April 13, 2020
Mandeville, Louisiana



Certified Public Accountants

ST. TAMMANY PARISH CORONER
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2019

SECTION I SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on the financial statements of the St. Tammany Parish Coroner.
2. No material weaknesses or significant deficiencies in internal control related to the audit of the financial statements were reported in the Independent Auditors' 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*.
3. No instances of noncompliance material to the financial statements of the St. Tammany Parish Coroner are reported in the 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*.
4. No management letter was issued for the year ended December 31, 2019.

SECTION II FINANCIAL STATEMENT FINDINGS

NOT APPLICABLE

ST. TAMMANY PARISH CORONER
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018

**SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENTS**

Not Applicable

**SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL
AWARDS**

2018-001 Documentation of Controls over Adherence to Bid Law

We noted that the Coroners controls over reviewing purchases of like commodities were not appropriately documented, including action taken related to the quotes such as acceptance and disqualification.

This issue has been resolved through the Coroner ensuring that quotes are obtained for purchases covered under the scope of Public Bid Law and adequately documenting those quotes.

SECTION III MANAGEMENT LETTER

Not Applicable

ST. TAMMANY PARISH CORONER

LACOMBE, LOUISIANA

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED

DECEMBER 31, 2019



ERICKSEN KRENTEL^{LLP}

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS



INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the St. Tammany Parish Coroner
Lacombe, Louisiana

We have performed the procedures enumerated below, which were agreed to by the St. Tammany Parish Coroner and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the agreed upon procedures for the year ended December 31, 2019 in accordance with Act 774 of 2014 Regular Legislative Session. The St. Tammany Parish Coroner's management is responsible for those C/C areas identified in the agreed upon procedures.

This agreed-upon procedures engagement was performed 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 those parties specified in the 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.

Our procedures and findings are detailed in Schedule "1".

We were not engaged to perform and did not perform an audit, the objective of which would be the expression of an opinion or conclusion, respectively, on C/C areas identified in the agreed upon procedures. 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 agreed upon procedures, 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.

May 20, 2020
Mandeville, Louisiana

Ericksen Krentel, LLP
Certified Public Accountants

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES
JANUARY 1, 2019 TO DECEMBER 31, 2019

Ethics

1. **Procedures:** Obtain a listing of employees/elected officials employed during the fiscal period and obtain management's representation that the listing is complete. Randomly select five employees/officials, 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; and
 - 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.

Results: We obtained a listing of employees and elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees and observed that each employee completed one hour of ethics training during the fiscal period and each employee attested through signature verification that he or she has read the Entity's ethics policy during the fiscal period. For employees who terminated during the year, we accepted documentation from the prior year.

Information Technology Disaster Recovery/Business Continuity

1. **Procedures:** Obtain and inspect the entity's written policies and procedures over information technology disaster recovery/business continuity (or the equivalent contractual terms if IT services are outsourced) and observe that they address (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.

Results: We obtained the entity's written policies and procedures over information technology disaster recovery/business continuity and observed that all of the above noted items were addressed except for (4) use of antivirus software on all systems and (5) timely application of all available system and software patches/updates.

2. **Procedures:** Perform the following sub-procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
 - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES (CONTINUED)
JANUARY 1, 2019 TO DECEMBER 31, 2019

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have active antivirus software and that the antivirus, operating system, and accounting system software are the most recent versions available (i.e. up-to-date).

Results: We performed the procedure and discussed the results with management.

Sexual Harassment

1. **Procedures:** Obtain and inspect the entity's written sexual harassment policies and procedures and observe that they address all requirements of Louisiana Revised Statutes (R.S.) 42:342-344, including agency responsibilities and prohibitions; annual employee training; and annual reporting requirements.

Results: We obtained and inspected the Entity's written sexual harassment policies and procedures and observed that they addressed all requirement of R.S. 42:342-344, including agency responsibilities and prohibitions; annual employee training; and annual reporting requirements.

2. **Procedures:** Obtain a listing of employees/elected officials/board members employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/elected officials/board members, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/elected official/board member completed at least one hour of sexual harassment training during the calendar year.

Results: We obtained a listing of employees and elected officials employed during the period and management's representation that the listing is complete. For each of the 5 randomly selected employees, we noted that documentation demonstrated that each employee completed at least one hour of sexual harassment training during the calendar year. For employees who terminated during the year, we accepted documentation from the prior year.

3. **Procedures:** Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Results: The Entity has posted its sexual harassment policy and complaint procedure on its website.

ST. TAMMANY PARISH CORONER
AGREED-UPON PROCEDURES (CONTINUED)
JANUARY 1, 2019 TO DECEMBER 31, 2019

4. **Procedures:** Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344.

Results: We obtained the Entity's annual sexual harassment report dated January 10, 2020 and observed that it included the applicable requirement of R.S. 42:344.

ST. TAMMANY PARISH CORONER
CORRECTIVE ACTION PLAN – AGREED-UPON PROCEDURES
JANUARY 1, 2019 – DECEMBER 31, 2019

May 20, 2020

Louisiana Legislative Auditor

The St. Tammany Parish Coroner respectfully submits the following corrective action plan for items identified pursuant to the Statewide Agreed-Upon Procedures Engagement prescribed by the Louisiana Legislative Auditor.

Name and address of independent public accounting firm:

Ericksen Krentel LLP
2895 Highway 190, Ste 213
Mandeville, LA 70471

Engagement Period: January 1, 2019 – December 31, 2019

The exceptions from the Statewide Agreed-Upon Procedures Report are discussed below:


Information Technology Disaster Recovery/Business Continuity

Exception: The entity's written policies and procedures did not address use of antivirus software on all systems and timely application of all available system and software patches/updates.

Management's Response to Exceptions: Management has made note of the exception and agrees with it. Although the procedures were not documented in the entity's policies and procedures, they are covered through service contracts with third-party information technology providers. St. Tammany Parish Coroner's Office, Policy and Procedures have been updated to reflect our practice through third party vendors. Moving forward, the third party vendor has implemented quarterly testing.

If there are any questions regarding this plan, please contact the Coroner's office, Dr. Charles Preston, 65278 Hwy 434, Lacombe, Louisiana 70445 at 985-781-1150.

Sincerely,


Name


Title