

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA

ANNUAL FINANCIAL STATEMENTS

AS OF JUNE 30, 2019
AND FOR THE YEAR THEN ENDED

WITH
INDEPENDENT AUDITOR'S REPORT



SILAS SIMMONS LLP
CERTIFIED PUBLIC ACCOUNTANTS *and* ADVISORS

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2019**

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**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2019**

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INDEPENDENT AUDITOR'S REPORT

Honorable Kenneth Hedrick
Concordia Parish Sheriff
Vidalia, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Concordia Parish Sheriff as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Concordia Parish 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 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.

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, each major fund, and the aggregate remaining fund information of the Concordia Parish Sheriff as of June 30, 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 pages 4 through 8, the budgetary comparison information on page 31 and 32, the Schedule of the Sheriff's Proportionate Share of the Net Pension Liability on page 33, the Schedule of the Sheriff's Contributions on page 34, and the Schedule of Changes in Net OPEB Liability and Related Ratios on page 35 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 Supplementary 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 Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head and the Sheriff's sworn affidavit on pages 36 and 37, respectively, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head and the Sheriff's sworn affidavit 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 Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head and the Sheriff's sworn affidavit are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 20, 2020, on our consideration of the Concordia Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is 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 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 Concordia Parish Sheriff's internal control over financial reporting and compliance.

This report is intended for the information of the Concordia Parish Sheriff and the Legislative Auditor of the State of Louisiana and is not intended to be, and should not be, used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Silas Simmons, LLP

Natchez, Mississippi
January 20, 2020

SECTION I
REQUIRED SUPPLEMENTARY INFORMATION

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2019**

INTRODUCTION

The discussion and analysis (MD&A) of the Concordia Parish Sheriff's financial performance provides an overall narrative review of the Sheriff's financial activities for the year ended June 30, 2019. The intent of this discussion and analysis is to look at the Sheriff's performance as a whole; readers should also review the notes to the basic financial statements and the financial statements to enhance their understanding of the Sheriff's financial performance.

The Concordia Parish Sheriff's office is located on Carter Street in Vidalia, Louisiana, with outlying facilities located in all parts of Concordia Parish.

FINANCIAL HIGHLIGHTS

The financial statements included in this report provide insight into the financial status for the year. Based upon the operations of the years ended June 30, 2019 and 2018, the Concordia Parish Sheriff's net position decreased by \$594,402 in 2019 and increased by \$891,649 in 2018. This resulted in an ending net position (deficit) of (\$10,482,370) in 2019 and (\$9,887,968) in 2018.

1. The ending cash balance for the Concordia Parish Sheriff was \$964,709 at June 30, 2019, and \$1,460,375 at June 30, 2018.
2. The Sheriff had \$9,921,782 in revenues for the year ended June 30, 2019, and \$11,365,038 for the year ended June 30, 2018, which primarily consisted of property taxes, grants, prisoner upkeep, and interest income. There were \$10,516,184 in expenditures including depreciation of \$292,568 for the year ended June 30, 2019, and \$10,473,389 in expenditures including depreciation of \$291,809 for the year ended June 30, 2018.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Concordia Parish Sheriff's basic financial statements. The Sheriff's basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Sheriff's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Sheriff's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Sheriff's office is improving or deteriorating.

The statement of activities presents information showing how the Sheriff's net position changed during the most recent fiscal year.

The government-wide financial statements outline functions of the Sheriff that are principally supported by property taxes and intergovernmental revenues (governmental activities). Fixed assets and related debt are also supported by taxes and intergovernmental revenues.

The government-wide financial statements can be found on pages 9 through 10 of this report.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2019**

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

The basic governmental fund financial statements can be found on pages 11 through 16 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the fund financial statements. The notes to the financial statements can be found on pages 17 through 30 of this report.

FUND FINANCIAL ANALYSIS

Net position may serve as a useful indicator of a government's financial position. In the case of the Sheriff's, liabilities exceeded assets by \$10,482,370 as of June 30, 2019.

Net Position for the periods ending June 30, 2019 and 2018

The following is a condensed statement of the Concordia Parish Sheriff's net position as of June 30, 2019 and 2018:

	Year ended June 30,	
	2019	2018
Current assets	\$ 2,907,145	\$ 2,836,745
Noncurrent assets – capital assets	<u>3,701,475</u>	<u>3,913,816</u>
Total assets	<u>\$ 6,608,620</u>	<u>\$ 6,750,561</u>
Deferred outflows of resources	<u>\$ 3,725,831</u>	<u>\$ 2,766,715</u>
Current liabilities	\$ 458,098	\$ 432,372
Long-term liabilities	<u>17,862,773</u>	<u>16,753,509</u>
Total liabilities	<u>\$ 18,320,871</u>	<u>\$ 17,185,881</u>
Deferred inflows of resources	<u>\$ 2,495,950</u>	<u>\$ 2,219,363</u>
Net position		
Investment in capital assets	\$ 3,636,806	\$ 3,828,505
Unrestricted (deficit)	<u>(14,119,176)</u>	<u>(13,716,473)</u>
Total net position (deficit)	<u>\$ (10,482,370)</u>	<u>\$ (9,887,968)</u>

A large portion of the Sheriff's net (deficit) is its investment in capital assets such as equipment and facilities, in the amount of \$3,636,806. The deficit of \$14,119,176, unrestricted, is current assets less OPEB, accrued compensated absences liabilities, and net pension liability.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2019**

The following is a summary of the statement of activities:

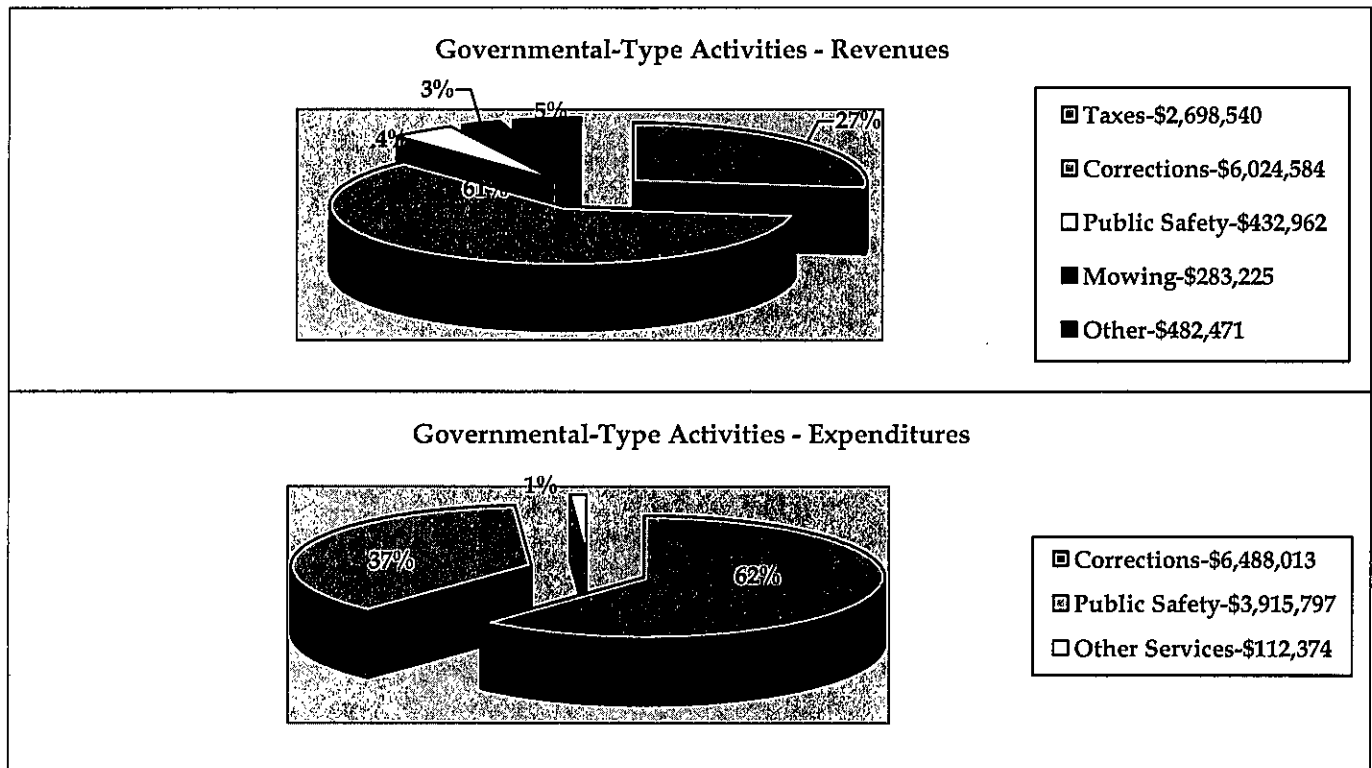
	Year ended June 30,	
	<u>2019</u>	<u>2018</u>
Revenues		
Charges for services		
Public safety	\$ 290,000	\$ 371,691
Corrections	5,644,111	6,533,700
Mowing	283,225	266,820
General revenues		
Ad valorem taxes	2,698,540	2,745,640
State supplementary pay	339,521	377,242
State revenue sharing	130,312	131,919
Interest	7,324	2,521
Other	5,314	283,911
Grants	<u>523,435</u>	<u>651,594</u>
Total revenues	<u>\$ 9,921,782</u>	<u>\$ 11,365,038</u>
Expenses		
Operating expenses		
Public safety	\$ 3,915,797	\$ 3,938,066
Corrections	6,488,013	6,441,062
Mowing	<u>112,374</u>	<u>94,261</u>
Total expenses	<u>\$ 10,516,184</u>	<u>\$ 10,473,389</u>
Increase(decrease) in net position	<u>\$ (594,402)</u>	<u>\$ 891,649</u>
Net position, beginning of year (deficit)	<u>\$ (9,887,968)</u>	<u>\$ (10,779,617)</u>
Net position, end of year (deficit)	<u>\$ (10,482,370)</u>	<u>\$ (9,887,968)</u>

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2019**

Governmental-Type Activities

The governmental-type activities of the Sheriff include revenues resulting from fines and fees charged, fees charged for the care and feeding of prisoners, and contract fees for mowing and upkeep activities. It also includes grants for law enforcement activities and prisoner functions.

The following presents in graphs the information from the Statement of Activities for the governmental-type activities:



The notes to the financial statements should be read to have a full understanding of the data in the government-wide financial statements.

CAPITAL ASSETS AND DEBT

As of June 30, 2019, the Sheriff had \$10,301,024 invested in capital assets net of accumulated depreciation of \$6,599,549. During the fiscal year ended June 30, 2019, the Sheriff had \$80,227 in capital asset additions.

LONG-TERM DEBT

At June 30, 2019, the Sheriff had long-term debt of \$17,862,773 which was due to the net pension liability, net OPEB obligation, capital lease and accrued compensated absences. Note 10 to the financial statements includes information related to this debt.

BUDGET AMENDMENTS

Amendments to the budget for revenues resulted from a change in revenues and expenditures from the amounts estimated at the beginning of the year. For the year audited, the budget was amended once.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2019**

MANAGEMENT COMMENTS

MANAGEMENT COMMENTS:

End of FY 2019

Sheriff Hedrick's primary focus for fiscal year 2019 has continued to be the restructuring of the entire organization. Reducing expenses remained at the top of the goals set for this fiscal year. Sheriff Hedrick also challenged his administrators to focus on programs, grants, and ideas to help generate revenue for the Sheriff Department. He challenged his administrators to explore only those avenues with long-term sustainability.

Concordia Parish Women's Facility

One of the major long-term projects for fiscal year 2019 was the opening of the Concordia Parish Women's Facility. Over the years the CPSO has housed approximately 60-80 women at the Concordia Parish Correctional Facility. The transfer of the few remaining work release inmates from the Concordia Parish Work Release building to the CPCF afforded us the opportunity to move all female inmates to the CPWR building. This CPSO has worked throughout FY 2018-2019 to prepare the building for the housing of DOC and pretrial female inmates. This is a continuing project due to regulations and upgrades necessary for housing long-term inmates.

Programs

Our prison facilities continue to make onsite drug rehabilitation programs available to inmates. Under an intergovernmental support agreement, updated materials were acquired for the program as well as continued education programs for instructors.

Jobs

The Concordia Parish Sheriff's Office continues to provide approximately 305 jobs to parish and surrounding parish residents, and maintains the operations of the Concordia Parish Correctional Facility, River Correctional Employees, Concordia Parish Women's Facility (formerly the Concordia Parish Work Release), as well as the Concordia Parish Sheriff's Office. These jobs include the operation of the criminal, civil, administrative, and correctional divisions. We have also worked to streamline the CPSO benefits offered to its employees as an incentive for future hiring.

Sheriff Hedrick and his staff continue to work to cut costs in efforts to balance the budget. A program to lease vehicles instead of purchasing will not only save capital outlay funds but also allow the department to run newer vehicles that will use less fuel and require less maintenance. Credit card collections were implemented online to increase collections in taxes, fines, and fees. A new website has been developed to increase online payments as well as keeping the public abreast of sheriff office activity.

REQUEST FOR INFORMATION

This financial report is designed to provide citizens, taxpayers, customers, and creditors with a general overview of the Sheriff's finances and to show the Sheriff's accountability for the money received. Any questions about this report or request for additional information may be directed to Sheriff Hedrick at (318) 336-5231.

SECTION II
GOVERNMENT-WIDE FINANCIAL STATEMENTS

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
GOVERNMENT-WIDE FINANCIAL STATEMENTS
STATEMENT OF NET POSITION
JUNE 30, 2019

	Total
<u>ASSETS</u>	
Cash and cash equivalents	\$ 964,709
Accounts receivable	1,580,819
Due from other governmental units	287,316
Commodities inventory	27,055
Prepaid expenses	47,246
Capital assets - net	3,701,475
Total assets	\$ 6,608,620
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
	\$ 3,725,831
<u>LIABILITIES</u>	
Accounts payable	\$ 260,408
Salaries and benefits payable	176,260
Capital lease payable - current	21,430
Capital lease payable - long-term	43,239
Accrued compensated absences	657,363
Net OPEB obligation	13,521,057
Net pension liability	3,641,114
Total liabilities	\$ 18,320,871
<u>DEFERRED INFLOWS OF RESOURCES</u>	
	\$ 2,495,950
<u>NET POSITION</u>	
Invested in capital assets	\$ 3,636,806
Unrestricted (deficit)	(14,119,176)
Total net position (deficit)	\$ (10,482,370)

The accompanying notes are an integral part of this financial statement.

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
GOVERNMENT-WIDE FINANCIAL STATEMENTS
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Fines, Fees, and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Revenues and Changes in Net Position</u>
				<u>Governmental Activities</u>
Governmental activities:				
Public safety	\$ 3,915,797	\$ 290,000	\$ 142,962	\$ (3,482,835)
Correctional	6,488,013	5,644,111	380,473	(463,429)
Grass mowing	112,374	283,225	-	170,851
Total governmental activities	<u>\$ 10,516,184</u>	<u>\$ 6,217,336</u>	<u>\$ 523,435</u>	<u>\$ (3,775,413)</u>
General revenues:				
Taxes - ad valorem				\$ 2,698,540
State supplementary pay				339,521
State revenue sharing				130,312
Interest earnings				7,324
Miscellaneous				5,314
Total general revenues				<u>\$ 3,181,011</u>
Change in net position				\$ (594,402)
Net position - beginning (deficit)				<u>(9,887,968)</u>
Net position - ending (deficit)				<u><u>\$ (10,482,370)</u></u>

The accompanying notes are an integral part of this financial statement.

SECTION III
FUND FINANCIAL STATEMENTS

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019

ASSETS

Cash and cash equivalents	\$ 964,709
Accounts receivable	1,580,819
Due from other governmental units	287,316
Commodities inventory	27,055
Prepaid expenses	47,246
	<hr/>
Total assets	<u>\$ 2,907,145</u>

LIABILITIES

Accounts payable	\$ 260,408
Salaries and benefits payable	176,260
	<hr/>
Total liabilities	<u>\$ 436,668</u>

FUND BALANCE

Unassigned	\$ 2,470,477
	<hr/>
Total liabilities and fund balances	<u>\$ 2,907,145</u>

The accompanying notes are an integral part of this financial statement.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
JUNE 30, 2019**

Fund Balances, Total Governmental Funds (Statement C)		\$ 2,470,477
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Total Net Position 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, net		3,701,475
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Deferred outflows and inflows are not financial resources or currently payable.

Deferred outflows	\$ 3,725,831	
Deferred inflows	<u>(2,495,950)</u>	1,229,881

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Capital lease	\$ (64,669)	
Accrued compensated absences	(657,363)	
Net OPEB obligation	(13,521,057)	
Net pension liability	<u>(3,641,114)</u>	<u>(17,884,203)</u>

Net Position of Governmental Activities (Statement A)		<u>\$ (10,482,370)</u>
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CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

REVENUES

Ad valorem taxes	\$ 2,698,540
Intergovernmental revenues:	
Federal funds:	
Grants: Correctional	-
Public safety	131,412
State funds:	
State revenue sharing	130,312
State supplementary pay	339,521
State grants: Correctional	380,473
Public safety	11,550
Mowing contract	283,225
Miscellaneous	5,314
Fines and forfeitures	42,002
Civil and criminal fees	134,769
Feeding and keeping prisoners - jail	113,229
Feeding and keeping prisoners - CPCF	5,413,060
Telephone commissions - CPCF	231,051
Interest income	7,324
Total revenues	<u>\$ 9,921,782</u>

EXPENDITURES

Public safety:	
Personnel services and related benefits	\$ 3,014,043
Operating services	438,737
Materials and supplies	32,917
Travel and other charges	37,918
Capital outlay	58,657
Total public safety	<u>\$ 3,582,272</u>
Correctional facility:	
Personnel services and related benefits	\$ 4,055,770
Operating services	1,842,968
Materials and supplies	269,605
Capital outlay	21,570
Total correctional facility	<u>\$ 6,189,913</u>
Grass mowing contract:	
Operating services	\$ 64,709
Materials and supplies	39,426
Total grass mowing contract	<u>\$ 104,135</u>
Total expenditures	<u>\$ 9,876,320</u>
Net change in fund balance	\$ 45,462
Fund balance at beginning of year	2,425,015
Fund balance at end of year	<u>\$ 2,470,477</u>

The accompanying notes are an integral part of this financial statement.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Net Change in Fund Balances, Total Governmental Funds (Statement E)	\$	45,462
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay	\$	80,227
Depreciation expense		<u>(292,568)</u>
		(212,341)
<p>Net pension expense is reported in governmental funds as expenditures as they are paid; however, in the statement of activities the net position expense is reported according to estimates required by GASB 68.</p>		
Pension expenses paid	\$	889,264
Pension expenses per GASB 68		<u>(452,429)</u>
		436,835
<p>Expenses in the statement of activities that do not require the use of current financial resources are not reported in the governmental funds.</p>		
Compensated absences	\$	75,492
Net other post-employment benefits		(678,938)
Net other pension-related items		<u>(281,554)</u>
		(885,000)
<p>Repayment of debt principal is an expenditure in the governmental funds but the repayment reduces long-term liabilities in the statement of net position.</p>		
		<u>20,642</u>
Change in Net Position of Governmental Activities (Statement B)	\$	<u><u>(594,402)</u></u>

The accompanying notes are an integral part of this financial statement.

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
JUNE 30, 2019

	Sheriff's Fund	Tax Collector Fund	Inmate Fund	Total
<u>ASSETS</u>				
Cash and cash equivalents	\$ 123,985	\$ 177,348	\$ 188,535	\$ 489,868
Accounts receivable	76,905	105,441	-	182,346
	<u>\$ 200,890</u>	<u>\$ 282,789</u>	<u>\$ 188,535</u>	<u>\$ 672,214</u>
<u>LIABILITIES</u>				
Due to taxing bodies and others	\$ 200,890	\$ 282,789	\$ 188,535	\$ 672,214
Total current liabilities	<u>\$ 200,890</u>	<u>\$ 282,789</u>	<u>\$ 188,535</u>	<u>\$ 672,214</u>

The accompanying notes are an integral part of this financial statement.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
STATEMENT OF CHANGES - FIDUCIARY NET POSITION
JUNE 30, 2019**

	Sheriff's Fund	Tax Collector Fund	Inmate Fund	Total
Unsettled balance due to taxing bodies and others at beginning of year	\$ 155,996	\$ 235,418	\$ 215,983	\$ 607,397
<u>ADDITIONS</u>				
Deposits:				
Fines, forfeitures, and costs	\$ 579,125	\$ -	\$ -	\$ 579,125
Suits and seizures	297,556	-	-	297,556
Garnishments	143,776	-	-	143,776
Taxes, fees paid to tax collector	-	13,984,362	-	13,984,362
State revenue sharing	-	402,487	-	402,487
Interest earned	20	16,449	-	16,469
Inmate income	-	-	1,674,764	1,674,764
Total additions	<u>\$ 1,020,477</u>	<u>\$ 14,403,298</u>	<u>\$ 1,674,764</u>	<u>\$ 17,098,539</u>
<u>DEDUCTIONS</u>				
Deposits, taxes, fees settled to:				
Concordia Parish:				
Sheriff's general fund	\$ 534,230	\$ 2,812,777	\$ 627,029	\$ 3,974,036
Clerk of Court	36,813	-	-	36,813
Police Jury	58,397	1,649,614	-	1,708,011
School Board	-	5,376,320	-	5,376,320
Library	-	1,143,753	-	1,143,753
Assessor	-	584,700	-	584,700
Concordia Council on Aging	-	519,663	-	519,663
Health service	-	234,981	-	234,981
Monterey Fire Protection Parish	-	111,400	-	111,400
Concordia Fire Parish No. 2	-	594,347	-	594,347
Concordia Recreation Parish No. 1	-	114,413	-	114,413
Concordia Recreation Parish No. 2	-	75,133	-	75,133
Concordia Recreation Parish No. 3	-	319,231	-	319,231
Town of Vidalia	-	89,528	-	89,528
Louisiana Tax Commission	-	20,047	-	20,047
Louisiana Forestry Service	-	7,639	-	7,639
Fifth Parish Levee Board	-	536,198	-	536,198
Litigants	119,078	-	-	119,078
Other cash disbursed	227,065	166,183	1,075,183	1,468,431
Total deductions	<u>\$ 975,583</u>	<u>\$ 14,355,927</u>	<u>\$ 1,702,212</u>	<u>\$ 17,033,722</u>
Unsettled balances due to taxing bodies and others at end of year	<u>\$ 200,890</u>	<u>\$ 282,789</u>	<u>\$ 188,535</u>	<u>\$ 672,214</u>

The accompanying notes are an integral part of this financial statement.

NOTES TO THE BASIC FINANCIAL STATEMENTS

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

INTRODUCTION

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

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

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Concordia Parish Sheriff have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standards setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999.

B. REPORTING ENTITY

The Sheriff is an independently elected official; however, the Sheriff is fiscally dependent on the Concordia Parish Police Jury. The Police Jury maintains and operates the Parish courthouse in which the Sheriff's office is located and provides funds for equipment and furniture for the Sheriff's office. Because the Sheriff is fiscally dependent on the Police Jury, the Sheriff is a component unit of the Concordia Parish Police Jury, the financial reporting entity.

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

C. FUND ACCOUNTING

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.

Governmental Funds

Governmental funds account for all or most of the Sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Sheriff. The following are the Sheriff's governmental funds:

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. FUND ACCOUNTING (continued)

Governmental Funds (continued)

General Fund - The primary operating fund of the Sheriff and it accounts 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 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), for deposits held pending court action, and deposits held for inmates. 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.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

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

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

Revenues

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

Intergovernmental revenues and fees, charges, and 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.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING (continued)

Expenditures

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified by character and function.

Government-Wide Financial Statements (GWFS)

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these columns reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues

Program revenues included in the Statement of Activities (Statement B) are derived directly from Sheriff users as a fee for services; program revenues reduce the cost of the function to be financed from the Sheriff's general revenues.

E. BUDGETS

The Sheriff uses the following budget practices:

1. The Sheriff prepares a proposed budget for the general fund in June of each year for the year beginning July 1.
2. A summary of the proposed budget is published and the public 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 the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted by the Sheriff.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. Budgets are adopted on a modified accrual basis.
7. The budget was amended once during the year ended June 30, 2019.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Under state law, the Sheriff may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. INVENTORIES

Inventory of the Sheriff's General Fund consists of food purchased by the Sheriff and commodities granted by various governmental agencies. The commodities are recorded as revenues when received; however, all inventory items are recorded as expenses when consumed. All purchased inventory items are stated at cost, which is determined by the first-in, first-out method.

H. PREPAID ITEMS

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

I. CAPITAL ASSETS

Capital assets, which include land, buildings, furniture, fixtures and equipment, and vehicles, are reported in the statement of net position. 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 \$1,000 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.

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 - 10 years
Buildings	20 - 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.

J. COMPENSATED ABSENCES

The Sheriff has the following policy relating to vacation and sick leave:

After one year of service, employees of the Sheriff's office receive five working days of noncumulative vacation leave. For each year thereafter, they receive a total of ten working days of noncumulative vacation leave. Employees receive the same number of cumulative sick leave days, which are not payable upon termination or retirement.

The Sheriff's recognition and measurement criteria for compensated absences follows: GASB Statement 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. COMPENSATED ABSENCES (continued)

GASB Statement 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments, as well as other employees who are expected to become eligible in the future to receive such payments.

The current portion of the liability for compensated absences is not reported in the fund financial statements. The liability is reported in the government-wide statements.

K. ESTIMATES

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

L. NET POSITION/FUND BALANCES

In the statement of net position, the difference between a government's assets and liabilities is recorded as net position. The two components of net position are as follows:

Invested in Capital Assets, Net of Related Debt - This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes, or other borrowings attributable to the acquisition, construction, or improvement of capital assets.

Unrestricted - This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

M. Deferred Outflows/Inflows of Resources

This statement of financial position will often report a separate section for deferred outflows and/or deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenses/expenditures) until then. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources until that time.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. GASB Statement 74 and GASB Statement 75

Effective for the year ending June 30, 2018, the Concordia Parish Sheriff implemented GASB Statement 74, *Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans* and GASB Statement 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*. The guidance contained in these statements changed how governments calculate and report the costs and obligations associated with other post-employment benefits in important ways. It is designed to improve the usefulness of reported other post-employment benefit information and to increase the transparency, consistency, and comparability of other post-employment benefit information across governments. While this information will, in some cases, give the appearance that a government is financially weaker than it was previously, the financial reality of the government's situation will not have changed.

These statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses/expenditures. For defined benefit other post-employment benefit, these statements identify the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. These statements also require enhance-note disclosures and schedule of required supplementary information that will be presented by the other post-employment benefit that are within its scope.

NOTE 2 - LEVIED TAXES

The Sheriff is the ex-officio tax collector of the Parish and is responsible for the collection and distribution of ad valorem taxes. Ad valorem taxes attach as an enforceable lien on property as of January 1 of the following year. The taxes are based on assessed values determined by the Concordia Parish Tax Assessor and are collected by the Sheriff. The taxes are remitted to the appropriate taxing bodies net of deduction for assessor's compensation and pension fund contributions.

The following is a summary of Concordia Parish levied ad valorem taxes for 2019:

<u>Description</u>	<u>Levied Millage</u>	<u>Authorized Millage</u>	<u>Expiration Date</u>
Parish Tax:			
General alimony tax	2.27 M	2.27 M	N/A
Library	8.50 M	8.50 M	2028
Highway, drainage, and building upkeep	10.00 M	10.00 M	2027
Health unit	1.81 M	1.81 M	2020
Assessor	4.34 M	4.34 M	N/A
Sheriff's law enforcement	8.62 M	8.62 M	N/A
Sheriff's special	12.00 M	12.00 M	2026
School construction	2.81 M	2.81 M	N/A
School new construction	12.41 M	12.41 M	2018
School maintenance	25.00 M	25.00 M	2022
Fifth Louisiana Levee Parish	3.86 M	3.86 M	N/A
Recreation Parish No. 1	3.00 M	3.00 M	2027
Recreation Parish No. 2	6.21 M	6.21 M	2027
Recreation Parish No. 3	4.03 M	4.03 M	2050
Fire Parish No. 1	10.00 M	10.00 M	2026
Fire Parish No. 2 maintenance	6.91 M	6.91 M	2020
Forestry tax	\$.08/ Acre	\$.08/ Acre	N/A
Council on Aging	4.00 M	4.00 M	2028

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 2 - LEVIED TAXES (continued)

The following is a summary of Concordia Parish ad valorem taxes assessed and collected (cash basis) and the taxes receivable at June 30, 2019:

	Taxes Assessed	Taxes Collected	Taxes Uncollected 6/30/2019
Parish tax:			
Police Jury - general alimony	\$ 298,452	\$ 296,187	\$ 2,265
Library	1,117,553	1,109,072	8,481
Police Jury - highway and drainage	1,314,769	1,304,791	9,978
Health unit	237,973	236,167	1,806
Assessor	570,609	566,279	4,330
Sheriff's law enforcement	1,133,331	1,124,730	8,601
Sheriff's special	1,577,724	1,565,750	11,974
School construction	369,450	366,646	2,804
School new construction	1,690,797	1,677,965	12,832
School maintenance	3,252,742	3,228,056	24,686
Fifth Louisiana Levee Parish	524,086	520,230	3,856
Recreation Parish No. 1	115,712	114,542	1,170
Recreation Parish No. 2	74,549	73,670	879
Recreation Parish No. 3	319,043	317,234	1,809
Fire Parish No. 1	115,550	114,152	1,398
Fire Parish No. 2	599,959	595,740	4,219
Town of Vidalia	105,976	105,620	356
Forestry tax	7,646	7,640	6
Council on Aging	525,907	521,916	3,991
	<u>\$ 13,951,828</u>	<u>\$ 13,846,387</u>	<u>\$ 105,441</u>

The uncollected taxes at June 30, 2019, were as follows:

Amount collected subsequent to June 30, 2019	\$ 35,411
Uncollected amounts were movable properties that have not been collected and cannot be located	<u>70,030</u>
	<u>\$ 105,441</u>

NOTE 3 - CASH AND CASH EQUIVALENTS

At June 30, 2019, the Sheriff has cash and cash equivalents, book balances, totaling \$964,709 as follows:

Interest-bearing demand deposits	\$ 926,774
Time deposits	<u>37,935</u>
Total	<u>\$ 964,709</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or 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. At June 30, 2019, the Sheriff had \$1,720,987 in deposits (collected bank balances). These deposits are secured from risk by \$500,000 of federal deposit insurance and \$13,211,602 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 4 - ACCOUNTS RECEIVABLE

The accounts receivable at June 30, 2019, are as follows:

River Corrections Prison	\$	1,264,470
Other		<u>316,349</u>
Total	\$	<u><u>1,580,819</u></u>

At June 30, 2019, no allowance for doubtful accounts was required since all amounts were deemed collectible.

NOTE 5 - DUE FROM OTHER GOVERNMENT UNITS

Amounts due from other government units at June 30, 2019, were as follows:

State of Louisiana:		
Prisoner upkeep	\$	67,415
State and federal		215,043
Other		<u>4,858</u>
Total	\$	<u><u>287,316</u></u>

NOTE 6 - CAPITAL ASSETS

A summary of the Concordia Parish Sheriff's capital assets follows:

	Balance 6/30/2018	Additions	Retirements	Balance 6/30/2019
Capital assets not being depreciated				
Land	\$ 180,500	\$ -	\$ -	\$ 180,500
Capital assets being depreciated				
Furniture, fixtures, and equipment	\$ 3,504,175	\$ 80,227	\$ (62,116)	\$ 3,522,286
Buildings and improvements	<u>6,536,122</u>	<u>-</u>	<u>-</u>	<u>6,536,122</u>
Total	<u>\$ 10,040,297</u>	<u>\$ 80,227</u>	<u>\$ (62,116)</u>	<u>\$ 10,058,408</u>
Less accumulated depreciation				
Furniture, fixtures, and equipment	\$ (3,195,968)	\$ (99,656)	\$ 62,116	\$ (3,233,508)
Buildings and improvements	<u>(3,111,013)</u>	<u>(192,912)</u>	<u>-</u>	<u>(3,303,925)</u>
Total	<u>\$ (6,306,981)</u>	<u>\$ (292,568)</u>	<u>\$ 62,116</u>	<u>\$ (6,537,433)</u>
Total being depreciated	<u>\$ 3,733,316</u>	<u>\$ (212,341)</u>	<u>\$ -</u>	<u>\$ 3,520,975</u>
Capital assets, net	<u>\$ 3,913,816</u>	<u>\$ (212,341)</u>	<u>\$ -</u>	<u>\$ 3,701,475</u>

Depreciation expense was charged to governmental activities as follows:

Public safety	\$	96,754
Corrections		187,575
Grass mowing		<u>8,239</u>
Total	\$	<u><u>292,568</u></u>

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 7 - LONG-TERM LIABILITIES

The following is a summary of long-term liability activity and balances for the year ended June 30, 2019:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Compensated absences	\$ 732,855	\$ -	\$ (75,492)	\$ 657,363
Capital lease payable	<u>85,311</u>	<u>-</u>	<u>(20,642)</u>	<u>64,669</u>
	<u>\$ 818,166</u>	<u>\$ -</u>	<u>\$ (96,134)</u>	<u>\$ 722,032</u>

Capital lease payable as June 30, 2019, was comprised as follows:

John Deere Financing lease of \$85,311 payable in five payments of \$23,977 per year, bearing 3.75% interest, due May 17, 2022	<u>\$ 64,669</u>
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The annual requirement to amortize the capital lease payable as of June 30, 2019, is as follows:

<u>Year ended</u>	<u>Principal</u>	<u>Interest</u>
6/30/2020	\$ 21,430	\$ 2,548
6/30/2021	22,247	1,730
6/30/2022	<u>20,992</u>	<u>881</u>
	<u>\$ 64,669</u>	<u>\$ 5,159</u>

NOTE 8 - PENSION PLAN

Plan Description - Substantially all employees of the Concordia Parish Sheriff's Office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All sheriffs, deputies, and other employees who are found to be physically fit, who earn at least \$400 per month depending on year employed, and who were at least age 18 years or older at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 3.33% for each year of total service. In any case, the retirement benefit cannot exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average.

Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Members are not required to make any contributions to the Plan. The Concordia Parish Sheriff's Office is required to contribute at an actuarially determined rate. The combined rate is 22.50% of annual covered payroll. The Concordia Parish Sheriff's Office's contributions for the year ending June 30, 2019 and 2018, were \$1,633,414 and \$1,504,172, respectively, equal to the required contributions for each year.

The Louisiana Sheriff Pension and Relief Fund issues a publicly available Actuarial Valuation and required supplementary information. That information may be obtained by writing to the Sheriff's Pension and Relief Fund, 6554 Florida Boulevard, Suite 215, Baton Rouge, Louisiana 70806 or by calling (800) 586-9049.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 9 - PLAN DESCRIPTION AND BENEFITS

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 \$3,641,114 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 entities, actuarially determined. At June 30, 2018, the Sheriff's proportion was .94953%.

For the year ended June 30, 2019, the Sheriff recognized pension expense of \$861,620 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$409,191. At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 1,022,118
Changes of assumptions	1,076,364	-
Net difference between projected and actual earnings on pension plan investments	-	216,148
Changes in proportion and differences between Parish contributions and proportionate share of contributions	117,733	894,555
Parish contributions subsequent to the measurement date	<u>889,263</u>	<u>-</u>
Total	<u>\$ 2,083,360</u>	<u>\$ 2,132,821</u>

\$889,263 reported as deferred outflows of resources related to pensions resulting from Parish 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:	
2020	\$ (198,566)
2021	(89,426)
2022	(453,897)
2023	(114,098)
2024	(83,737)

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

NOTE 9 - PLAN DESCRIPTION AND BENEFITS (continued)

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

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018, are as follows:

Valuation date	June 30, 2018
Actuarial cost method	Entry age normal method
Actuarial assumptions:	
Investment rate of return	7.25%, net of investment expense
Discount rate	7.25%
Projected salary increases	5.5% (2.60% inflation/2.90% merit)
Mortality rates	RP - 2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Table for Active Members, Healthy Annuitants, and Beneficiaries RP - 2000 Disabled Lives Mortality Table
Expected remaining service lives	2018 - 6 years 2017 - 7 years
Cost-of-living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 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 procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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

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

Asset Class	Expected Rate of Return		Long-Term Expected Portfolio Real Rate of Return
	Target Asset Allocation	Real Return Arithmetic Basis	
Equity securities	62%	6.9%	4.3%
Bonds	23%	3.2%	0.7%
Alternative investments	15%	4.5%	0.7%
Totals	100%		5.7%
Inflation			2.5%
Expected Arithmetic Nominal Return			8.2%

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 9 - PLAN DESCRIPTION AND BENEFITS (continued)

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

Discount Rate. The discount rate used to measure the total pension liability was 7.25%. 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 System's actuary. Based on these 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.

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the participating employers calculated using the discount rate of 7.25%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25%) or one percentage point higher (8.25%) than the current date.

	Changes in Discount Rate 2018		
	1%	Current	1%
	Decrease 6.25%	Discount Rate 7.25%	Increase 8.25%
Net Pension Liability	\$ 8,240,327	\$ 3,641,114	\$ (230,898)

NOTE 10 - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

General Information about the OPEB Plan

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

Benefits provided - Medical and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for the retiree only (not dependents). Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service, or 30 years of service at any age. Employees first eligible for the retirement system on and after January 1, 2012 are eligible for retirement (D.R.O.P. entry) as follows: age 62 and 12 years of service, or age 60 and 20 years of service, or age 55 and 30 years of service.

Life insurance coverage is continued to retirees based on a blended rate for active employees and retirees and the retiree pays 100% of the cost of the retiree's life insurance after retirement, but it is based on this blended rate. There is an age-related reduction formula after retirement (reducing to 75% of pre-retirement coverage at age 65 and to 50% at age 70). The retiree cost is based on the blended active/retired rate, and there is thus an additional implied subsidy by the employer.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 10 - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

Employees covered by benefit terms - At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	44
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>251</u>
	<u>295</u>

Total OPEB Liability

The Sheriff's total OPEB liability of \$13,521,057 was measured as of June 30, 2019, and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs - The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.0%, including inflation
Prior discount rate	3.87%
Discount rate	3.50% annually
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation Municipal Bond Index as of June 30, 2019, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table without projection with 50%/50% unisex blend.

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2019.

Changes in the Total OPEB Liability

Balance at June 30, 2018	<u>\$ 11,502,377</u>
Changes for the year:	
Service cost	\$ 397,362
Interest	452,831
Differences between expected and actual experience	807,093
Changes in assumptions	639,260
Benefit payments and net transfers	<u>(277,866)</u>
Net changes	<u>\$ 2,018,680</u>
Balance at June 30, 2019	<u>\$ 13,521,057</u>

Sensitivity of the total OPEB liability to changes in the discount rate - The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a discount rate that is one-percentage-point lower (2.50%) or one-percentage-point higher (4.50%) than the current discount rate:

	1% Decrease (2.50%)	Current Discount Rate (3.50%)	1% Increase (4.50%)
Total OPEB liability	<u>\$ 15,731,082</u>	<u>\$ 13,521,057</u>	<u>\$ 11,734,851</u>

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

NOTE 10 - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

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

	1% Decrease (4.5%)	Current Trend (5.5%)	1% Increase (6.5%)
Total OPEB liability	\$ <u>12,008,780</u>	\$ <u>13,521,057</u>	\$ <u>15,380,787</u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2019, the Sheriff recognized OPEB expense of \$856,071. 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
Differences between expected and actual experience	\$ 1,052,385	\$ -
Changes in assumptions	<u>590,086</u>	<u>363,129</u>
Total	<u>\$ 1,642,471</u>	<u>\$ 363,129</u>

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

Year ending June 30	
2019	\$ 106,612
2020	106,612
2021	106,612
2022	106,612
2023	106,612
Thereafter	746,282

NOTE 11 - EXPENDITURES OF THE SHERIFF'S OFFICE PAID BY THE PARISH POLICE JURY

The Sheriff's office is located in the Parish courthouse. Expenditures for operation and maintenance of the Parish courthouse, as required by state statute, are paid by the Concordia Parish Police Jury and are not included in the accompanying financial statements.

NOTE 12 - RISK MANAGEMENT

The Concordia Parish Sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Sheriff maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Sheriff.

SECTION IV
ADDITIONAL REQUIRED SUPPLEMENTARY INFORMATION

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Ad valorem taxes	\$ 2,700,000	\$ 3,072,863	\$ 2,698,540	\$ (374,323)
Intergovernmental revenues:				
Federal fund:				
Grants:				
Correctional	40,000	51,242	-	(51,242)
Public safety	100,000	119,602	131,412	11,810
State funds:				
State revenue sharing	133,000	172,181	130,312	(41,869)
State supplementary pay	380,000	495,848	339,521	(156,327)
State grants:				
Correctional	520,000	676,215	380,473	(295,742)
Public safety	10,000	7,754	11,550	3,796
Mowing contract	267,000	301,364	283,225	(18,139)
Miscellaneous	100,000	180,805	5,314	(175,491)
Fines and forfeitures	80,000	85,171	42,002	(43,169)
Civil and criminal fees	200,000	229,055	134,769	(94,286)
Feeding and keeping prisoners - jail	90,000	90,020	113,229	23,209
Feeding and keeping prisoners - CPCF	5,527,000	6,012,825	5,413,060	(599,765)
Telephone commissions	200,000	228,800	231,051	2,251
Interest income	3,000	2,851	7,324	4,473
Total revenues	<u>\$ 10,350,000</u>	<u>\$ 11,726,596</u>	<u>\$ 9,921,782</u>	<u>\$ (1,804,814)</u>
Expenditures				
Public safety	\$ 3,940,000	\$ 4,441,671	\$ 3,582,272	\$ 859,399
Correctional facility	6,300,000	7,259,245	6,189,913	1,069,332
Grass mowing contract	80,000	102,496	104,135	(1,639)
Total expenditures	<u>\$ 10,320,000</u>	<u>\$ 11,803,412</u>	<u>\$ 9,876,320</u>	<u>\$ 1,927,092</u>
Excess of expenditures over revenues	\$ 30,000	\$ (76,816)	\$ 45,462	\$ 122,278
Fund balance - beginning of year	<u>2,425,015</u>	<u>2,425,015</u>	<u>2,425,015</u>	<u>-</u>
Fund balance - end of year	<u>\$ 2,455,015</u>	<u>\$ 2,348,199</u>	<u>\$ 2,470,477</u>	<u>\$ 122,278</u>

See Independent Auditor's Report.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
NOTES TO THE BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2019**

General Budget Policies

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

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

Budget Basis of Accounting

All governmental funds' budgets are prepared on the modified accrual basis of accounting. Budgeted amounts are as originally adopted or as amended by the Sheriff. Legally, the Sheriff must adopt a balanced budget; that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the Sheriff to amend its budgets when revenues, plus projected revenues within a fund, are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF THE SHERIFF'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
LOUISIANA SHERIFF'S PENSION AND RELIEF SYSTEM**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Sheriff's proportion of the net pension liability (asset)	.94953%	1.0284820%	1.094422%	1.0556120%	1.096722%
Sheriff's proportionate share of the net pension liability (asset)	\$ 3,641,114	\$ 4,453,608	\$ 6,946,181	\$ 4,705,410	\$ 4,343,025
Sheriff's covered-employee payroll	\$ 6,147,353	\$ 7,123,219	\$ 7,615,321	\$ 7,333,016	\$ 7,560,740
Sheriff's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	59.23%	62.52%	91.21%	64.17%	57.44%
Plan fiduciary net position as a percentage of the total pension liability	90.41%	88.49%	82.61%	86.61%	87.34%

- This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF THE SHERIFF'S CONTRIBUTIONS
LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 889,263	\$ 833,257	\$ 943,900	\$ 1,007,131	\$ 997,327
Contributions in relation to the contractually required contribution	<u>(889,263)</u>	<u>(833,257)</u>	<u>(943,900)</u>	<u>(1,007,131)</u>	<u>(997,327)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Sheriff's covered-employee payroll	\$ 7,259,317	\$ 6,147,353	\$ 7,123,219	\$ 7,615,321	\$ 7,333,016
Contributions as a percentage of covered-employee payroll	12.25%	13.5%	13.2%	13.2%	13.6%

- This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

See Independent Auditor's Report.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>2018</u>	<u>2019</u>
Total OPEB liability		
Service cost	\$ 451,813	\$ 397,362
Interest	408,904	452,831
Changes of benefit terms	-	-
Differences between expected and actual experience	358,605	807,093
Changes of assumptions	(423,651)	639,260
Benefit payments	<u>(263,380)</u>	<u>(277,866)</u>
Net change in total OPEB liability	\$ 532,291	\$ 2,018,680
Total OPEB liability - beginning	<u>10,970,086</u>	<u>11,502,377</u>
Total OPEB liability - ending	<u>\$ 11,502,377</u>	<u>\$ 13,521,057</u>
Covered-employee payroll	\$ 5,825,163	\$ 5,999,918
Net OPEB liability as a percentage of covered-employee payroll	197.46%	222.35%

Notes to Schedule:

Benefit Changes. There were no changes of benefit terms for the year ended June 30, 2019.

Changes of Assumptions. The discount rate as of June 30, 2018, was 3.87% and it changed to 3.50% as of June 30, 2019.

- This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

See Independent Auditor's Report.

SECTION V
OTHER SUPPLEMENTARY INFORMATION

CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS,
AND OTHER PAYMENTS TO AGENCY HEAD
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

Agency Head Name:	Kenneth Hedrick, Sheriff	
Salary	\$	145,762
Benefits - insurance		7,582
Benefits - retirement		15,930
Deferred compensation		9,194
Expense allowance		14,576
Cell phone		612
Registration fees		160
Conference travel		<u>432</u>
Total	\$	<u>194,248</u>

See Independent Auditor's Report.

STATE OF LOUISIANA, PARISH OF CONCORDIA

AFFIDAVIT

D. Kenneth Hedrick, Sheriff of Concordia Parish

BEFORE ME, the undersigned authority, personally came and appeared, D. Kenneth Hedrick, the sheriff of Concordia Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$177,348 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.

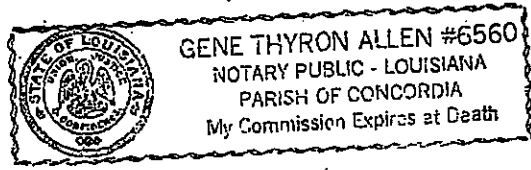
Sheriff Kenneth Hedrick
Signature
Sheriff of Concordia
(Parish)

SWORN to and subscribed before me, Notary, this 22 day of January 2020 in my office in the Vidalia, Louisiana.
(City/Town)

Gene Thyron Allen (Signature)

Gene Thyron Allen (Print), # 6560

Notary Public
Expires at death (Commission)



**SECTION VI
OTHER REPORTS**

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

Honorable Kenneth Hedrick
Concordia Parish Sheriff
Vidalia, 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, each major fund, and the aggregate remaining fund information of the Concordia Parish Sheriff, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Concordia Parish Sheriff's basic financial statements and have issued our report thereon dated January 20, 2020.

Internal Control Over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or 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 and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Concordia Parish Sheriff's financial statements are free of 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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards*, and which is described in the accompanying Schedule of Findings and Questioned Costs as item 2019-1.

Concordia Parish Sheriff's Response to Findings

The Concordia Parish Sheriff's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Concordia Parish Sheriff's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

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



Natchez, Mississippi
January 20, 2020

**SECTION VII
SCHEDULE OF FINDINGS**

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

Section I: Summary of Auditor's Reports

1. Type of auditor's report issued on the primary government financial statements:

Governmental activities Unqualified

2. Internal control over financial reporting:

a. Material weakness(es) identified? No

b. Significant deficiency(s) identified that are not considered
to be material weaknesses? No

3. Noncompliance material to the primary government financial statements? Yes

CONCORDIA PARISH SHERIFF
 VIDALIA, LOUISIANA
 SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
 FOR THE YEAR ENDED JUNE 30, 2019

Reference No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken
Section I - Internal Control and Compliance Material to the Financial Statements:				
2018-1	6-30-2018	<u>Late Filing of Financial Statements (Compliance Finding)</u> The Sheriff's audited financial statements were not completed and submitted to the Louisiana Legislative Auditor's office by the statutory date of December 31, 2019.	No	Management will work closely with external auditors to ensure that the audited financial statements are submitted to the Legislative Auditor by the statutory due date.
2018-2	6-30-2018	<u>Due to Inmate Cash Balance Deficit (Internal Control Finding)</u> During the audit, it was noted that the Due to Inmate Liability account was greater than the corresponding Due to Inmate Cash account. The fund is custodial in nature and the cash should be equal to the liability. The money was not being deposited daily, causing the cash balance to be less than the liability at year end.	Yes	Management kept a close watch to ensure that deposits were being made daily.

**CONCORDIA PARISH SHERIFF
VIDALIA, LOUISIANA
SCHEDULE OF CURRENT YEAR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

Section I - Internal Control and Compliance Material to Financial Statements:

2019-1 Late Filing of Financial Statements (Compliance Finding)

Condition: The Sheriff's audited financial statements were not completed and submitted to the Louisiana Legislative Auditor's office by the statutory date of December 31, 2019.

Criteria: To be in good standing with the Legislative Auditor, the audited financial statements should be completed and submitted to their office by December 31.

Cause of Condition: Management was unable to provide a complete set of books in time for the external auditor to complete the audit by its due date.

Effect of Condition: Material noncompliance relating to the financial statements.

Response: Management will work closely with the external auditors to ensure that the audited financial statements are submitted to the Legislative Auditor by the statutory due date.

Section II - Internal Control and Compliance Material to Federal Awards:

N/A

Section III - Management Letter:

N/A

SCHEDULE VIII

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

JUNE 30, 2019

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

To Concordia Parish Sheriff
and the Louisiana Legislative Auditor:

We have performed the procedures in the attached supplement, which were agreed to by the Concordia Parish Sheriff and the Louisiana Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Entity's management is responsible for those control and compliance 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.

Our procedures and findings are included in the supplement to this report.

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 control and compliance 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 control and compliance 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.



Natchez, Mississippi

January 20, 2020

**CONCORDIA PARISH SHERIFF
SUPPLEMENTAL SCHEDULE OF AGREED-UPON PROCEDURES AND FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

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.
 - b) *Purchasing*, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the public bid law, and (5) documentation required to be maintained for all bids and price quotes.
 - c) *Disbursements*, including processing, reviewing, and approving.
 - d) *Receipts/Collections*, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - f) *Contracting*, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - g) *Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)*, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
 - h) *Travel and expense reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - i) *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute 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.
 - j) *Debt Service*, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
 - 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 tolls needed to recover operations after a critical event.

Findings: We reviewed the written policies and procedures for the related functions listed above. Through our review, we were able to determine that the Sheriff has appropriate written policies and procedures for the related topics with the exception of the budgeting, purchasing, disbursements, receipts/collections, credit cards, debt service, and disaster recovery/business continuity. The Sheriff has a written policy in place for payroll/personnel, but it needs to be updated to comply with the statewide agreed-upon procedures. No exceptions were noted for travel and expense reimbursement, ethics, and contracting.

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.
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Bank Reconciliations

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 four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Findings: We obtained a list of bank accounts from the list management gave for bank confirmations and had management identify the main operating bank account. We selected the main operating bank account and randomly selected four additional bank accounts. We obtained the related bank statements and randomly selected one month from the fiscal period to review whether bank reconciliations had been prepared within two months of the related statement closing date, included evidence of a member of management unrelated to the cash collection/disbursement processes had reviewed each bank reconciliation, and included documentation that management had researched reconciling items that have been outstanding for more than 12 months from that statement closing date.

We noted on some bank accounts that the bank reconciliation was not prepared within two months nor that a member of management reviewed the bank reconciliations.

Collections

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 five deposit sites (or all deposit sites if less than five).

Findings: We reviewed a listing of deposit sites for the fiscal period and obtained management's representation that the listing is complete. The Sheriff has three deposit sites.

No exceptions were noted during the above procedures.

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

Findings: We obtained a list of collection locations and management's representation that the listing is complete. The Sheriff has a collection location at each deposit site. We obtained written policies and procedures and inquired of management and employees to determine whether employees who are responsible for cash collections do not share cash drawers/registers, do not prepare/make bank deposits, and are not responsible for reconciling cash collections to the general ledger or subsidiary ledger(s) are not responsible for collecting cash.

No exceptions were noted during the above procedure.

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

Findings: We inquired of management to determine if they are covered by a bond or insurance policy for theft to determine that there is a blanket policy for covering theft.

No exceptions were noted during the above procedures.

7. Randomly select two deposit dates for each of the five bank accounts selected for Procedure 3 under "Bank Reconciliations" (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). Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.

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

Findings: We randomly selected two deposit dates for each of the five bank accounts selected under Procedure 3 and performed the above procedures by observing that receipts are sequentially pre-numbered and trace to collection documentation and the bank statements. We observed that deposits were made within one business day of receipt and that the deposits were traced from the bank statement to the general ledger.

We noted that not all deposits are made within one business day and that some deposits were unable to be traced to the general ledger as the fund did not have a general ledger.

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

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

The above procedure was not performed in the current year due to no exceptions in prior year testing.

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

The above procedure was not performed in the current year due to no exceptions in prior year testing.

- 10. For each location selected under Procedure 8, 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 five disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement 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 Procedure 9, as applicable.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

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

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

The above procedure was not performed in the current year due to no exceptions in prior year testing.

12. Using the listing prepared by management, randomly select five cards (or all cards if less than five) 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, by someone other than the authorized card holder.
- b) Observe that finance charges and late fees were not assessed on the selected statements.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

13. Using the monthly statements or combined statements selected under Procedure 12, 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).

The above procedure was not performed in the current year due to no exceptions in prior year testing.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five 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).
- 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.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) 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 five 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.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Payroll and Personnel

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

The above procedure was not performed in the current year due to no exceptions in prior year testing.

17. Randomly select one pay period during the fiscal period. For the five employees/officials selected under Procedure 16, 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).
 - 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.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

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' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

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:

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Ethics

20. Using the five 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.
 - 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.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Debt Service

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.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

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.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

Other

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.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

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.

The above procedure was not performed in the current year due to no exceptions in prior year testing.

**CONCORDIA PARISH SHERIFF
SCHEDULE OF EXCEPTIONS
FOR THE YEAR ENDED JUNE 30, 2019**

<u>Reference No.</u>	<u>Description of Exception</u>
<u>Policies and Procedures</u>	
Procedure 1	There are no appropriate written policies and procedures for the related topics of the budgeting, purchasing, disbursements, receipts/collections, credit cards, debt service, and disaster recovery/business continuity. There is a written policy in place for payroll/personnel, but it needs to be updated to comply with the statewide agreed-upon procedures.
<u>Bank Reconciliations</u>	
Procedure 3a and 3b	Some of the selected bank accounts did not have the bank reconciliations prepared within two months of statement end nor that a member of management had reviewed the bank reconciliations.
<u>Collections</u>	
Procedure 7d and 7e	Not all deposits are made within one business day and some deposits were unable to be traced to the general ledger as the fund did not have a general ledger.

Management Response

Management will work to correct these findings in the next fiscal year.