

Caddo Parish Coroner's Office

Financial Statements
Year Ended December 31, 2018

Caddo Parish Coroner's Office

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8585 Business Park Drive
Shreveport, Louisiana 71105
Phone: 318.219.5020
Fax: 318.798.1917
info@jkmcpas.biz

Independent Auditor's Report

Dr. Todd G. Thoma
Caddo Parish Coroner
Shreveport, Louisiana

I have audited the accompanying financial statements of the governmental activities of the Caddo Parish Coroner's Office (the "Coroner") as of and for the year ended December 31, 2018, and the related summary of accounting policies and notes to financial statements, which collectively comprise the Coroner's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my 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 I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the Caddo Parish Coroner's Office, as of December 31, 2018, 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 on pages 8 through 13, General Fund Budgetary Comparison Schedule presented on page 37, Schedule of Proportionate Share of the Net Pension Liability on page 38, Schedule of Pension Contributions on page 39 and Notes to Required Supplementary Information on page 40 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Caddo Parish Coroner's Office basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer on page 41 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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 my opinion, Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated June 21, 2019 on my consideration of the Caddo Parish Coroner's Office internal control over financial reporting and on my 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 my 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 Coroner's internal control over financial reporting and compliance.



Certified Public Accountant

Shreveport, Louisiana
June 21, 2019

**Independent Auditor's Report on Internal
Control Over Financial Reporting
and on Compliance and Other Matters Based on
an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

Dr. Todd G. Thoma
Caddo Parish Coroner
Shreveport, Louisiana

I 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 of America, the financial statements of the governmental activities of the Caddo Parish Coroner's Office (the Coroner) as of and for the year ended December 31, 2018, and the related summary of accounting policies and notes to financial statements and have issued my report thereon dated June 21, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance

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

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the result 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.



Certified Public Accountant

Shreveport, Louisiana
June 21, 2019



OFFICE OF THE CORONER

Todd G. Thoma M.D. FACEP, D-ABDMI, Coroner

Parish of Caddo • State of Louisiana
2900 Hearne Avenue • Shreveport, LA 71103

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

This section of the Coroner's annual financial report presents our discussion and analysis of the Coroner's financial performance during the year ended December 31, 2018. Please read it in conjunction with the Coroner's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Coroner's total Net Position decreased \$101,072 over the course of this year's operations.
- During the year, the Coroner's governmental revenues were \$101,587 less than the \$1,346,700 in expenses for governmental activities.
- The total cost of the Coroner's programs was \$1,346,700 an increase of \$896.
- The Coroner reported an unrestricted fund balance of \$441,803 at the end of the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Coroner:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Coroner's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Coroner's government, reporting the Coroner's operations in more detail than the government-wide statements.
 - The governmental funds statements tell how general government services, like public safety, were financed in the short-term as well as what remains for future spending.

The financial statements also include a summary of significant accounting policies and notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Coroner's financial statements, including the portion of the Coroner's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**Figure A-1
Major Features of Coroner's Government and Fund Financial Statements**

	Government-wide Statements	Fund Statements Governmental Funds
Scope	Entire Coroner government	The activities of the Coroner that are not proprietary or fiduciary, such as public safety
Required financial statements	Statement of Net Position Statement of Activities	Balance Sheet Statement of Revenues, Expenditures, and Changes in Fund Balance
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter

Government-wide Statements

The government-wide statements report information about the Coroner as a whole using accounting methods similar to those used by private-sector companies. The statement of Net Position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The government-wide statement reports the Coroner's net position and how it has changed. Net Position - the difference between the Coroner's assets and liabilities - is one way to measure the Coroner's financial health, or position:

- Over time, increases or decreases in the Coroner's Net Position is an indicator of whether its financial health is improving or deteriorating.
- To assess the overall health of the Coroner you need to consider additional financial factors such as matters that affect the city and parish.

The government-wide financial statements of the Coroner are divided into the following category:

- Governmental activities - all of the Coroner's basic services are included here.

Fund Financial Statements

The fund financial statements provide more detailed information about the Coroner's most significant funds - not the Coroner as a whole. Funds are accounting devices that the Coroner uses to keep track of specific sources of funding and spending for particular purposes:

- Presently, only the General Fund is required by the Coroner.

Most of the Coroner's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Coroner's programs. Because this information does not encompass the additional long-term focus of the governmental funds statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE CORONER AS A WHOLE

Net Position. The Coroner's Net Position decreased \$101,072 between fiscal years 2018 and 2017, to \$521,062 (See Table A-1).

**Table A-1
Coroner's Net Position**

	Governmental Activities	
	2018	2017
Current and other assets	\$558,309	\$654,634
Capital assets	79,259	48,819
Long-term asset	74,382	-
Total assets	711,950	703,453
Deferred outflows of resources	163,989	281,830
Total assets and deferred outflows of resources	\$875,939	\$985,283
Current liabilities	\$134,884	\$114,284
Long-term liabilities	-	210,478
Total liabilities	134,884	324,762
Deferred inflows of resources	219,993	38,387
Total liabilities and deferred inflows of resources	\$354,877	\$363,149
Net Position:		
Unrestricted	\$441,803	\$573,315
Investment in capital assets	79,259	48,819
Total Net Position	\$521,062	\$622,134

Changes in Net Position. The Coroner's total governmental revenues decreased by \$44,231 to \$1,245,113 (See Table A-2). Approximately 82 percent of the Coroner's revenue comes from appropriations from the City of Shreveport and Caddo Parish.

The total cost of all governmental programs and services increased \$896 to \$1,346,700. The Coroner's expenses cover all services performed by its office.

Governmental Activities

Revenues for the Coroner's governmental activities decreased 3.4 percent, while total expenses decreased 0.9 percent.

Table A-2
Changes in Coroner's Net Position

	Governmental Activities	
	2018	2017
Governmental revenues:		
City of Shreveport appropriations	\$ 860,650	\$ 860,650
Caddo Parish appropriations	155,100	155,100
Coroner's certificate and report charges	229,363	273,594
Total governmental revenues	1,245,113	1,289,344
Expenses – General governmental	1,346,700	1,345,804
Deficit of governmental revenues over expenses	(101,587)	(56,460)
Other income	515	4,205
Decrease in net position	\$ (101,072)	\$ (52,255)

Table A-3
Decrease in Net Position from Coroner's Governmental Activities

	Total Cost of Services		Decrease In Net Position	
	2018	2017	2018	2017
Public safety	\$1,346,700	\$1,345,804	\$(101,072)	\$(52,255)

Financial Analysis of the Coroner's Funds

As the Coroner completed the year, its governmental funds reported an unrestricted fund balance of \$441,803, a decrease from the prior year of \$131,512.

General Fund Budgetary Highlights

Over the course of the year, no revisions were made to the original budget.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2018, the Coroner had invested \$79,259 in capital assets. (See Table A-4).

Table A-4
Coroner's Capital Assets
(net of depreciation)

	Governmental Activities	
	2018	2017
Vehicles	\$71,381	\$37,960
Furniture and equipment	3,411	5,744
Leasehold improvements	4,467	5,115
Total	\$79,259	\$48,819

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Coroner is dependent on the City of Shreveport and Caddo Parish for approximately 82 percent of its revenues. The City and Parish receive a substantial part of their revenues from taxes. The economy is not expected to generate any significant growth. Therefore, the Coroner's future revenues are expected to be consistent with the current years. The budget for the 2019 year is approximately the same as the year 2018 budget.

CONTACTING THE CORONER'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the Coroner's finances and to demonstrate the Coroner's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Caddo Parish Coroner's Office, 2900 Hearne Avenue, Shreveport, Louisiana 71103.

Caddo Parish Coroner's Office

Statement of Net Position

<i>December 31,</i>	2018
Assets:	
Cash and cash equivalents (Note 1)	\$505,018
Accounts receivable (Note 2)	38,847
Prepaid expenses	14,444
Capital assets, net of accumulated depreciation (Note 3)	79,259
Net pension asset (Note 4)	74,382
Total assets	711,950
Deferred Outflows of Resources:	
Pension related (Note 4)	163,989
Total assets and deferred outflows of resources	\$875,939
Liabilities:	
Accounts payable	\$ 40,524
Accrued expenses	94,360
Total liabilities	134,884
Deferred Inflows of Resources:	
Pension related (Note 4)	219,993
Total liabilities and deferred inflows of resources	\$354,877
Net Position:	
Unrestricted	\$441,803
Investment in capital assets	79,259
Total Net Position	\$521,062

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Statement of Activities

Year Ended December 31,

2018

	Expenses	Program Revenues		Net Revenue (Expense) and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Unit
Functions / Programs -				
Governmental activities - general government	\$1,346,700	\$229,363	\$1,015,750	\$(101,587)
Total government activities	\$1,346,700	\$229,363	\$1,015,750	\$(101,587)
Deficit of governmental revenues over expenses				\$(101,587)
Other income				515
Deficit of revenues over expenses				(101,072)
Net Position - beginning of year				622,134
Net Position - end of year				\$521,062

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Balance Sheet – Governmental Funds

<i>December 31,</i>	2018
	General Fund
Assets:	
Cash and cash equivalents (Note 1)	\$505,018
Accounts receivable:	
Emergency certificates	35,300
Prepaid expenses	14,444
Total assets	\$554,762
Liabilities and Fund Balance	
Liabilities:	
Accounts payable	\$40,524
Accrued payroll and payroll liabilities	58,577
Other liabilities	500
Total liabilities	99,601
Fund Balance:	
Non-spendable	14,444
Spendable-unassigned	440,717
Total Fund Balance	455,161
Total liabilities and fund balances	\$554,762

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position

<u>December 31,</u>	<u>2018</u>
Total Fund Balance at December 31, 2018 – Governmental Funds	\$ 455,161
Charges for services prior to year-end received too late to be considered current resources of the governmental fund, but are accrued in the Statement of Net Position	3,547
Cost of capital assets at December 31, 2018	\$ 610,874
Less: accumulated depreciation as of December 31, 2018	<u>(531,615)</u> 79,259
Certain assets are not considered financial resources available for current operations and are not reported in the governmental funds, but are accrued in the Statement of Net Position	
Net pension asset	74,382
Certain deferred outflows are reported in the Statement of Net Position but not in the governmental funds	
Deferred outflows – pension related	163,989
Certain liabilities are not due and payable from current resources and therefore are not reported in the governmental funds	
Compensated absences at December 31, 2018	(35,283)
Certain deferred inflows are reported in the Statement of Net Position but not in the governmental funds	
Deferred inflows – pension related	<u>(219,993)</u>
Total Net Position at December 31, 2018 – Governmental Activities	\$ 521,062

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds

<i>Year Ended December 31,</i>	2018
	General Fund
Revenues:	
City of Shreveport appropriations	\$ 860,650
Caddo Parish appropriations	155,100
Coroner's certificate and report charges	204,443
Total revenues	1,220,193
Expenditures:	
General government:	
Current operating:	
Personnel service	800,521
Professional services	332,900
Other operating	167,099
Capital outlay	49,625
Total expenditures	1,350,145
Deficit of governmental revenues over expenditures	(129,952)
Other income	18,360
Deficit of revenues over expenditures	(111,592)
Fund balance - beginning of year, as previously stated	566,753
Fund balances - end of year	\$ 455,161

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities

<i>Year Ended December 31,</i>	2018
Deficit of revenues over expenditures - Governmental Funds	\$(111,592)
Net change in charges for services prior to year end	(1,828)
Capital Assets:	
Capital outlay capitalized	\$ 49,625
Depreciation expense for the year ended December 31, 2018	<u>(19,184)</u>
	30,441
Change in compensated absences for the year ended December 31, 2018	(3,505)
In the Statement of Activities, pension benefits are measured by the amounts earned during the year. In the governmental funds, expenditures for these items are measured by the amount of financial resources used (essentially, the amount actually paid).	
Pension expense difference	(22,038)
Contributions from non-employer contributing entities	7,450
Deficit of revenues over expenditures - Governmental Activities	<u>\$(101,072)</u>

See accompanying summary of significant accounting policies and notes to financial statements.

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies

Introduction

The authority for the Caddo Parish Coroner's Office (the Coroner's Office) is provided under Article V, Section 29 of the Louisiana Constitution of 1974.

The Coroner's Office determines the manner and cause of death for those cases that fall within its jurisdiction. The Coroner's Office orders autopsies and issues death certificates. It also evaluates the mentally ill and the chemically dependent and determines the appropriate action for these persons.

Financial Reporting Entity

This financial report has been prepared in conformity with GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments.

For financial reporting purposes, in conformance with GASB codification Section 2100, the Caddo Parish Coroner's Office financial statements include all governmental activities, funds, account groups and activities that are controlled by the Coroner as an independently elected parish official. As an independently elected parish official, the Coroner is solely responsible for the operations of his office. Accordingly, the Coroner's Office is a separate governmental reporting entity. Certain units of the local government over which the Coroner's Office exercises no oversight responsibility, such as the parish commission, parish school board, other independently elected parish officials, and municipalities within the parish are excluded from the accompanying general purpose financial statements. These units of the government are considered separate reporting entities and issue general purpose financial statements separate from that of the Coroner's Office.

Basis of Presentation

The government-wide financial statements (GWFS) (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Coroner's Office.

The content and certain titles of the GWFS were changed upon the adoption by the Coroner's Office in 2012 of GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Basis of Presentation - (continued)

Inflows of Resources, and Net Position. This statement provides reporting guidance for deferred outflows of resources and deferred inflows of resources, and adds them, when applicable, as elements of the GWFS, because they are distinct from assets and liabilities. In addition, because these additional elements may affect the residual amount of all of the elements presented in a statement of financial position, GASB 63 renames that measure as net position rather than net assets.

Accordingly, the statement of net position presents information on all of the Coroner's Office'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 Coroner's Office is improving or deteriorating.

Governmental-wide Financial Statements (GWFS): The statement of net position and the statement of activities display information about the Caddo Parish Coroner's Office. These statements include the financial activities of the Coroner's Office, except for fiduciary activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Coroner's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) appropriations and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not associated as program revenues, including all taxes, are presented as general revenues.

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Basis of Presentation - (continued)

Fund Financial Statements (FFS): The fund financial statements provide information about the Organization's funds. Separate statements for each fund category are presented. The emphasis of fund financial statements is on major governmental funds.

The Coroner reports the following major governmental fund:

General Fund - The general fund accounts for all operations of the Coroner's office. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Capital Assets

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Coroner maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets are recorded in the GWFS, but are not reported in the FFS. All capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed by the Coroner, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 5 to 15 years.

Basis of Accounting / Measurement Focus

All governmental funds of the Coroner follow FASB Statements and Interpretations issued on or before November 30, 1989, Accounting Principles Board Opinions, and Accounting Research Bulletins, unless those pronouncements conflict with GASB pronouncements.

Government-wide Financial Statements: The GWFS were prepared using the economic resources measurement focus and the accrual basis

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Basis of Accounting / Measurement Focus - (continued)

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 non-exchange transactions are recognized in accordance with the requirements of GASB No. 33, *Accounting and Financial Reporting for Non-exchange transactions*.

Program Revenues: Program revenues included in the Statement of Activities derive directly from parties outside the Coroner's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Coroner's general revenues.

Fund Financial Statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Governmental and Agency Funds are accounted for on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay current period liabilities. For this purpose, the Coroner considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Grants and appropriations are recorded when the Coroner is entitled to the funds.

Interest income on investments is recorded when earned. Substantially all other revenues are recorded when received.

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Basis of Accounting / Measurement Focus - (continued)

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Costs of accumulated unpaid vacation, sick leave and other employee benefit amounts are reported in the period due and payable rather than the period earned by employees, and general long-term obligations principal and interest payments are recognized only when due.

Transfers between funds that are not expected to be repaid are accounted for as other financing services.

Budgets and Budgetary Accounting

The Coroner's Office follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Coroner's Office prepares operating budgets for the general fund at least fifteen days prior to the commencement of the budgetary fiscal year. The operating budget includes proposed expenditures and the means of financing them for the upcoming year.
2. The budgets are available for public inspection for a fifteen day period prior to a public hearing held to obtain taxpayer comment.
3. The budgets are adopted at the public hearing and are authorized for implementation on the first day of the fiscal year.
4. The budgets are prepared on a basis consistent with generally accepted accounting principles (GAAP).
5. The budgets may be revised during the year as estimates regarding revenues and expenditures change.
6. Appropriations lapse at the end of each fiscal year.

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Cash	Cash includes amounts in demand deposits and interest bearing time deposits. Under state law, the Coroner's Office may deposit funds in demand deposits, interest-bearing demand deposits, money-market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.
Compensated Absences	The Coroner accrues accumulated unpaid vacation leave by employee. This obligation is reported in the government-wide Statement of Net Position and represents a reconciling item between the fund and government-wide presentations.
Use of Estimates	The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates in the financial statements include the allowance for doubtful accounts, depreciation of capital assets and deferred outflows, inflows, assets and liabilities related to pensions.
Fund Equity in Fund Financial Statements	<p>Governmental fund equity is classified as fund balance. Beginning in 2013, the Coroner implemented GASB Statement 54, <i>Fund Balance Reporting and Governmental Fund Type Definitions</i>. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:</p> <p><i>Non-spendable:</i> This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being non-spendable as this item is not expected to be converted to cash.</p>

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies (Continued)

Fund Equity in Fund Financial Statements - (continued)

Restricted: This classification includes amounts for which constraints have been placed on the use of resources that are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation. The Coroner did not have any restricted resources at year-end.

Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Coroner, who is the highest level of decision making authority. These amounts cannot be used for any other purpose unless the Coroner removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Coroner did not have any committed resources as of year-end.

Assigned: This classification includes spendable amounts that are reported in governmental funds *other than the General Fund* that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be expressed by either the Coroner or an official, such as the administrator, that has the authority to assign amounts to be used for specific purposes. The Coroner did not have any assigned resources as of year-end.

Unassigned: This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

Caddo Parish Coroner's Office

Summary of Significant Accounting Policies *(Concluded)*

Fund Equity in Fund Financial Statements - (continued)

When fund balance resources are available for a specific purpose in multiple classifications, the Coroner would use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, it reserves the right to selectively spend unassigned resources first and to defer the use of the other classified funds.

Pension Plan

The Coroner is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 4. For purposes of measuring the net pension liability (or asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each plan, and additions to / deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

Caddo Parish Coroner's Office

Notes to Financial Statements

1. Cash and Certificates of Deposit

At December 31, 2018, the carrying amount of the Coroner's Office deposits was \$505,018 and the bank balances were \$534,967. Under state law, these deposits must be secured by Federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Accordingly, they are considered uncollateralized (Category 3) under the provisions of GASB codification C.20.106. At December 31, 2018, the Coroner's Office bank deposits are secured by \$250,000 federal deposit insurance and \$291,444 in pledged securities.

2. Accounts Receivable

Accounts receivable at December 31, 2018 consist of the following:

Accounts receivable:	
Emergency certificates	\$ 266,000
Allowance for doubtful accounts	(227,153)
<hr/>	
Net accounts receivable	\$ 38,847

3. Capital Assets

Capital assets as of December 31, 2018 are as follows:

	Vehicles	Furniture, Fixtures, Equipment and Leasehold Improvements	Computer Software	Total
Cost of Capital Assets, December 31, 2017	\$368,150	\$107,193	\$85,906	\$561,249
Additions	49,625	-	-	49,625
<hr/>				
Cost of Capital Assets, December 31, 2018	417,775	107,193	85,906	610,874

(Continued)

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

3. Capital Assets - (continued)

	Vehicles	Furniture, Fixtures, Equipment and Leasehold Improvements	Computer Software	Total
Accumulated depreciation, December 31, 2017:	\$330,190	\$ 96,335	\$85,906	\$512,431
Additions	16,204	2,980	-	19,184
Accumulated depreciation, December 31, 2018	346,394	99,315	85,906	531,615
Capital assets, net of accumulated depreciation, at December 31, 2018	\$ 71,381	\$ 7,878	\$ -	\$ 79,259

Depreciation expense for the year ended December 31, 2018 was \$19,184.

Certain assets used by the Coroner's Office (primarily the administrative office building) are owned by the Caddo Parish Commission and accordingly are not reflected in these financial statements.

4. Pension Plan

Effective April 1, 2012, substantially all employees of the Coroner's Office became members of the Parochial Employees Retirement System of Louisiana (the System), a multiple-employer (cost sharing) defined benefit plan, controlled and administered by a separate Board of Trustees. The system is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the Coroner are members of Plan A.

All permanent employees working at least 28 hours per week whom are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Benefit provisions are established by Louisiana State Statute. The Parochial Plan issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

4. Pension Plan - (continued)

the board of trustees of the parochial Employees' Retirement System of Louisiana, P.O. Box 14619, Baton Rouge, LA, 70898 or by calling (225) 928-1361.

Covered employees are required to contribute 9.5% of their salary. The Coroner is required to contribute 12.5% of covered employees' salaries for 2017 and 11.5% for 2018. The employer and employee contribution obligations are established and may be amended by Louisiana State Statute. The Coroner's cash contribution for the year ended December 31, 2018 was \$69,312, equal to the required contribution.

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

At December 31, 2018, the Coroner reported an asset of \$74,382 for its proportionate share of the net pension asset of the Plan. The net pension asset was measured as of December 31, 2017 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Coroner's proportion of the net pension asset was based on a projection of the Coroner's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Coroner's proportion was 0.100212% which was a decrease from 0.102198% measured as of December 31, 2016.

For the year ended December 31, 2018, the Coroner recognized pension expense of \$91,350, representing its proportionate share of the Plan's net expense and amortization of deferred amounts. The Coroner also recognized \$7,450 as net pension benefit from non-employer contributions to the Plan.

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

**4. Pension Plan
- (continued)**

At December 31, 2018, the Coroner 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	\$ -	\$ 48,149
Difference between employer contributions and proportionate share of employer contributions	796	-
Net difference between projected and actual earnings on pension plan investments	-	171,844
Changes in assumptions	93,881	-
Employer contributions subsequent to the measurement date	69,312	-
Totals	\$163,989	\$219,993

The Coroner reported a total of \$69,312 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2017, which will be recognized as an increase in net pension asset in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in plan pension expense as follows:

December 31,	
2019	\$ 10,933
2020	10,252
2021	(78,393)
2022	(68,108)
Total	\$(125,316)

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

4. Pension Plan - (continued)

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2017 is as follows:

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.75%, net of investment expense
Expected Remaining Service Lives	4 years
Projected Salary Increases	5.25% (2.75% Merit/2.50% Inflation)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Mortality	RP-2000 Employee Sex Distinct Mortality Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Mortality Table was selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

4. Pension Plan - (continued)

Asset Class	Target Asset Allocation	Long-Term Expected Real Rate of Return
Fixed Income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Total	100%	5.62%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.62%

Discount Rate. The discount rate used to measure the total pension liability was 6.75 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Coroner's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the net pension liability (asset) of the Coroner calculated using the discount rate of 6.75 percent, as well as what the Coroner's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75 percent) or one percentage point higher (7.75 percent) than the current rate:

Caddo Parish Coroner's Office

Notes to Financial Statements (Continued)

4. Pension Plan - (continued)

	Discount Rate	Coroner's proportionate share of net pension liability
1% decrease	5.75%	\$ 366,730
Current discount rate	6.75%	(74,382)
1% increase	7.75%	(467,163)

Plan Fiduciary Net Position. Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana financial report found on the System's website: www.persla.org or on the Office of Louisiana Legislative Auditor's official website: www.lla.state.la.us.

5. Leases

The Coroner leases certain office equipment through February 28, 2019 with minimum monthly lease payments of \$988 and a provision to purchase the equipment at fair market value at the end of the lease term. In March 2019, the Coroner renewed the lease through February 28, 2022 with minimum monthly lease payments of \$1,099 and a provision to purchase the equipment at fair market value at the end of the lease term.

Future minimum lease payments are: 2019 - \$12,966; 2020 - \$13,188; 2021 - \$13,188; and 2022 - \$2,198

Total lease payments for the year ended December 31, 2018 were \$11,856.

6. Commitments and Contingencies

From time to time, in the normal course of business, the Coroner is involved in various matters of litigation. Management does not believe the ultimate outcome of any such matters will be material to the financial statements of the Coroner.

7. Related Party Transactions

The Coroner paid \$24,000 to the Forensic Nurse Examiners of Louisiana (FNE) for services related to sexual assault investigations during 2018. The Coroner is the medical director of the FNE.

Caddo Parish Coroner's Office

Notes to Financial Statements *(Concluded)*

8. Subsequent Events

The Coroner has evaluated events subsequent to December 31, 2018, through the date the financial statements were available to be issued, June 21, 2019. No material subsequent events that require recognition or additional disclosure in these financial statements were noted.

Supplementary Information



Caddo Parish Coroner's Office

Budgetary Comparison Schedule

Year Ended December 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable)</u>
Revenues:				
City of Shreveport appropriations	\$ 860,650	\$ 860,650	\$ 860,650	\$ -
Caddo Parish appropriations	155,100	155,100	155,100	-
Coroner's certificate and report charges	135,000	135,000	204,443	69,443
Total revenues	1,150,750	1,150,750	1,220,193	69,443
Expenditures:				
General Government:				
Current operating:				
Personnel service	789,800	789,800	800,521	(10,721)
Professional services	322,000	322,000	332,900	(10,900)
Other operating	169,800	169,800	167,099	2,701
Capital outlay	60,000	60,000	49,625	10,375
Total expenditures	1,341,600	1,341,600	1,350,145	(8,545)
Deficit of governmental revenues over expenditures	(190,850)	(190,850)	(129,952)	60,898
Other income -				
Miscellaneous income	-	-	18,360	18,360
Deficit of revenues over expenditures	(190,850)	(190,850)	(111,592)	79,258
Fund balance - beginning of year, net of surplus utilized in other income	566,753	566,753	566,753	-
Fund balance - end of year	\$ 375,903	\$ 375,903	\$ 455,161	\$ 79,258

Caddo Parish Coroner's Office

Schedule of Proportionate Share of the Net Pension Liability

Fiscal Year*	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered-employee payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability
Louisiana State Employees' Retirement System					
2018	0.100212%	\$ (74,382)	\$602,727	(12.3)%	102.0%
2017	0.102198%	\$210,478	\$626,206	33.6%	94.1%
2016	0.101506%	\$267,193	\$606,093	44.1%	92.2%
2015	0.105326%	\$ 28,797	\$581,219	5.0%	99.1%

*Amounts presented were determined as of the measurement date (previous fiscal year end).

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

Caddo Parish Coroner's Office

Schedule of Pension Contributions

Fiscal Year*	(a) Statutorily Required Contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution Deficiency (Excess)	Agency's covered- employee payroll	Contributions as a percentage of covered-employee payroll
Louisiana State Employees' Retirement System					
2018	\$69,312	\$69,312	\$ -	\$602,727	11.5%
2017	\$78,276	\$78,276	\$ -	\$626,206	12.5%
2016	\$78,792	\$78,792	\$ -	\$606,093	13.0%
2015	\$84,389	\$84,389	\$ -	\$581,993	14.5%

*Amounts presented were determined as of the end of the fiscal year.

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

Caddo Parish Coroner's Office

Notes to Required Supplementary Information

Budgetary Information

The Caddo Parish Coroner's Office budget is prepared in accordance with accounting principles generally accepted in the United States of America.

The Louisiana Local Government Budget Act provides that "the total proposed expenditures shall not exceed the total of estimated funds available for the ensuing year." The "total estimated funds available" is the sum of the respective estimated fund balances at the beginning of the year and the anticipated revenues for the current year. Expenditures may not legally exceed appropriations at the fund level. Appropriations that are not expended lapse at year-end. The budget was not amended during the year. The budget comparison schedule presents the original adopted budget.

Budgeted revenues do not exceed actual revenues. Actual expenditures do not exceed budgeted expenditures by more than 5 percent. The Coroner's Office is in compliance with the Louisiana Local Government Budget Act.

Pension Information

Presentation

The schedule of the Caddo Parish Coroner's Office's proportionate share of the net pension liability and the schedule of the Caddo Parish Coroner's Office pension contributions are intended to show information for 10 years. Additional years will be displayed as they become available.

Changes in Benefit Terms

There were no changes in benefit terms during the year ended December 31, 2018.

Changes in Assumptions

There were no changes in assumptions for the year ended December 31, 2018.

Caddo Parish Coroner's Office

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer

Year ended December 31, 2018

Todd G. Thoma, M.D., FACEP, D-ABMDI, Caddo Coroner:

Salary	\$192,155
Benefits – Insurance	-
Benefits – Retirement	22,098
Benefits – Other	-
Car Allowance	-
Vehicle provided by Coroner's Office	300
Cell phone	1,460
Dues	500
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	798
Housing	-
Unvouchered expenses	-
Special meals	-
	<hr/>
	\$217,311

Caddo Parish Coroner's Office

Schedule of Findings and Questioned Costs

For the Year Ended December 31, 2018

Summary of Audit Results

1. The auditors' report expressed an unqualified opinion on the financial statements of the Caddo Parish Coroner's Office.
2. No significant deficiencies in internal control were disclosed during the examination of the financial statements of the Caddo Parish Coroner's Office.
3. No instances of noncompliance material to the financial statements of the Caddo Parish Coroner's Office were disclosed during the examination.
4. No separate management letter was issued to the Caddo Parish Coroner's Office.

Findings - Financial Statement Audit

None

Caddo Parish Coroner's Office

Summary Schedule of Prior Year Audit Finding

Year Ended December 31, 2017

No findings in 2017.

Insert SAUP Report

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Caddo Parish Coroner's Office and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by the Caddo Parish Coroner's Office (Coroner) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

- a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget

Obtained the entity's written policies and procedures and noted all the Budgeting functions described above were addressed without exception.

- 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.

Obtained the entity's written policies and procedures regarding the above Purchasing functions and noted all the Purchasing functions described above were addressed with one exception: How vendors are added to the vendor list was not addressed (Exception).

Management Response:

CPCO will modify the purchasing procedure policy to address how vendors will be added to the vendor list.

- c) **Disbursements**, including processing, reviewing, and approving
Obtained the entity's written policies and procedures and noted all the Disbursement functions described above were addressed without exception.
- d) **Receipts**, 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)
Obtained the entity's written policies and procedures and noted the policies address all areas.
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
Obtained the entity's written policies and procedures and noted all the Payroll/Personnel functions described above were addressed without exception.
- 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.
Obtained the entity's written policies and procedures regarding the above Contracting functions and noted the following:
- (1) Noted without exception.*
 - (2) Noted without exception.*
 - (3) Noted without exception.*
 - (4) Noted without exception.*
 - (5) Noted that there is no formal monitoring process.*

Management Response:

CPCO agrees and will develop an appropriate 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
Obtained the entity's written policies and procedures and noted all the Credit Card functions described above were addressed.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
Obtained the entity's written policies and procedures and noted all the Travel and Expense Reimbursement functions described above were addressed without exception.
- 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.

Obtained the entity's written policies and procedures regarding the above Ethics functions and noted the following:

- (1) Prohibitions as defined in Louisiana Revised Statute 42:1111-1121 were not addressed in detail, but by reference to the code.*
- (2) Addressed without exception.*
- (3) Addressed without exception.*
- (4) While signature verification of reading the Coroner's policy annually is not required, all employees undergo annual ethics training and evidence their completion through providing course completion certificates, which are maintained in the employee files.*

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

Obtained the entity's written policies and procedures and noted none of the Debt Service functions described above were addressed due to the entity not having any debt.

Collections

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

Obtained a listing of deposit site locations and management's representation that the listing is complete. The entity has one deposit site location.

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

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

The entity does not have a need for a cash drawer system.

- 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.

Noted without exception.

- 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:

Noted without exception

- 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

Noted without exception.

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

Employees are not individually bonded, but the employee practice liability insurance covers employee theft and defalcations.

5. Randomly select two deposit dates for at least five entity bank accounts (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the deposits and:

- a. Observe that receipts are sequentially pre-numbered

Noted without exception.

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

Done without exception.

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

Done without exception.

- 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).

The entity does not record the date collections are received at the office for other than the rare cash paid for a death report. Thus, I could not test for timeliness of deposits for checks received through the mail. However, I did note two deposits slips were dated seven days before the actual deposit was made. Per inquiry of management, I noted deposits are taken to the bank once a week (Exception).

Management Response

Management considers this item as isolated incident. Deposits are made on a weekly basis due to the infrequency of cash received and checks that are received in the mail. Daily deposits are inefficient and considered unnecessary.

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

Done without exception.

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

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

One payment processing location.

7. For each location selected under #6 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Noted without exception

- b) At least two employees are involved in processing and approving payments to vendors.

Noted without exception.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

The employee responsible for processing payments is also responsible for adding/modifying the vendor files without another employee periodically reviewing the changes (Exception).

Management Response

The Coroner reviews, approves and signs disbursements for all vendor invoices. The preparer of these payments does not have signatory authority.

- 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.

Signed checks are returned to the employee responsible for processing the payment who then prepares the checks for mailing (Exception).

Management Response

Administrative staff size is limited and it would not be cost effective to increase staff size to meet this requirement. The number of purchases and vendors used grants the Coroner sufficient control that he would know if any purchases were fictitious or fraudulent.

8. For each location selected under #6 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and.

- a. Observe that the disbursement matched the related original invoice/billing statement:
Noted without exception.
- b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #7, as applicable
Noted without exception.

Contracts

9. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
Noted without exception.
 - 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).
Not applicable. The Coroner's office does not have a governing board.
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
None of the contracts tested were amended.
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.
No exceptions noted.

Ethics (excluding nonprofits)

10. Using 5 randomly selected employees/officials, obtain ethics documentation from management, and:
 - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
Noted without exception

- 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.

As noted in section 1.i. of this report, management utilizes proof of training to meet this requirement.

Other

11. 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.

Management has asserted the entity had no misappropriation of public funds or assets.

12. 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.

Noted without exception.

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



Certified Public Accountant

Shreveport, Louisiana

June 21, 2019