

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Financial Report

Year Ended June 30, 2022

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1-3
BASIC FINANCIAL STATEMENTS	
Governments-wide Financial Statements (GWFS)	
Statement of net position	6
Statement of activities	7
Fund Financial Statements (FFS)	
Balance sheet - governmental fund	10
Reconciliation of the governmental fund balance sheet to the statement of net position	11
Statement of revenues, expenditures, and changes in fund balance - governmental fund	12
Reconciliation of the statement of revenues, expenditures, and changes in fund balance of the governmental fund to the statement of activities	13
Statement of fiduciary net position	14
Statement of changes in fiduciary net position	15
Notes to basic financial statements	16-36
REQUIRED SUPPLEMENTARY INFORMATION	
General Fund - Budgetary comparison schedule	38
Schedule of changes in net OPEB liability and related ratios	39
Schedule of employer contributions	40
Schedule of investment returns	41
Schedule of employer's share of net pension liability (asset)	42
Schedule of employer pension contributions	43
Notes to required supplementary information	44
SUPPLEMENTARY INFORMATION	
Comparative statement of net position	46
General Fund:	
Comparative balance sheet	47
Fiduciary Funds:	
Combining statement of fiduciary net position	49
Combining statement of changes in fiduciary net position	50
Justice System Funding Schedule - Receiving Entity	51
Justice System Funding Schedule - Collecting/Disbursing Entity	52-53
OTHER INFORMATION	
General Fund:	
Budgetary comparison schedule - revenues, expenditures and changes in fund balance	55
Budgetary comparison schedule - expenditures	56
Affidavit - Tax Collector Fund	57
INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS	
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 <i>Government Auditing Standards</i>	59-60
Schedule of current and prior year audit findings	61

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INDEPENDENT AUDITOR'S REPORT

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The Honorable Willy J. Martin, Jr.
St. James Parish Sheriff
Convent, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. James Parish Sheriff (hereinafter "Sheriff") as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

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

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements. We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, no such opinion is expressed. We evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements. We conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule, schedule of changes in net OPEB liability and related ratios, schedule of employer contributions, schedule of investment returns, schedule of employer's share of net pension liability, and schedule of employer pension contributions information on pages 38 through 43 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

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 comparative and combining statements and the justice system funding schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the comparative and combining statements and the justice system funding schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The prior year comparative information on these statements has been derived from the St. James Parish Sheriff's 2021 financial statements, which was 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 and, in our opinion, was fairly presented, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the budgetary comparison schedules and affidavit but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2022, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
November 9, 2022

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

St. James Parish Sheriff
Convent, Louisiana

Statement of Net Position
June 30, 2022

	<u>Governmental Activities</u>
ASSETS	
Cash and interest-bearing deposits	\$ 7,105,340
Investments	31,387,338
Due from other governmental agencies	602,581
Net pension asset	421,184
Capital assets, net	<u>3,055,706</u>
Total assets	<u>42,572,149</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to postemployment benefit obligation	1,708,336
Deferred outflows related to net pension asset	<u>2,178,507</u>
Total deferred outflows of resources	<u>3,886,843</u>
LIABILITIES	
Accounts, salaries, and other payables	375,478
Long-term liabilities:	
Postemployment benefit obligation payable	<u>3,955,753</u>
Total liabilities	<u>4,331,231</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to postemployment benefit obligation	6,389,884
Deferred inflows related to net pension asset	<u>4,582,612</u>
Total deferred inflows of resources	<u>10,972,496</u>
NET POSITION	
Net investment in capital assets	3,055,706
Unrestricted	<u>28,099,559</u>
Total net position	<u>\$ 31,155,265</u>

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

FUND FINANCIAL STATEMENTS (FFS)

MAJOR FUNDS DESCRIPTION

General Fund

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

St. James Parish Sheriff
Convent, Louisiana

Balance Sheet - Governmental Fund
June 30, 2022

	<u>General Fund</u>
ASSETS	
Cash and interest-bearing deposits	\$ 7,105,340
Investments	31,387,338
Receivables -	
Due from other governmental agencies	<u>602,581</u>
Total assets	<u>\$ 39,095,259</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 120,313
Accrued liabilities	<u>255,165</u>
Total liabilities	375,478
Fund balance:	
Unassigned	<u>38,719,781</u>
Total liabilities and fund balance	<u>\$ 39,095,259</u>

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

St. James Parish Sheriff
Convent, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
June 30, 2022

Total fund balance for governmental fund at June 30, 2022		\$ 38,719,781
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	\$ 195,770	
Buildings and improvements other than buildings, net of \$711,338 accumulated depreciation	1,117,117	
Vehicles, net of \$2,596,248 accumulated depreciation	667,816	
Office furniture, net of \$1,690,456 accumulated depreciation	389,730	
Equipment, net of \$2,296,525 accumulated depreciation	<u>685,273</u>	3,055,706
The deferred outflows of contributions are not available resources, and therefore, are not reported in the fund financial statements. The deferred outflows of contributions are related to the following:		
Postemployment benefit obligation payable	1,708,336	
Net pension asset	<u>2,178,507</u>	3,886,843
Long-term liabilities at June 30, 2022:		
Postemployment benefit obligation payable	(3,955,753)	
Net pension asset	<u>421,184</u>	(3,534,569)
The deferred inflows of resources are not available, and therefore, are not reported in the fund financial statements. The deferred inflows of resources are related to the following:		
Postemployment benefit obligation payable	(6,389,884)	
Net pension asset	<u>(4,582,612)</u>	<u>(10,972,496)</u>
Net position at June 30, 2022		<u>\$ 31,155,265</u>

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

St. James Parish Sheriff
Convent, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -
Governmental Fund
For the Year Ended June 30, 2022

	<u>General Fund</u>
Revenues:	
Ad valorem taxes	\$ 14,010,195
Intergovernmental revenues -	
Federal grants:	
Other	590,776
State grants - state revenue sharing (net)	142,046
State supplemental pay	343,501
Other state grants	90,000
Video poker commissions	558,049
Fees, charges, and commissions for services -	
Civil and criminal fees	196,382
Feeding, keeping, and transporting prisoners	213,279
Special duty detail	121,635
Interest income	83,142
Miscellaneous	<u>608,260</u>
Total revenues	<u>16,957,265</u>
Expenditures:	
Current -	
Public safety:	
Personal services and related benefits	8,375,410
Operating services	6,769,365
Operations and maintenance	2,637,845
Travel and other charges	31,158
Capital outlay	<u>445,022</u>
Total expenditures	<u>18,258,800</u>
Net change in fund balance	(1,301,535)
Fund balance, beginning	<u>40,021,316</u>
Fund balance, ending	<u>\$ 38,719,781</u>

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

St. James Parish Sheriff
Convent, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2022

Total net changes in fund balances for the year ended June 30, 2022 per statement of revenues, expenditures and changes in fund balances		\$ (1,301,535)
The change in net position reported for governmental activities in the statement of activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay which is considered expenditures on statement of revenues, expenditures and changes in fund balance	\$ 445,022	
Depreciation expense	<u>(586,884)</u>	(141,862)
Differences between the amounts reported as expenses in the statement of activities and those reported as expenditures in the fund financial statements		
Postemployment benefit	5,469,234	
Pension benefit	<u>712,432</u>	6,181,666
Non-employer pension contributions to the Sheriffs' Pension and Relief Fund		<u>392,598</u>
Total changes in net position for the year ended June 30, 2022 per statement of activities		<u>\$ 5,130,867</u>

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

St. James Parish Sheriff
Convent, Louisiana

Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2022

	<u>Custodial Funds</u>	<u>St. James Parish Retired Employees' Insurance Fund</u>
ASSETS		
Cash	\$ 17,281	\$ -
Interest-bearing deposits	336,557	1,783,843
Investments	<u>-</u>	<u>3,169,573</u>
Total assets	<u>353,838</u>	<u>4,953,416</u>
LIABILITIES		
Accounts payable and other liabilities	<u>48,326</u>	<u>-</u>
NET POSITION		
Restricted for individuals, organizations, other governments, and other post-employment benefits	<u>\$ 305,512</u>	<u>\$ 4,953,416</u>

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

St. James Parish Sheriff
Convent, Louisiana

Statement of Changes in Fiduciary Net Position
Fiduciary Funds
June 30, 2022

	<u>Custodial Funds</u>	<u>St. James Parish Retired Employees' Insurance Fund</u>
Additions:		
Sheriff's sales	\$ 317,012	\$ -
Bonds	168,574	-
Fines and costs	300,474	-
Garnishments	107,687	-
Inmates	182,381	-
Commissions	860	-
Taxes, fees, etc. paid to tax collector	73,806,426	-
Employer contributions	-	5,000,000
	<u>74,883,414</u>	<u>5,000,000</u>
Net investment income:		
Net decrease in fair value of investments	-	(48,694)
Interest	39	2,771
Investment expenses	-	(661)
	<u>39</u>	<u>(46,584)</u>
Total additions	<u>74,883,453</u>	<u>4,953,416</u>
Reductions:		
Ad valorem taxes and fees to taxing bodies and others	73,806,426	-
Civil and criminal fees distributed to others	710,905	-
Litigants	247,533	-
Inmates	183,280	-
Attorneys, appraisers, etc.	1,990	-
Other reductions	98,159	-
	<u>75,048,293</u>	<u>-</u>
Change in fiduciary net position	(164,840)	4,953,416
Net position, beginning of year	<u>470,352</u>	<u>-</u>
Net position, end of year	<u>\$ 305,512</u>	<u>\$ 4,953,416</u>

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements

INTRODUCTION

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

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

As the ex-officio tax collector of the parish, the Sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, and fines, costs, and bond forfeitures imposed by the district court. The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

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

(1) Summary of Significant Accounting Policies

A. Reporting Entity

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

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

B. Basis of Presentation

The accompanying basic financial statements of the 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 standard-setting body for establishing governmental accounting and financial reporting principles.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources 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, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with professional standards.

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

Fund Financial Statements (FFS)

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

The funds of the Sheriff are described below:

Governmental Fund –

General Fund – This fund is the primary operating fund of the Sheriff and it accounts for the operations of the Sheriff's office. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and internal policy.

Fiduciary Funds -

Custodial funds – The amounts reported in custodial funds are limited to assets that are being held for individuals, private organizations, or other governments outside of the primary government.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

The custodial funds account for assets held by the Sheriff for various taxing bodies (tax collections), deposits held pending court action, and deposits held on individual prison inmate accounts. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Sheriff's own programs. Custodial funds are presented on an economic resource measurement focus and full accrual basis of accounting.

St. James Parish Retired Employees' Insurance Fund (SJREIF) – accounts for the assets held in an irrevocable trust for payment of retirees' health benefits.

C. Measurement Focus/Basis of Accounting

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

The amounts reflected in the governmental funds 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 fund uses 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.

Expenditures

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

D. Cash and Interest-Bearing Deposits

Cash and interest-bearing deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost, which approximates market.

E. Investments

Under state law, the Sheriff may deposit funds with a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Sheriff may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana Law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool (LAMP), a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. In accordance with GASB Codification Section 150, investments meeting the criteria specified in the Statement are stated at fair value, which is quoted market prices.

F. Capital Assets

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). 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 \$2,500 or more for capitalizing capital assets.

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

Asset Class	Estimated Useful Lives
Buildings	40 years
Improvements other than buildings	10-15 years
Vehicles	5 years
Equipment and furniture	5-10 years

G. Compensated Absences

Employees of the Sheriff's office earn from 60 to 144 hours of vacation leave each year, depending on their length of service. Vacation leave must be taken in the year it is earned. Employees with 0-6 years of service to the Sheriff earn from 48 to 96 hours of sick leave per year and may be accrued up to a maximum of 1,000 hours. Sick leave is not compensable if an employee leaves the service of the Sheriff. The Sheriff has no leave benefits required to be reported in accordance with generally accepted accounting principles.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

H. Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

I. Equity Classifications

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

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “net investment in capital assets” or “restricted.”

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Sheriff, which is the highest level of decision-making authority.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Sheriff’s adopted policy, only the Sheriff may assign amounts for specified purposes.
- e. Unassigned – all other spendable amounts.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

When an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available, the Sheriff considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Sheriff considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, unless the Sheriff has provided otherwise in its commitment or assignment actions.

J. Estimates

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

(2) Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2022, the Sheriff has cash and interest-bearing deposits (book balances) as follows:

	Government-wide Statement of Net Assets	Fiduciary Funds Statement of Net Assets	Total
Noninterest-bearing deposits	\$ 104,501	\$ 17,281	\$ 121,782
Interest-bearing deposits	<u>7,000,839</u>	<u>2,120,400</u>	<u>9,121,239</u>
	<u>\$ 7,105,340</u>	<u>\$ 2,137,681</u>	<u>\$ 9,243,021</u>

Custodial credit risk is the risk that in the event of a bank failure of a depository financial institution, the Government's deposits may not be recovered or the collateral securities that are in the possession of the outside party will not be recovered. These deposits are stated at cost, which approximates market.

Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security 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 bank. These securities are held in the name of the Sheriff or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

Deposit balances (bank balances) at June 30, 2022, are secured as follows:

Bank balances	<u>\$ 9,526,603</u>
Federal deposit insurance	\$ 2,033,843
Pledged securities	<u>7,492,760</u>
Total	<u>\$ 9,526,603</u>

Deposits in the amount of \$7,492,760 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities pledging institution's trust department or agent, but not in the Sheriff's name. The Sheriff does not have a policy for custodial credit risk.

(3) Investments

As of June 30, 2022, the Sheriff's investments were as follows:

Description	
Governmental Activities:	
Louisiana Asset Management Pool (LAMP)	<u>\$ 31,387,338</u>
Fiduciary Funds:	
Fixed income	1,991,530
Mutual funds	<u>1,178,043</u>
Total fiduciary funds	<u>3,169,573</u>
Total investments	<u>\$ 34,556,911</u>

The Sheriff participates in the Louisiana Asset Management Pool (LAMP). LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The financial statements for LAMP may be accessed on their website (<https://www.lamppool.com>). The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

The investment in LAMP is not exposed to custodial credit risk. LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required. Credit risk is the risk that an issuer or other counterparty to an investment will be unable to meet its obligations. LAMP is rated AAAM by Standard & Poor's. Interest rate risk is the risk that changes in interest rates will adversely affect the estimated fair value of an investment. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM of LAMP's total investments is 56 days as of June 30, 2022.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

LAMP's financial statements can be obtained by contacting LAMP at 650 Poydras Street, Suite 200 New Orleans Louisiana 70130 or by contacting the administrative office at 800-249-5267, and the financial statements are also available on the Louisiana Legislative Auditors website at <https://lla.la.gov/>.

The Sheriff's other investments consist of investments set aside in the St. James Parish Retired Employees' Insurance Fund (SJREIF) for the payment of retiree health insurance. The Sheriff has reported their other investments at fair value at June 30, 2022. Fair value was determined by obtaining quoted market prices.

Interest Rate Risk – The state law does not address specific policies for managing interest rate risk. The Sheriff does not have a formal policy for interest rate risk. The following provides information about interest rate risk associated with the Sheriff's investments:

<u>Investment Type</u>	<u>Maturity</u>	<u>Fair Value</u>
Governmental Activities:		
State Investment Pool (LAMP)	Less than one year	<u>\$ 31,387,338</u>
Fiduciary Funds:		
Fixed income	Less than one year	1,991,530
Mutual funds	Varies	<u>1,178,043</u>
Total fiduciary funds		<u>3,169,573</u>
Total investments		<u>\$ 34,556,911</u>

Credit rate risk – The credit rate risk of the governmental activities investments is managed by restricting investments to those authorized by R.S. 33:5162. The Sheriff does not have a policy for credit rate risk. The fixed income investments were rated AA+ by Standard and Poor and the mutual funds are not rated.

Concentration of credit risk - R.S. 33:5162 provides that all fixed income investments be appropriately diversified by maturity, security, sector, and credit quality. At June 30, 2022, no more than 5 percent of the Sheriff's total investments were invested in any single issue.

Foreign currency risk - The Sheriff does not have a policy for foreign currency risk.

(4) Ad Valorem Taxes

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

For the year ended June 30, 2022, law enforcement taxes were levied at the rate of 20.96 mills on property with net assessed valuations (after homestead exemption) totaling \$661,512,229.

Total law enforcement taxes levied during 2022 were \$13,865,296.

(5) Due From Other Governmental Agencies

Amounts due from other governmental agencies at June 30, 2022 consist of the following:

State of Louisiana:

Federal pass-through grants	\$ 475,863
Video poker	71,660
Other	<u>55,058</u>
Total	<u>\$ 602,581</u>

(6) Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

	Balance 7/1/2021	Additions	Deletions	Balance 6/30/2022
Capital assets not being depreciated:				
Land	\$ 195,770	\$ -	\$ -	\$ 195,770
Other capital assets:				
Buildings	1,694,290	-	-	1,694,290
Improvements other than buildings	134,165	-	-	134,165
Vehicles	3,087,937	227,864	51,737	3,264,064
Office furniture	1,937,735	142,451	-	2,080,186
Equipment	<u>2,907,091</u>	<u>74,707</u>	<u>-</u>	<u>2,981,798</u>
Totals	<u>9,956,988</u>	<u>445,022</u>	<u>51,737</u>	<u>10,350,273</u>
Less: accumulated depreciation				
Buildings	546,856	42,357	-	589,213
Improvements other than buildings	117,349	4,776	-	122,125
Vehicles	2,346,580	301,405	51,737	2,596,248
Office furniture	1,598,274	92,182	-	1,690,456
Equipment	<u>2,150,361</u>	<u>146,164</u>	<u>-</u>	<u>2,296,525</u>
Total accumulated depreciation	<u>6,759,420</u>	<u>586,884</u>	<u>51,737</u>	<u>7,294,567</u>
Capital assets, net	<u>\$ 3,197,568</u>	<u>\$(141,862)</u>	<u>\$ -</u>	<u>\$ 3,055,706</u>

Depreciation expense in the amount of \$586,884 was charged to public safety.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

(7) Accounts, Salaries, and Other Payables

Accounts, salaries, and other payables at June 30, 2022 consist of the following:

Accounts payable	\$ 120,313
Salaries	187,674
Payroll withholdings	<u>67,491</u>
Total	<u>\$ 375,478</u>

(8) Post Retirement Health Care and Life Insurance Benefits

Plan description and administration – The St. James Parish Sheriff’s Office administers the St. James Parish Sheriff’s Office Retiree Benefits Plan (the Plan) - a single-employer defined benefit plan that is used to provide postemployment benefits other than pensions (OPEB) for all permanent full-time employees of the Sheriff. During March 2022, the St. James Parish Retired Employees’ Insurance Fund (SJREIF) was established to provide for funding of insurance premiums for eligible retirees. The SJREIF is included as a fiduciary fund in the Sheriff’s financial statements. Separate stand-alone statements are not issued for the plan.

Management of the Plan – Management of the plan is vested in the Board, which consists of management and the Board of Directors, who may vary from time to time.

Plan Membership – At June 30, 2022, the Plan’s membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments	44
Active plan members	<u>107</u>
Total	<u>151</u>

Benefits Provided – Medical and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for the retiree (not dependents). See the sections below for details on Life Insurance and dental benefits. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions as follows: age 55 and 12 years of service; or, 30 years of service at any age. Retirees must have at least 15 years of service to be eligible for retiree medical benefits.

Life insurance coverage is continued to retirees by election. The employer pays 100% of the cost of life insurance after retirement for the retiree. However, rates are based on the blended active/retired rate and there is thus an implied subsidy. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70.

Contributions – The Sheriff has the authority to establish and amend the contribution requirements of the Sheriff and the plan members. Plan members are not required to contribute to their post employment benefits costs.

Investments

Investment policy – The Board’s management meets with the Trust’s investment advisor on an annual basis to review the asset allocation and make any changes deemed necessary.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

The following was the asset allocation policy as of June 30, 2022:

Asset Class	Target Allocation
Total Equity Based	50%
Total Fixed Income	48%
Cash	2%

Concentrations -- The Trust has over 5% invested in the following funds; Fidelity Government Portfolio Money Market Institutional, 20.19%, United States Treasury Bill, 20.14%, and United States Treasury Bill, 20.06%.

Rate of Return -- The annual money-weighted rate of return on investments, net of investment expense, was -0.93%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net OPEB Liability

The components of the Net OPEB liability of the Sheriff at June 30, 2022, were as follows:

Total OPEB liability	\$8,909,169
Plan fiduciary net position	<u>4,953,416</u>
Sheriff's Net OPEB liability	<u>\$3,955,753</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>55.60%</u>

The Sheriff's net OPEB liability was measured as of June 30, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

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

Inflation	2.50% annually
Salary increases	4.00%, including inflation
Discount rate	2.16% annually (Beginning of Year to Determine ADC) 6.00% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	5.50% annually for 10 years, 4.50% thereafter
Mortality	SOA RP 2014 Table

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2008 to June 30, 2021.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

The long-term expected rate of return on OPEB 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 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. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2021 are summarized in the following table:

<u>Asset Class</u>	<u>Long-term Expected Real Rate of Return</u>
Domestic Equity	6.00%
Corporate Bonds	5.00%
Agency Bonds	3.50%
Cash	0.00%

Discount Rate – The discount rate used to measure the total OPEB liability was 6.00%. The projection of cash flows used to determine the discount rate assumed that the Sheriff contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan’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 OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Changes in the Net OPEB Liability

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balances at June 30, 2021	\$ 15,107,166	\$ -	\$ 15,107,166
Service cost	206,391	-	206,391
Interest cost at 2.16%	322,939	-	322,939
Differences between expected and actual experience	(571,279)	-	(571,279)
Employer contributions to trust	-	5,000,000	(5,000,000)
Net investment income	-	(46,584)	46,584
Changes in assumptions	(5,843,515)	-	(5,843,515)
Benefit payments			
a. Trust	-	-	-
b. Direct	(312,533)	-	(312,533)
Net changes	(6,197,997)	4,953,416	(11,151,413)
Balances at June 30, 2022	<u>\$ 8,909,169</u>	<u>\$ 4,953,416</u>	<u>\$ 3,955,753</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

Sensitivity of the net OPEB liability to changes in the discount rate – The following represents the net OPEB liability of the Sheriff, as well as what the Sheriff's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.0%) or 1-percentage-point higher (7.0%) than the current discount rate:

	1.0% Decrease 5.00%	Current Discount Rate 6.00%	1.0% Increase 7.00%
Net OPEB liability	<u>\$ 5,529,289</u>	<u>\$ 3,955,753</u>	<u>\$ 2,642,432</u>

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

	1.0% Decrease 4.5%	Current Discount Rate 5.5%	1.0% Increase 6.5%
Net OPEB liability	<u>\$ 2,611,543</u>	<u>\$ 3,955,753</u>	<u>\$ 5,558,199</u>

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

For the year ended June 30, 2022, the Sheriff recognized an OPEB benefit of \$156,701. At June 30, 2022, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 80,467	\$ -
Net differences between projected and actual earnings on plan investments	-	1,381,057
Changes in assumptions	<u>1,627,869</u>	<u>5,008,727</u>
Total	<u>\$1,708,336</u>	<u>\$6,389,784</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

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

Year Ended June 30,	
2023	\$ (632,031)
2024	(632,031)
2025	(632,031)
2026	(632,031)
2027	(930,434)
Thereafter	<u>(1,222,890)</u>
	<u>\$ (4,681,448)</u>

Payable to the OPEB Plan

At June 30, 2022, the Sheriff did not have any amounts payable to the OPEB plan.

(9) Pension Plan

Employees of the Sheriff are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. The Fund issues a publicly available financial report that may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 219-0500.

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund (Fund) and additions to/deductions from the Fund's fiduciary net position have been determined on the accrual basis of accounting. Employer contributions are recognized in the period in which the employee is compensated for services performed. Investments are reported at fair value.

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

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

For members whose first employment making them eligible for membership in the system began on or after January 1, 2012: Members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service; the accrual rate is three and one-third percent. The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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

For a member whose first employment making him eligible for membership in the system began after June 30, 2006 and before July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment making him eligible for membership in the system began on or after July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty month period shall not exceed 115% of the preceding twelve-month period.

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

Survivor's Benefits: Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty- two, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

Deferred Retirement Benefits: The Fund does provide for deferred benefits for vested members who terminate before being eligible for retirement. Benefits become payable once the member reaches the appropriate age for retirement. In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement.

At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back- DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

Permanent benefit Increases/Cost-of-Living Adjustments: Cost of living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost of living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost of living adjustments is dependent on the funded ratio.

Contributions: Contributions for all members are established by the Board of Trustees. The employee contribution rate for the year ended June 30, 2021 was 10.25%. Contributions are deducted from the member's salary and remitted monthly. Gross employer contributions are determined by actuarial valuation and are subject to change each year in accordance with R.S. 11:103. For the year ended June 30, 2021, the employers contributed 12.25% of the members' salaries with an additional 0.0% allocated from the Funding Deposit Account. In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$392,598 and included in pension expense for the year ended June 30, 2022.

Pension Liability (Asset), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2021, the Sheriff reported an asset of \$421,184 for its proportionate share of the net pension asset. The net pension asset was measured as of June 30, 2021 and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of that date.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

The Sheriff's proportion of the net pension asset was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2021, the Sheriff's proportion was 0.849933%, which was an increase of 0.027214% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Sheriff recognized pension expense of \$55,955 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$1,482.

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

Actuarial Assumptions: The net pension asset was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used. A summary of the actuarial methods and assumptions used in determining the total pension asset as of June 30, 2021 are as follows:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	5 years
Investment Rate of Return	6.90% net of investment expense
Discount Rate	6.90%
Projected Salary Increases	5.00% (2.50% inflation, 2.50% merit)
Mortality	Pub-2010 Public Retirement Plans Mortality Table multiplied by 120% for males and 115% for females, each with full generation projection using the appropriate MP2019 scale.
Cost of Living Adjustments	The present value of future retirement benefits is based on currently being paid by the Fund and includes previous granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

Discount Rate: The discount rate used to measure the total pension liability (asset) was 6.90%, which was a decrease of 0.10% from the prior year valuation. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

The long-term expected rate of return on pension plan investments was determined using a building block method which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return by the target asset allocation percentage and adding expected inflation. Estimates of arithmetic real rates of return for each major asset class based on the Fund's target allocation as of June 30, 2021 were as follows:

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

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate: The following presents the employer's proportionate share of the net pension liability (asset) using the discount rate of 6.90%, as well as what the employer's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.90%) or one percentage-point higher (7.90%) than the current rate:

	1.0% Decrease	Current	1.0% Increase
	5.90%	Discount Rate 6.90%	7.90%
Employer's proportionate share of the net pension liability (asset)	\$ 4,624,562	\$ (421,184)	\$ (4,627,727)

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

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
Difference between expected and actual experience	\$ -	\$ 586,463
Change of assumptions	1,296,092	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	115,509	192,676
Net differences between projected and actual earnings on plan investments	-	3,803,473
Contributions subsequent to the measurement date	<u>766,906</u>	<u>-</u>
Total	<u>\$2,178,507</u>	<u>\$4,582,612</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (benefit) as follows:

Year Ended June 30,

2023	\$ (687,111)
2024	(616,959)
2025	(711,997)
2026	<u>(1,154,944)</u>
	<u>\$ (3,171,011)</u>

(10) Deferred Compensation Plan

Certain employees of the Sheriff participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of Internal Revenue Code Section 457. Complete disclosures related to the Plan are included in the separately issued audit report of the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

(11) Investments Valuation and Fair Value Hierarchy

The Sheriff has the following reoccurring fair value measurements as of June 30, 2022:

Description	Total	Fair Value Heirarchy		
		Quoted Prices in Active Markets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Fixed Income	\$ 1,991,530	\$ -	\$ 1,991,530	\$ -
Mutual Funds	<u>1,178,043</u>	<u>1,178,043</u>	<u>-</u>	<u>-</u>
Total investments	<u>\$3,169,573</u>	<u>\$ 1,178,043</u>	<u>\$ 1,991,530</u>	<u>\$ -</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

The three levels of inputs used to measure fair value are as follows: (a) Level 1 inputs are quoted prices in active markets for identical assets or liabilities; (b) Level 2 inputs are observable inputs other than level 1 prices such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the asset or liabilities; (c) Level 3 inputs are unobservable inputs for the asset or liabilities.

(12) Ex-officio Tax Collector

The amount of cash on hand at year end was \$21,697. The unsettled balances of the Tax Collector Fund at June 30, 2022 consist of the following:

Collection of current and prior year taxes, not settled	\$ 17,541
Refunds and redemptions	<u>4,156</u>
Total	<u>\$ 21,697</u>

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

Willy J. Martin, Jr. Sheriff	\$ 13,797,849
St. James Parish School Board	29,511,282
St. James Parish Government	23,761,720
St. James Parish Assessor	1,487,730
Pontchartrain Levee Board	1,482,690
Lafourche Levee Board	921,703
Gramercy Recreation	275,320
Louisiana Tax Commission	32,165
Department of Agriculture and Forestry	<u>3,940</u>
Total	<u>\$ 71,274,399</u>

For the fiscal year ended June 30, 2022, the taxes assessed and uncollected as a result of Louisiana Tax Commission decreases and movable properties were as follows:

	Change Orders	Immovables	Movables
Willy J. Martin, Jr. Sheriff	\$ 67,047	\$ 20	\$ 421
St. James Parish School Board	143,420	39	821
St. James Parish Government	115,149	35	737
St. James Parish Assessor	7,229	2	42
Pontchartrain Levee Board	9,772	2	42
Lafourche Levee Board	1,671	1	21
Gramercy Recreation	<u>43</u>	<u>1</u>	<u>21</u>
Total	<u>\$ 344,331</u>	<u>\$ 99</u>	<u>\$ 2,106</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Basic Financial Statements (Continued)

(13) Litigation and Claims

At June 30, 2022, the Sheriff is involved in several lawsuits claiming damages. In the opinion of the Sheriff's legal counsel, resolution of these lawsuits would not create a liability to the Sheriff in excess of insurance coverage.

(14) Risk Management

The Sheriff is exposed to risks of loss in the areas of auto liability, professional law enforcement liability, group health and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

(15) Tax Abatement

Louisiana's State Constitution Chapter VII Section 21 authorizes the State Board of Commerce and Industry to create a ten (10) year ad valorem tax abatement program for new manufacturing establishments in the State. Under the terms of this program, qualified businesses may apply for an exemption of local ad valorem taxes on capital improvements and equipment related to manufacturing for the first ten years of its operation; after which the property will be added to the local tax roll and taxed at the value and millage in force at that time. The future value to this exempt property could be subject to significant fluctuations from today's value; however, the Sheriff could receive a substantial increase in ad valorem tax revenues once the exemption on this property expires. Because these taxes are not assessed, no adjustments have been made to the Sheriff's financial statements to record the exempt amounts. At June 30, 2022, the Sheriff's ad valorem revenues were reduced by \$7,498,576 for industrial exemptions issued related to these abatements.

(16) Expenditures of the Sheriff's Office Paid by the Parish Council

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

(17) Compensation, Benefits, and Other Payments to Agency Head

In accordance with Act 706 of the 2014 Regular Legislative Session – LA R.S. 24:513(A)(3), the schedule of compensation, benefits, and other payments to Willy J. Martin, Jr., Sheriff, for the year ended June 30, 2022 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 182,575
Benefits - insurance	11,867
Benefits - retirement	43,955
Benefits - deferred compensation	12,711
Car allowance - fuel	3,304
Registration fees	886
Conference travel	2,263
Cellular phone	1,062

REQUIRED SUPPLEMENTARY INFORMATION

St. James Parish Sheriff
Convent, Louisiana

Budgetary Comparison Schedule
For the Year Ended June 30, 2022

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 12,387,212	\$ 14,011,382	\$ 14,010,195	\$ (1,187)
Intergovernmental revenues -				
Federal grants:				
Other	70,000	210,000	590,776	380,776
State grants - state revenue sharing (net)	142,000	142,047	142,046	(1)
State supplemental pay	340,000	355,000	343,501	(11,499)
Other state grants	-	-	90,000	90,000
Video poker commissions	365,000	370,000	558,049	188,049
Fees charges and commissions for services -				
Civil and criminal fees	210,400	206,389	196,382	(10,007)
Feeding, keeping, and transporting prisoners	182,000	163,000	213,279	50,279
Special duty detail	700,000	150,000	121,635	(28,365)
Interest income	72,000	72,100	83,142	11,042
Miscellaneous	83,550	84,100	608,260	524,160
Total revenues	<u>14,552,162</u>	<u>15,764,018</u>	<u>16,957,265</u>	<u>1,193,247</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	8,757,943	8,376,938	8,375,410	1,528
Operating services	2,069,000	6,844,000	6,769,365	74,635
Operations and maintenance	1,533,200	2,742,345	2,637,845	104,500
Travel and other charges	10,000	35,000	31,158	3,842
Capital outlay	716,000	450,000	445,022	4,978
Total expenditures	<u>13,086,143</u>	<u>18,448,283</u>	<u>18,258,800</u>	<u>189,483</u>
Excess (deficiency) of revenues over expenditures	1,466,019	(2,684,265)	(1,301,535)	1,382,730
Fund balance, beginning	<u>40,021,316</u>	<u>40,021,316</u>	<u>40,021,316</u>	<u>-</u>
Fund balance, ending	<u>\$ 41,487,335</u>	<u>\$ 37,337,051</u>	<u>\$ 38,719,781</u>	<u>\$ 1,382,730</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2022

Total OPEB Liability	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Service cost	\$ 206,391	\$ 226,916	\$ 245,865	\$ 214,492	\$ 213,305
Interest	322,939	319,814	426,448	441,079	429,408
Changes in benefit terms	-	-	-	-	-
Differences between expected and actual experience	(571,279)	(65,311)	(494,085)	(760,196)	(7,544)
Changes of assumptions	(5,843,515)	325,344	2,442,091	-	-
Benefit payments and net transfers	<u>(312,533)</u>	<u>(341,621)</u>	<u>(325,065)</u>	<u>(301,711)</u>	<u>(301,711)</u>
Net changes	(6,197,997)	465,142	2,295,254	(406,336)	333,458
Total OPEB liability - beginning	<u>15,107,166</u>	<u>14,642,024</u>	<u>12,346,770</u>	<u>12,753,106</u>	<u>12,419,648</u>
Total OPEB liability - ending	<u>8,909,169</u>	<u>15,107,166</u>	<u>14,642,024</u>	<u>12,346,770</u>	<u>12,753,106</u>
Plan Fiduciary Net Position					
Contribution - employer	5,000,000	-	-	-	-
Net investment expense	<u>(46,584)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in plan fiduciary net position	4,953,416	-	-	-	-
Plan fiduciary net position - beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Plan fiduciary net position - ending	<u>4,953,416</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net OPEB liability - ending	<u>\$3,955,753</u>	<u>\$15,107,166</u>	<u>\$14,642,024</u>	<u>\$12,346,770</u>	<u>\$12,753,106</u>
Plan fiduciary net position as a percentage of the total OPEB liability	55.60%	0.00%	0.00%	0.00%	0.00%
Covered-employee payroll	\$5,702,788	\$ 5,478,182	\$ 5,267,483	\$ 4,970,422	\$ 4,970,422
Total OPEB liability as a percentage of covered-employee payroll	69.37%	275.77%	277.97%	248.40%	256.58%

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Schedule of Employer Contributions
For the Year Ended June 30, 2022

Actuarially determined contribution	<u>\$ 895,855</u>
Contributions in relation to the actuarially determined contribution	
actuarially determined contribution-	
Employer contributions to trust	5,000,000
Employer-paid retiree premiums	<u>312,533</u>
	<u>5,312,533</u>
Contribution excess	<u>\$(4,416,678)</u>
Covered-employee payroll	<u>\$ 5,702,788</u>
Contributions as a percentage of covered-employee payroll	<u>93.16%</u>

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Schedule of Investment Returns
For the Year Ended June 30, 2022

	<u>2022</u>
Annual money-weighted rate of return, net of investment expense	<u>-0.93%</u>

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Schedule of Employer's Share of Net Pension Liability (Asset)
For the Year Ended June 30, 2022*

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2022	0.849933%	\$ (421,184)	\$ 6,192,922	-6.8%	101.04%
2021	0.822719%	5,694,164	6,073,283	93.8%	84.73%
2020	0.843102%	3,988,065	5,891,469	67.7%	88.91%
2019	0.832862%	3,193,733	5,732,359	55.7%	90.41%
2018	0.862821%	3,736,251	5,979,563	62.5%	88.49%
2017	0.918062%	5,826,843	6,269,923	92.9%	82.10%
2016	0.940468%	4,192,152	6,133,722	68.3%	86.61%
2015	0.957927%	3,793,396	6,199,127	61.2%	87.34%

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

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Schedule of Employer Pension Contributions
For the Year Ended June 30, 2022

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2022	\$ 766,906	\$ 766,906	\$ -	\$ 6,260,460	12.25%
2021	758,633	758,633	-	6,192,922	12.25%
2020	743,977	743,977	-	6,073,283	12.25%
2019	721,705	721,705	-	5,891,469	12.25%
2018	730,876	730,876	-	5,732,361	12.75%
2017	792,292	792,292	-	5,979,562	13.25%
2016	862,114	862,114	-	6,269,920	13.75%
2015	874,055	874,055	-	6,133,719	14.25%

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

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Notes to Required Supplementary Information
For the Year Ended June 30, 2022

(1) Budgets and Budgetary Accounting

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

- a. A proposed budget for the General fund is prepared no later than fifteen days prior to the beginning of each fiscal year.
- b. 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.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

(2) Pension Plan

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plan.

(3) Other Postemployment Benefits

- a. Benefit Changes – There were no changes of benefit terms.
- b. Changes of Assumptions – The valuation as of July 1, 2021 was based on a discount rate of 6.00%, which was the value of the 20 year municipal bond index as of the measurement date at the end of the measurement period and a discount rate of 2.16% was used as of the measurement date of the preceding period.

SUPPLEMENTARY INFORMATION

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Comparative Statement of Net Position
June 30, 2022 and 2021

	Governmental Activities	
	2022	2021
ASSETS		
Cash and interest-bearing deposits	\$ 7,105,340	\$ 8,936,443
Investments	31,387,338	31,314,883
Due from other governmental agencies	602,581	72,126
Net pension asset	421,184	-
Capital assets, net	3,055,706	3,197,568
Total assets	42,572,149	43,521,020
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to postemployment benefit obligation	1,708,336	2,023,217
Deferred outflows related to net pension liability (asset)	2,178,507	3,555,524
Total deferred outflows of resources	3,886,843	5,578,741
LIABILITIES		
Accounts, salaries, and other payables	375,478	302,136
Long-term liabilities:		
Postemployment benefit obligation payable	3,955,753	15,107,166
Net pension liability	-	5,694,164
Total liabilities	4,331,231	21,103,466
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to postemployment benefit obligation	6,389,884	1,022,586
Deferred inflows related to net pension liability (asset)	4,582,612	949,311
Total deferred inflows of resources	10,972,496	1,971,897
NET POSITION		
Invested in capital assets	3,055,706	3,197,568
Unrestricted	28,099,559	22,826,830
Total net position	\$ 31,155,265	\$ 26,024,398

St. James Parish Sheriff
Convent, Louisiana
General Fund

Comparative Balance Sheet
June 30, 2022 and 2021

	2022	2021
ASSETS		
Cash and interest-bearing deposits	\$ 7,105,340	\$ 8,936,443
Investments	31,387,338	31,314,883
Receivables -		
Due from other governmental agencies	602,581	72,126
Total assets	\$ 39,095,259	\$ 40,323,452
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 120,313	\$ 71,590
Accrued liabilities	255,165	230,546
Total liabilities	375,478	302,136
Fund balances:		
Unassigned	38,719,781	40,021,316
Total liabilities and fund balances	\$ 39,095,259	\$ 40,323,452

FIDUCIARY FUNDS

CUSTODIAL FUNDS:

Sheriff's Fund -

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

Tax Collector Fund -

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

Bond Fund -

To account for the collection of cash bonds and payment of these collections to the eligible recipients in accordance with applicable laws.

Prison Inmate Fund -

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

ST. JAMES PARISH SHERIFF
 Convent, Louisiana
 Fiduciary Funds - Custodial Funds

Combining Statement of Fiduciary Net Position
 June 30, 2022
 With Comparative Totals for June 30, 2021

	Sheriff's Fund	Tax Collector Fund	Bond Fund	Prison Inmate Fund	Total	
					2022	2021
ASSETS						
Cash	\$ -	\$ -	\$ -	\$ 17,281	\$ 17,281	\$ 18,128
Interest-bearing deposits	<u>18,131</u>	<u>21,697</u>	<u>296,729</u>	<u>-</u>	<u>336,557</u>	<u>494,110</u>
Total assets	<u>18,131</u>	<u>21,697</u>	<u>296,729</u>	<u>17,281</u>	<u>353,838</u>	<u>512,238</u>
LIABILITIES						
Accounts payable and other liabilities	<u>-</u>	<u>21,697</u>	<u>21,866</u>	<u>4,763</u>	<u>48,326</u>	<u>41,886</u>
NET POSITION						
Restricted for individuals, organizations and other governments	<u>\$ 18,131</u>	<u>\$ -</u>	<u>\$ 274,863</u>	<u>\$ 12,518</u>	<u>\$ 305,512</u>	<u>\$ 470,352</u>

ST. JAMES PARISH SHERIFF
 Convent, Louisiana
 Fiduciary Funds - Custodial Funds

Combining Statement of Changes in Fiduciary Net Position
 Year Ended June 30, 2022
 With Comparative Totals for Year Ended June 30, 2021

	Sheriff's	Tax	Bond	Prison	Total	
	Fund	Collector		Fund	Inmate	2022
Additions:						
Deposits -						
Sheriff's sales	\$ 317,012	\$ -	\$ -	\$ -	\$ 317,012	\$ 88,738
Bonds	-	-	168,574	-	168,574	151,091
Fines and costs	-	-	300,474	-	300,474	470,990
Garnishments	107,687	-	-	-	107,687	165,793
Inmates	-	-	-	182,381	182,381	155,621
Commissions	-	-	-	860	860	642
Taxes, fees, etc. paid to tax collector	-	73,806,426	-	-	73,806,426	75,185,194
Interest	-	-	-	39	39	31
Total additions	<u>424,699</u>	<u>73,806,426</u>	<u>469,048</u>	<u>183,280</u>	<u>74,883,453</u>	<u>76,218,100</u>
Reductions:						
Ad valorem taxes and fees						
to taxing bodies and others	-	73,806,426	-	-	73,806,426	75,185,194
Civil and criminal fees						
distributed to others	73,997	-	636,908	-	710,905	548,249
Litigants	247,533	-	-	-	247,533	164,019
Inmates	-	-	-	183,280	183,280	146,740
Attorneys, appraisers, etc.	1,990	-	-	-	1,990	900
Other reductions	98,159	-	-	-	98,159	9,157
Total reductions	<u>421,679</u>	<u>73,806,426</u>	<u>636,908</u>	<u>183,280</u>	<u>75,048,293</u>	<u>76,054,259</u>
Net change in fiduciary net position	3,020	-	(167,860)	-	(164,840)	163,841
Net position, beginning of year	<u>15,111</u>	<u>-</u>	<u>442,723</u>	<u>12,518</u>	<u>470,352</u>	<u>306,511</u>
Net position, end of year	<u>\$ 18,131</u>	<u>\$ -</u>	<u>\$ 274,863</u>	<u>\$ 12,518</u>	<u>\$ 305,512</u>	<u>\$ 470,352</u>

St. James Parish Sheriff
Convent, Louisiana

Justice System Funding Schedule - Receiving Entity
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended 12/31/2021	Second Six Month Period Ended 6/30/2022
Cash Basis Presentation		
Receipts From:		
Ascension Parish Clerk of Court/Civil Fees	\$ 1,205	\$ 1,084
Ascension Parish Sheriff/Civil Fees	105	11
Assumption Parish Clerk of Court/Civil Fees	105	20
Avoyelles Parish Clerk of Court/Civil Fees	-	41
Calcasieu Parish Clerk of Court/Civil Fees	22	-
Baton Rouge City Court/Civil Fees	510	-
City Court of Houma/Civil Fees	53	397
City Court of Lafayette/Civil Fees	-	52
City Court of Lake Charles/Civil Fees	41	11
City Court of Port Allen/Civil Fees	-	12
City Court of Thibodaux/Civil Fees	210	235
East Baton Rouge Parish Clerk of Court/Civil Fees	469	388
East Baton Rouge Parish Sheriff/Civil Fees	11	-
East Feliciana Parish Sheriff/Civil Fees	94	-
First City Court of New Orleans/Civil Fees	64	87
Iberia Parish Sheriff/Civil Fees	-	20
Iberville Parish Clerk of Court/Civil Fees	11	-
Jefferson Parish Clerk of Court/Civil Fees	407	676
Jefferson Parish Sheriff/Civil Fees	-	64
Lafayette Parish Clerk of Court/Civil Fees	94	52
Lafayette Parish Sheriff/Civil Fees	10	-
Lafourche Parish Clerk of Court/Civil Fees	431	233
Lafourche Parish Sheriff/Civil Fees	41	-
Lincoln Parish Clerk of Court/Civil Fees	-	41
Livingston Parish Clerk of Court/Civil Fees	105	94
Orleans Parish Sheriff/Civil Fees	404	936
Point Coupee Clerk of Court/Civil Fees	11	-
Rapides Parish Clerk of Court/Civil Fees	-	42
St. Charles Parish Clerk of Court/Civil Fees	548	188
St. James Parish Clerk of Court/Civil Fees	9,655	11,645
St. John Parish Clerk of Court/Civil Fees	1,067	1,742
St. John the Baptist Parish Sheriff/Civil Fees	95	218
St. Landry Parish Clerk of Court/Civil Fees	83	42
St. Martin Parish Clerk of Court/Civil Fees	23	-
St. Mary Parish Clerk of Court/Civil Fees	-	53
St. Tammany Parish Clerk of Court/Civil Fees	124	135
State of Texas/Civil Fees	-	42
Tangipahoa Parish Clerk of Court/Civil Fees	-	146
Terrebonne Parish Clerk of Court/Civil Fees	147	197
Subtotal Receipts	<u>\$ 16,145</u>	<u>\$ 18,904</u>

St. James Parish Sheriff
Convent, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended <u>12/31/2021</u>	Second Six Month Period Ended <u>6/30/2022</u>
Cash Basis Presentation		
Beginning balance of amounts collected	\$ 466,399	\$ 264,256
Add: Collections		
Civil fees	82,849	338,830
Bond fees	92,896	97,684
Asset Forfeiture/Sales	14,548	2
Criminal court costs/fees	15,351	22,895
Criminal fines - contempt	4,750	8,100
Criminal fines - other	86,264	119,619
Restitution	3,460	18,028
Service/Collection Fees (e.g. credit card fees, report fees)	<u>2,569</u>	<u>5,422</u>
Subtotal collections	<u>302,687</u>	<u>610,580</u>
Less: Disbursements to governments & nonprofits		
St. James Parish Clerk of Court/Civil fees	4,426	3,080
Ascension Parish Sheriff's Office/Civil fees	335	80
St. John the Baptist Sheriff's Office/Civil fees	35	-
Jefferson Parish Sheriff's Office/Civil fees	60	-
St. James Parish Council/Bond fees	18,346	21,156
St. James Parish Clerk of Court/Bond fees	328	328
23rd Judicial District Public Defender/Bond fees	18,674	21,484
23rd Judicial District Attorney/Bond fees	19,494	22,304
Criminalistics Laboratory/Bond fees	328	328
St. James Parish Council/Criminal Fines-Other	56,560	24,030
Gramercy Police Department/Criminal Fines-Other	-	50
23rd Judicial District Attorney/Criminal Fines-Other	8,931	3,794
Louisiana State Police/Criminal Fines-Other	375	725
State Treasury- Criminal Fines/Criminal Fines-Other	474	-
LA Wildlife & Fisheries/Criminal Fines-Other	6	-
St. James Parish Council/Criminal Fines-Contempt	5,790	5,310
St. James Parish Clerk of Court/Criminal Fines-Contempt	1,930	1,770
St. James Parish Council/Criminal Court Cost/Fees	63,227	14,978
St. James Parish Clerk of Court/Criminal Court Cost/Fees	24,090	8,055

(continued)

St. James Parish Sheriff
Convent, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity (Continued)
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended <u>12/31/2021</u>	Second Six Month Period Ended <u>6/30/2022</u>
Less: Disbursements to governments & nonprofits (continued)		
23rd Judicial District Public Defender/Criminal Court Cost/Fees	62,560	14,430
La Commission on Law Enforcement/Criminal Court Cost/Fees	3,655	1,643
Judicial Expense Fund/Criminal Court Cost/Fees	6,995	1,615
23rd Judicial District Attorney/Criminal Court Cost/Fees	27,980	6,620
Treasurer, State of LA CMIS/Criminal Court Cost/Fees	4,171	958
Louisiana Traumatic Head and Spinal Cord/Criminal Court Cost/Fees	3,530	955
Crime Stoppers GNO/Criminal Court Cost/Fees	1,126	478
Louisiana Judicial College Fund/Criminal Court Cost/Fees	681	153
Louisiana District Attorney's Association/Asset Forfeiture/Sales	137	-
St. James Parish Government/Asset Forfeiture/Sales	2,722	-
23rd Judicial District Attorney/Asset Forfeiture/Sales	2,722	-
St. James Parish Clerk of Court/Asset Forfeiture/Sales	800	-
Less: Amounts retained by collecting agency		
Collection Fee for Collecting/Disbursing to Others		
Based on Percentage of Collection	10,328	14,019
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	19,962	20,823
Civil Fees	2,569	5,422
Bond Fees	18,779	21,559
Asset Forfeiture/Sale	8,166	2
Criminal Fines - Other	9,556	5,090
Criminal Fines - Contempt	1,930	1,770
Criminal Court Costs/Fees	28,750	6,635
Less: Disbursements to individuals/3rd party collection or processing agencies		
Bond Fee Refunds	16,600	27,116
Other Disbursements to Individuals	<u>47,702</u>	<u>297,810</u>
Subtotal disbursements/retainage	<u>504,830</u>	<u>554,570</u>
Total: Ending balance of amounts collected but not disbursed/retained	<u>\$ 264,256</u>	<u>\$ 320,266</u>
Ending balance of "partial payments" collected but not disbursed	<u>\$ 9,225</u>	<u>\$ 11,017</u>

OTHER INFORMATION

ST. JAMES PARISH SHERIFF
Convent, Louisiana
General Fund

Budgetary Comparison Schedule -
Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2022
With Comparative Actual Balances for Year Ended June 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
Revenues:					
Ad valorem taxes	\$ 12,387,212	\$ 14,011,382	\$ 14,010,195	\$ (1,187)	\$ 14,321,621
Intergovernmental revenues -					
Federal grants:					
Coronavirus relief fund	-	-	-	-	512,568
Other	70,000	210,000	590,776	380,776	29,304
State grants - state revenue sharing (net)	142,000	142,047	142,046	(1)	143,226
State supplemental pay	340,000	355,000	343,501	(11,499)	337,166
Other state grants	-	-	90,000	90,000	75,000
Video poker commissions	365,000	370,000	558,049	188,049	482,461
Fees charges and commissions for services -					
Civil and criminal fees	210,400	206,389	196,382	(10,007)	209,038
Feeding, keeping and transporting prisoners	182,000	163,000	213,279	50,279	150,145
Special duty detail	700,000	150,000	121,635	(28,365)	834,218
Interest income	72,000	72,100	83,142	11,042	45,854
Miscellaneous	83,550	84,100	608,260	524,160	536,518
Total revenues	<u>14,552,162</u>	<u>15,764,018</u>	<u>16,957,265</u>	<u>1,193,247</u>	<u>17,677,119</u>
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	8,757,943	8,376,938	8,375,410	1,528	8,638,349
Operating services	2,069,000	6,844,000	6,769,365	74,635	1,809,178
Operations and maintenance	1,533,200	2,742,345	2,637,845	104,500	2,519,700
Travel and other charges	10,000	35,000	31,158	3,842	7,494
Capital outlay	716,000	450,000	445,022	4,978	753,983
Total expenditures	<u>13,086,143</u>	<u>18,448,283</u>	<u>18,258,800</u>	<u>189,483</u>	<u>13,728,704</u>
Excess (deficiency) of revenues over expenditures	1,466,019	(2,684,265)	(1,301,535)	1,382,730	3,948,415
Fund balance, beginning	<u>40,021,316</u>	<u>40,021,316</u>	<u>40,021,316</u>	-	<u>36,072,901</u>
Fund balance, ending	<u>\$ 41,487,335</u>	<u>\$ 37,337,051</u>	<u>\$ 38,719,781</u>	<u>\$ 1,382,730</u>	<u>\$ 40,021,316</u>

ST. JAMES PARISH SHERIFF
Convent, Louisiana
General Fund

Budgetary Comparison Schedule - Expenditures
For the Year Ended June 30, 2022
With Comparative Actual Balances for Year Ended June 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
Current:					
Public safety -					
Personal services and related benefits:					
Sheriff's salary	\$ 176,693	\$ 181,938	\$ 182,575	\$ (637)	\$ 177,956
Deputies salaries	6,044,250	6,425,000	6,430,156	(5,156)	6,694,826
Other salaries	7,000	10,000	9,157	843	9,421
Pension and payroll taxes	<u>2,530,000</u>	<u>1,760,000</u>	<u>1,753,522</u>	<u>6,478</u>	<u>1,756,146</u>
Total personal services and related benefits	<u>8,757,943</u>	<u>8,376,938</u>	<u>8,375,410</u>	<u>1,528</u>	<u>8,638,349</u>
Operating services:					
Hospitalization insurance	1,600,000	1,350,000	1,343,692	6,308	1,353,646
Retiree benefit contributions - OPEB Trust	-	5,000,000	5,000,000	-	-
Dental and vision insurance	43,000	65,000	54,594	10,406	48,479
Auto insurance	236,000	248,000	213,881	34,119	237,055
Other liability insurance	<u>190,000</u>	<u>181,000</u>	<u>157,198</u>	<u>23,802</u>	<u>169,998</u>
Total operating services	<u>2,069,000</u>	<u>6,844,000</u>	<u>6,769,365</u>	<u>74,635</u>	<u>1,809,178</u>
Operations and maintenance:					
Auto fuel and oil	193,000	350,000	334,667	15,333	208,904
Auto maintenance	136,000	230,535	238,041	(7,506)	185,349
Deputy uniforms, supplies, etc.	194,000	295,000	292,795	2,205	264,926
Office supplies and expenses	280,000	534,000	537,620	(3,620)	889,693
Telephone	245,000	275,000	275,189	(189)	235,780
Maintenance contracts and rentals	150,000	369,500	301,156	68,344	281,261
Prisoner feeding and maintenance	47,000	180,000	176,880	3,120	119,291
Professional fees	140,000	132,000	102,261	29,739	153,195
Criminal investigation expense	48,000	85,000	92,085	(7,085)	98,195
Other	<u>100,200</u>	<u>291,310</u>	<u>287,151</u>	<u>4,159</u>	<u>83,106</u>
Total operations and maintenance	<u>1,533,200</u>	<u>2,742,345</u>	<u>2,637,845</u>	<u>104,500</u>	<u>2,519,700</u>
Travel and other charges	<u>10,000</u>	<u>35,000</u>	<u>31,158</u>	<u>3,842</u>	<u>7,494</u>
Capital outlay:					
Buildings	-	-	-	-	11,714
Vehicles	300,000	235,000	227,864	7,136	283,292
Equipment	216,000	210,000	212,699	(2,699)	236,877
Computers	<u>200,000</u>	<u>5,000</u>	<u>4,459</u>	<u>541</u>	<u>222,100</u>
Total capital outlay	<u>716,000</u>	<u>450,000</u>	<u>445,022</u>	<u>4,978</u>	<u>753,983</u>
Total expenditures	<u>\$ 13,086,143</u>	<u>\$ 18,448,283</u>	<u>\$ 18,258,800</u>	<u>\$ 189,483</u>	<u>\$ 13,728,704</u>

STATE OF LOUISIANA, PARISH OF ST. JAMES

AFFIDAVIT

Willy Martin, Jr., Sheriff of St. James Parish

BEFORE ME, the undersigned authority, personally came and appeared, Willy Martin, Jr., the Sheriff of St. James Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$21,697 is the amount of cash on hand in the tax collector account on June 30, 2022;

He further deposed and said:

All itemized statements of the amount of taxes collected for tax year 2021, 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.

Willy J. Martin, Jr.
Sheriff of St. James Parish

SWORN to and subscribed before me, Notary, this 23rd day of September 2022, in my office in Convent, Louisiana.

Shane M. LeBlanc (Signature)

SHANE M. LEBLANC (Print), # COC47

Notary Public JUNE 30, 2022

MY COMMISSION EXPIRES (Commission)

ST JAMES PARISH CLERK OF COURT



INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS

KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Gerald A. Thibodeaux, Jr., CPA*
Robert S. Carter, CPA*
Arthur R. Mixon, CPA*
Stephen J. Anderson, CPA*
Matthew E. Margaglio, CPA*
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Of Counsel

Victor R. Slaven, CPA* - retired 2020
Christine C. Doucet, CPA - retired 2022

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

The Honorable Willy J. Martin, Jr.
St. James Parish Sheriff
Convent, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of St. James Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated November 9, 2022.

Internal Control Over Financial Reporting

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the 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 were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 to be a material weakness.

Compliance and Other Matters

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

Sheriff's Response to Findings

The Sheriff's response to the finding identified in our audit are described in the accompanying summary schedule of current and prior year audit findings and management's corrective action plan. We did not audit the Sheriff's response 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. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
November 9, 2022

ST. JAMES PARISH SHERIFF
Convent, Louisiana

Summary Schedule of Current and Prior Year Findings
and Management's Corrective Action Plan

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

A. Internal Control Findings –

2022-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

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

CRITERIA: The Sheriff should have a control policy according to which no person should be given responsibility for more than one related function.

CAUSE: Due to the size of the Sheriff, there are a small number of available employees.

EFFECT: The Sheriff has employees that are performing more than one related function.

RECOMMENDATION: The Sheriff should establish and monitor mitigating controls over functions that are not completely segregated.

MANAGEMENT'S CORRECTIVE ACTION PLAN: Due to the size of the operations and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

B. Compliance Findings –

There were no findings reported under this section.

Part II. Prior Year Findings

A. Internal Control Findings –

2021-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

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

RECOMMENDATION: The Sheriff should establish and monitor mitigating controls over functions that are not completely segregated.

CURRENT STATUS: Unresolved. See finding 2022-001.

St. James Parish Sheriff
Convent, Louisiana

Agreed-Upon Procedures Report

Year Ended June 30, 2022

KOLDER, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

St. James Parish Sheriff
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The St. James Parish Sheriff's management is responsible for those C/C areas identified in the SAUPs.

The St. James Parish Sheriff (Sheriff) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

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

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

Board or Finance Committee

This procedure is not applicable to the St. James Parish Sheriff.

- 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) Observe that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - c) Obtain the prior year audit report and observed the unassigned fund balance in the General Fund. If the General Fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

Bank Reconciliations

3. Obtain a listing of the entity's bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected accounts, and observe that:
 - a) Bank reconciliations included evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations included 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.

Collections (excluding electronic fund transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquired 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.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe 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 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

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 was complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly selected 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe that the disbursement documentation includes evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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.
- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, we randomly selected one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, we observed the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe 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.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe 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 and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

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

Ethics

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

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing was complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Information Technology Disaster Recovery/Business Continuity

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

We performed the procedure and discussed the results with management.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.
 - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

Sexual Harassment

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

Exceptions:

No exceptions were found as a result of applying the procedures listed above.

We were engaged by the Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent from the Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
November 9, 2022