

AVOUELLES PARISH SHERIFF

Marksville, Louisiana

Financial Report

Year Ended June 30, 2023

TABLE OF CONTENTS

	Page
Independent Auditors' Report	1 - 4
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of net position	7
Statement of activities	8
FUND FINANCIAL STATEMENTS (FFS)	
Balance sheet - governmental funds	11
Reconciliation of the governmental funds balance sheet to the statement of net position	12
Statement of revenues, expenditures, and changes in fund balances - governmental funds	13
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities	14
Statement of net position - proprietary fund	15
Statement of revenues, expenses, and changes in net position - proprietary fund	16
Statement of cash flows - proprietary fund	17
Statement of fiduciary net position - custodial funds	19
Statement of changes in fiduciary net position - custodial funds	20
Notes to basic financial statements	21 - 49
REQUIRED SUPPLEMENTARY INFORMATION	
General Fund:	
Budgetary comparison schedule	51
Special Revenue Fund:	
Budgetary comparison schedule - 1994 Sales Tax Fund	52
Schedule of employer contributions	53
Schedule of employer's share of net pension liability	54
Schedule of changes in total OPEB liability and related ratios	55
Notes to required supplementary information	56
SUPPLEMENTARY INFORMATION	
Justice System Funding Reporting Schedules:	
Collecting/Disbursing	58 - 59
Receiving	60
OTHER INFORMATION	
General Fund:	
Schedule of expenditures - amended budget (GAAP basis) and actual Affidavit	62 - 63 64

TABLE OF CONTENTS

	<u>Page</u>
INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an <i>Audit of Financial Statements Performed in Accordance with Government Auditing Standards</i>	66 - 67
Schedule of prior and current year audit findings and management's corrective action plan	68 - 70

Champagne & Company, LLC

Certified Public Accountants

Russell F. Champagne, CPA, CGMA[†]
Penny Angelle Scruggins, CPA, CGMA[†]

Shayne M. Breaux, CPA
Kaylee Champagne Frederick, CPA

113 East Bridge Street
PO Box 250
Breux Bridge, LA 70517
Phone: (337) 332-4020
Fax: (337) 332-2867

[†]A Professional Accounting Corporation

INDEPENDENT AUDITORS' REPORT

The Honorable David Dauzat
Avoyelles Parish Sheriff
Marksville, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Avoyelles Parish Sheriff, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Avoyelles Parish 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, the business-type activities, each major fund, and the aggregate remaining fund information of the Avoyelles Parish Sheriff, as of June 30, 2023, and the respective changes in financial position, and where applicable, cash flows thereof 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Avoyelles Parish 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 Avoyelles Parish 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.

Auditors' 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 auditors' 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.
- 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.
- 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 Avoyelles Parish Sheriff's internal control. Accordingly, no such opinion is expressed.
- 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.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Avoyelles Parish 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 information, schedule of employer contributions, schedule of employer's share of net pension liability, schedule of changes in the sheriff's total OPEB liability and related ratios, and notes to the required supplementary information on pages 51 through 56 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.

Management has omitted the 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 Avoyelles Parish Sheriff's basic financial statements. The Justice System Funding Reporting Schedules (reporting schedules) were created by Act 87 of the Louisiana 2020 Regular Legislative Session. These reporting 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 reporting schedules are fairly stated, 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 schedule of expenditures-amended budget (GAAP basis) and actual for the General Fund and the affidavit but does not include the basic financial statements and our auditors' 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 October 20, 2023, on our consideration of the Avoyelles Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Avoyelles Parish 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 Avoyelles Parish Sheriff's internal control over financial reporting and compliance.

Champagne & Company, LLC
Certified Public Accountants

Breaux Bridge, Louisiana
October 20, 2023

BASIC FINANCIAL STATEMENTS

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

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Net Position
June 30, 2023

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current assets:			
Cash and interest-bearing deposits	\$ 4,600,554	\$ 511,046	\$ 5,111,600
Due from other governmental units	441,719	-	441,719
Receivables	275,591	-	275,591
Inventory	2,403	43,439	45,842
Other assets	56,454	-	56,454
Total current assets	5,376,721	554,485	5,931,206
Noncurrent assets:			
Capital assets:			
Land	174,400	-	174,400
Depreciable assets, net	2,799,305	56,241	2,855,546
Total noncurrent assets	2,973,705	56,241	3,029,946
Total assets	8,350,426	610,726	8,961,152
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pension	1,917,814	25,898	1,943,712
Deferred outflows related to OPEB	1,455,355	-	1,455,355
Total deferred outflows of resources	3,373,169	25,898	3,399,067
LIABILITIES			
Current liabilities:			
Accounts and other accrued payables	555,644	35,650	591,294
Compensated absences payable	66,370	-	66,370
Total current liabilities	622,014	35,650	657,664
Noncurrent liabilities:			
Net pension liability	2,557,906	23,845	2,581,751
OPEB obligation payable	10,565,192	-	10,565,192
Total noncurrent liabilities	13,123,098	23,845	13,146,943
Total liabilities	13,745,112	59,495	13,804,607
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pension	411,389	-	411,389
Deferred inflows related to OPEB	3,401,690	-	3,401,690
Total deferred inflows of resources	3,813,079	-	3,813,079
NET POSITION			
Net investment in capital assets	2,973,705	56,241	3,029,946
Restricted	4,376,437	-	4,376,437
Unrestricted (deficit)	(13,184,738)	520,888	(12,663,850)
Total net position	\$ (5,834,596)	\$ 577,129	\$ (5,257,467)

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

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Activities
For the Year Ended June 30, 2023

Activities	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:							
Public safety	\$ 8,776,233	\$ 4,478,781	\$ 356,918	\$ -	\$ (3,940,534)	\$ -	(3,940,534)
Interest expense	2,358	-	-	-	(2,358)	-	(2,358)
Total governmental activities	<u>8,778,591</u>	<u>4,478,781</u>	<u>356,918</u>	<u>-</u>	<u>(3,942,892)</u>	<u>-</u>	<u>(3,942,892)</u>
Business-type activities:							
Commissary	457,081	667,993	-	-	-	210,912	210,912
Total business-type activities	<u>457,081</u>	<u>667,993</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>210,912</u>	<u>210,912</u>
Total	<u>\$ 9,235,672</u>	<u>\$ 5,146,774</u>	<u>\$ 356,918</u>	<u>\$ -</u>	<u>\$ (3,942,892)</u>	<u>\$ 210,912</u>	<u>\$ (3,731,980)</u>
General revenues:							
Taxes -							
Property taxes, levied for general purposes					1,245,502	-	1,245,502
Sales and use taxes, levied for general purposes					2,965,956	-	2,965,956
State revenue sharing					122,994	-	122,994
Grants and contributions not restricted to specific programs -							
State sources					47,904	-	47,904
Interest and investment earnings					7,508	769	8,277
Miscellaneous					359,239	-	359,239
Nonemployer pension contributions					144,637	2,232	146,869
Transfers					121,550	(121,550)	-
Total general revenues and transfers					<u>5,015,290</u>	<u>(118,549)</u>	<u>4,896,741</u>
Change in net position					1,072,398	92,363	1,164,761
Net position (deficit) - July 1, 2022					<u>(6,906,994)</u>	<u>484,766</u>	<u>(6,422,228)</u>
Net position (deficit) - June 30, 2023					<u>\$ (5,834,596)</u>	<u>\$ 577,129</u>	<u>\$ (5,257,467)</u>

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

FUND FINANCIAL STATEMENTS

MAJOR FUND DESCRIPTIONS

General Fund

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

Special Revenue Fund

1994 Sales Tax Fund

To account for the receipt and use of proceeds of the Sheriff's 1994 one-half percent sales and use tax. These taxes are dedicated to the following purposes: Establishing, acquiring, constructing, improving, maintaining, staffing, and operating equipment and facilities necessary to provide enhanced 911 emergency telephone, ambulance, dispatch and other services for the benefit of the residents of the Parish.

Enterprise Fund

Commissary Fund

To account for the provision of a commissary to the parish inmates housed by the Sheriff. All activities necessary to provide such services are accounted for in this fund.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Balance Sheet - Governmental Funds
June 30, 2023

	General Fund	1994 Sales Tax	Total
ASSETS			
Cash and interest-bearing deposits	\$ 541,542	\$ 4,059,012	\$ 4,600,554
Due from other governmental agencies	441,719	-	441,719
Sales tax receivable	-	275,591	275,591
Inventory	2,403	-	2,403
Other assets	31,718	24,736	56,454
Total assets	\$ 1,017,382	\$ 4,359,339	\$ 5,376,721
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts and other payables	\$ 279,961	\$ 15,683	\$ 295,644
Fund balances:			
Nonspendable	34,121	24,736	58,857
Restricted	57,517	4,318,920	4,376,437
Committed	-	-	-
Assigned	-	-	-
Unassigned	645,783	-	645,783
Total fund balances	737,421	4,343,656	5,081,077
Total liabilities and fund balances	\$ 1,017,382	\$ 4,359,339	\$ 5,376,721

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

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
June 30, 2023

Total fund balances for governmental funds at June 30, 2023 \$ 5,081,077

Total net position reported for governmental activities in the statement of net position is different because:

The noncurrent assets used in governmental activities are not a current use of financial resources and, therefore, are not reported in the funds. Those assets consist of:

Capital assets:

Land	\$ 174,400	
Buildings and improvements, net of \$2,664,552 accumulated depreciation	2,546,021	
Equipment and furniture, net of \$2,100,110 accumulated depreciation	99,555	
Financed purchase equipment, net of \$206,559 accumulated depreciation	3,501	
Vehicles, net of \$1,086,728 accumulated depreciation	<u>150,228</u>	2,973,705

The deferred outflows of expenditures are not a use of current resources, and therefore, are not reported in the funds:

Pension plan	1,917,814	
Post employment benefit obligation	<u>1,455,355</u>	3,373,169

Some debt/payables of governmental activities are not payable from current resources and, therefore, not reported in the funds:

Compensated absences payable	(66,370)	
Litigation and claims (part of accounts and other accrued payables)	(260,000)	
Net pension liability	(2,557,906)	
Net OPEB obligation payable	<u>(10,565,192)</u>	(13,449,468)

The deferred inflows of contributions are not available resources, and therefore, are not reported in the funds:

Pension plan	(411,389)	
Post employment benefit obligation	<u>(3,401,690)</u>	<u>(3,813,079)</u>

Total net position of governmental activities at June 30, 2023 \$ (5,834,596)

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
For the Year Ended June 30, 2023

	General Fund	1994 Sales Tax	Total
Revenues:			
Ad valorem taxes	\$ 1,245,502	\$ -	\$ 1,245,502
Sales taxes	-	2,965,956	2,965,956
Intergovernmental revenues -			
Federal grants	25,932	-	25,932
Local sources	309,182	92,725	401,907
State grants:			
State revenue sharing (net)	127,104	-	127,104
State supplemental pay	196,666	-	196,666
Other	85,137	-	85,137
Fees, charges, and commissions for services -			
Civil and criminal	989,678	-	989,678
Feeding and keeping prisoners	2,936,638	-	2,936,638
Inmate fund revenues	282,204	-	282,204
Work release program	124,598	-	124,598
Miscellaneous-			
Other	144,479	59,001	203,480
Total revenues	6,467,120	3,117,682	9,584,802
Expenditures:			
Current -			
Public safety:			
Personal services and related benefits	4,153,824	424,066	4,577,890
Operating services	1,182,414	97,963	1,280,377
Operations and maintenance	2,612,580	197,804	2,810,384
Debt service	-	46,498	46,498
Capital outlay	188,125	-	188,125
Total expenditures	8,136,943	766,331	8,903,274
Excess (deficiency) of revenues over expenditures	(1,669,823)	2,351,351	681,528
Other financing sources (uses):			
Transfers in	1,321,550	-	1,321,550
Transfers out	-	(1,200,000)	(1,200,000)
Total other financing sources (uses)	1,321,550	(1,200,000)	121,550
Net change in fund balances	(348,273)	1,151,351	803,078
Fund balances, beginning	1,085,694	3,192,305	4,277,999
Fund balances, ending	\$ 737,421	\$ 4,343,656	\$ 5,081,077

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2023

Total net changes in fund balances for the year ended June 30, 2023 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 803,078
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 Balances	\$ 188,125	
Depreciation expense	<u>(182,442)</u>	5,683
Expenses not requiring the use of current financial resources and therefore, are not reported as expenditures in the governmental funds:		
Net change in compensated absences payable	(6,264)	
Net change in OPEB liability and related deferrals	142,960	
Net change in pension liability and related deferrals	142,801	
Net change in financed purchase payable	44,140	
Net change in litigation and claims payable	<u>(60,000)</u>	<u>263,637</u>
Total changes in net position of governmental funds for the year ended June 30, 2023		<u>\$ 1,072,398</u>

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Net Position
Proprietary Fund
June 30, 2023

ASSETS	
Current assets:	
Cash and interest-bearing deposits	\$ 511,046
Inventory	<u>43,439</u>
Total current assets	<u>554,485</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	<u>56,241</u>
Total assets	<u>610,726</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>25,898</u>
LIABILITIES	
Current liabilities:	
Accounts and other accrued liabilities	<u>35,650</u>
Noncurrent liabilities:	
Net pension liability	<u>23,845</u>
Total liabilities	<u>59,495</u>
DEFERRED INFLOWS OF RESOURCES	<u>-</u>
NET POSITION	
Net investment in capital assets	56,241
Unrestricted	<u>520,888</u>
Total net position	<u>\$ 577,129</u>

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Fund
For the Year Ended June 30, 2023

Sales	\$ 667,993
Cost of goods sold	<u>272,048</u>
Gross profit	<u>395,945</u>
Operating expenses:	
Personal services and related benefits	44,008
Operations and maintenance	137,592
Depreciation	<u>3,433</u>
Total operation expenses	<u>185,033</u>
Operating income	210,912
Nonoperating revenues:	
Interest income	769
Nonemployer pension contributions	<u>2,232</u>
Total nonoperating revenues	<u>3,001</u>
Income before transfers	213,913
Transfers out	<u>(121,550)</u>
Change in net position	92,363
Net position, beginning	<u>484,766</u>
Net position, ending	<u>\$ 577,129</u>

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Cash Flows
Proprietary Fund Type
For the Year Ended June 30, 2023

Cash flows from operating activities:	
Receipts from customers	\$ 667,993
Payments to suppliers	(420,547)
Payments to employees	<u>(38,805)</u>
Net cash provided by operating activities	<u>208,641</u>
Cash flows from noncapital financing activities:	
Transfer to other funds	(121,550)
Nonemployer pension contributions	<u>2,232</u>
Net cash used by noncapital financing activities	<u>(119,318)</u>
Cash flows from investing activities:	
Interest earned	<u>769</u>
Net increase in cash and cash equivalents	90,092
Cash and cash equivalents, beginning of period	<u>420,954</u>
Cash and cash equivalents, end of period	<u>\$ 511,046</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income	\$ 210,912
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	3,433
Changes in assets, deferred outflows, liabilities, and deferred inflows -	
Decrease in inventory	(12,884)
Decrease in accounts payable and other accrued liabilities	1,977
Increase in deferred outflows, net pension liability, and deferred inflows	<u>5,203</u>
Net cash provided by operating activities	<u>\$ 208,641</u>

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

FIDUCIARY FUND TYPE - FIDUCIARY FUNDS

CUSTODIAL FUNDS

Civil 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.

Fines and Costs Fund

To account for the collection of fines and costs and payments of these collections to the Sheriff's 12th Judicial Court Fines Fund.

Inmate Fund

To account for the deposits made by, and for, inmates to their individual accounts and appropriate disbursements to these inmates.

Bond Fund

To account for the collection of bonds, fines, and costs and payment of these collections to the Sheriff's 12th Judicial Court Fines Fund.

12th Judicial Court Fines Fund

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Fiduciary Net Position
Custodial Funds
June 30, 2023

ASSETS	
Cash and interest-bearing deposits	\$ 277,714
Receivables:	
Taxes for other governments	<u>42,236</u>
Total assets	<u>319,950</u>
LIABILITIES	
Accounts payable	<u>84,187</u>
NET POSITION	
Restricted for:	
Individuals, organizations, and other governments	<u>\$ 235,763</u>

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Statement of Changes in Fiduciary Net Position
Custodial Funds
For the Year Ended June 30, 2023

Additions:	
Sheriff's sales, suits, and seizures	\$ 828,067
Garnishments	341,402
Bonds	10,200
Fines and costs	882,791
Inmate collections	774,262
Taxes, fees, etc., paid to tax collector	14,370,363
Interest earned	<u>25,161</u>
Total additions	<u>17,232,246</u>
Deductions:	
Payments of taxes, fees, etc., distributed to taxing bodies and others	(13,899,043)
Payments to Sheriff's General Fund	(329,730)
Payments to Clerk of Court	(76,996)
Payments to litigants and attorneys	(1,069,954)
Payments to others	(1,043,402)
Payments to inmates	<u>(756,665)</u>
Total deductions	<u>(17,175,790)</u>
Net increase in net position	56,456
Net position, beginning	<u>179,307</u>
Net position, ending	<u>\$ 235,763</u>

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Avoyelles Parish Sheriff (Sheriff) serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The Sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, 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, 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 accompanying financial statements of the Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

The accounting and reporting policies of the 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*.

The following is a summary of certain significant accounting policies;

A. Financial Reporting Entity

For financial reporting purposes, the Sheriff includes all funds, activities, et cetera that are controlled by the Sheriff as an independently elected parish official. 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 government as required by Louisiana law, the Sheriff is fiscally 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 government, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

are considered separate reporting entities and issue financial statements separate from those of the parish sheriff. As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the Avoyelles Parish Sheriff (the primary government). There are no component units to be included in the Sheriff's reporting entity.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all non-fiduciary 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, and liabilities and deferred inflows or 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 the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Nonexchange Transactions."

The statement of activities presents a comparison between direct expenses and program revenues for the business-type activities of the Sheriff and for each of the functions of 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 requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements (FFS)

The Sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Sheriff are classified into three categories: governmental, proprietary, 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 meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all funds of that category or type; and

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

- b. Total assets liabilities, revenues, or expenditures of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The Sheriff reports the following major governmental funds:

Governmental Funds –

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the Sheriff's office and accounts for and reports all operations of the Sheriff's office not accounted for and reported in another fund. The Sheriff's primary sources of revenue are an ad valorem tax levied by the law enforcement district and fees for feeding and keeping prisoners. Other sources of revenue include video poker revenue, state revenue sharing, state supplemental pay for deputies, civil and criminal fees, and fees for court attendance and maintenance of prisoners. General operating expenditures are paid from this fund.

1994 Sales Tax Special Revenue Fund

This special revenue fund accounts for the operation of the communications district which was established to implement and administer the conventional wireless 911 emergency telephone system. This fund accounts for the proceeds of a one-half percent sales and use tax that is legally restricted to expenditures for specific purposes. Expenditures for this system are paid from this fund.

Additionally, the Sheriff reports the following fund types:

Proprietary Fund –

A proprietary fund is used to account for ongoing activities that are similar to those often found in the private sector. The measurement focus is based upon the determination of net income, financial position, and cash flows. Operating revenues of the proprietary fund are revenues derived from user charges (commissary sales). Nonoperating revenues are those of an ancillary nature. The following is the Sheriff's proprietary fund type:

Enterprise fund

An enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

purposes. The Sheriff applies all applicable principles under the Governmental Accounting Standards Board (GASB) in accounting and reporting for its enterprise fund. The Sheriff's enterprise fund is the Commissary Fund.

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support the Sheriff programs. The Sheriff has adopted GASBS No. 84 for the reporting and classification of its fiduciary activities. Fiduciary reporting focus is on net position and changes in net position and uses the accrual basis of accounting.

The Sheriff's fiduciary funds are presented in the fiduciary fund financial statements by type (custodial). Because by definition these assets are being held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements. The individual custodial funds used by the Sheriff for the year ended June 30, 2023 are as follows:

Civil 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.

Fines and Costs Fund – to account for the collection of fines and costs and payment of these collections to the Sheriff's 12th Judicial Court Fines Fund.

Inmate Fund – to account for deposits made by, and for, inmates to their individual accounts and the appropriate disbursements to these inmates.

Bond Fund – to account for the collection of bonds, fines, and costs and payment of these collections for the Sheriff's 12th Judicial Court Fines Fund.

12th Judicial Court Fines Fund – to account for the collection of fines and costs and payments of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Measurement Focus

On the government-wide statement of net position and the statement of activities, both governmental and business-type activities are presented using the economic resources measurement focus as defined in item b. below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of Accounting

In the government-wide statement of net position and statement of activities, both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Sheriff considers all revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. Also, certain compensated absences and claims and judgments are recognized when the obligations are expected to be liquidated with expendable available financial resources.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

The proprietary fund utilizes the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used.

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

Cash and Interest-bearing Deposits

Cash and interest-bearing deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits. These deposits are stated at cost, which approximates market. For the purpose of the proprietary fund statement of cash flows, "cash and cash equivalents" include all demand and savings accounts, and certificates of deposit or short-term investments with an original maturity of three months or less when purchased.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Receivables are charged against income as they become uncollectible. In the opinion of management, all receivables at year-end were collectible, and an allowance for doubtful accounts was not considered necessary.

Interfund Receivable and Payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "interfund receivables and payables." Long-term interfund loans (noncurrent) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Position.

Inventory

Inventory of the Sheriff's General Fund consists of food purchased by the Sheriff. Inventory of the Sheriff's Enterprise Fund consists of items purchased by the Sheriff for resale to prisoners. All inventory items are recorded as expenses when consumed. All purchased inventory items are valued at the lower of cost (first-in, first-out) or market.

Prepaid Expenses

Payments made to vendors for services that will benefit periods beyond June 30, 2023 are recorded as prepaid items. The prepaid items that existed at June 30, 2023 were prepaid insurance and prepaid computer maintenance expenses.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Sheriff maintains a threshold level of \$5,000 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position; depreciation is recorded in the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	5 - 60 years
Office, equipment, and furniture	7 - 20 years
Vehicles	5 years

Compensated Absences

Each full-time employee of the Sheriff earns annual leave at a rate of 8 to 12 days per year, depending on their length of service. Annual leave begins accruing from the start of the employees full-time salaried status, and is accumulated bi-weekly throughout the year. Unused annual leave may be carried forward from year to year, not to exceed 5 days. Upon termination or resignation, employees are paid for unused annual leave at the employee's current rate of pay.

Each full-time employee of the Sheriff earns 10 days of sick leave per year. Sick leave begins accruing from the start of the employees full-time salaried status, and is accumulated bi-weekly throughout the year. Unused sick leave may be carried forward from year to year. Upon termination or resignation, unused sick leave is forfeited.

The employees of the Sheriff had accumulated and vested leave benefits totaling \$66,370 at June 30, 2023.

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.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

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 and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Restricted net position of \$4,376,437 consisted of unspent opioid settlement funds of \$57,517 and unspent sales tax dedication funds of \$4,318,920.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in either of the other two categories of net position.

Proprietary fund equity is classified the same as in the government-wide statements. In the fund financial statements, governmental fund equity 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 by a formal decision of the Sheriff, which is the highest level of decision-making authority.
- e. *Unassigned* – all other spendable amounts.

AVOYELLES PARISH SHERIFF
Marksville, 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, as needed, unless the Sheriff has provided otherwise in its commitment or assignment actions.

As of June 30, 2023, fund balances are comprised of the following:

	General Fund	1994 Sales Tax	Total Governmental Funds
Nonspendable:			
Inventory	\$ 2,403	\$ -	\$ 2,403
Prepaid items	31,718	24,736	56,454
Restricted:			
Opioid settlement	57,517	-	57,517
911 expenditures	-	4,318,920	4,318,920
Committed	-	-	-
Assigned:	-	-	-
Unassigned:	645,783	-	645,783
Total fund balances	\$ 737,421	\$ 4,343,656	\$ 5,081,077

E. Revenues, Expenditures, and Expenses

Program Revenues

Program revenues included in the Statement of Activities are derived directly from the program itself or from parties outside the Sheriff's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Sheriff's general revenues.

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.

Sales taxes are considered as "measurable" when in the hands of the sales tax collector and are recognized as revenue at that time.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

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

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

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 recorded as expenditures at the time purchased.

Grant Revenue

In general, grants received by the Sheriff are reimbursable type grants, and revenues are recognized as earned only when the expenditures to be reimbursed have been incurred.

Other Financing Sources

Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) when the transfer is authorized by the Sheriff.

F. 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, 2023, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$5,389,314 of which \$277,714 is attributable to fiduciary funds, which are not presented in the statement of net position.

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Sheriff's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. 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 plus the federal deposit insurance

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. The following is a summary of deposit balances (bank balances) at June 30, 2023, and the related federal insurance and pledged securities:

Bank Balances	<u>\$ 5,826,680</u>
---------------	---------------------

At June 30, 2023 the deposits are secured as follows:

Federal deposit insurance	\$ 542,327
Pledged securities	<u>5,284,353</u>

Total	<u>\$ 5,826,680</u>
-------	---------------------

Deposits in the amount of \$5,284,353 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the 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) 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 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 the 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 Avoyelles 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 for which levied and billed. For the year ended June 30, 2023 law enforcement taxes applicable to the Sheriff's General Fund, were levied at the rate of 6.41 mills on property with assessed valuations totaling \$171,569,723.

Total law enforcement taxes levied during 2023 were \$1,099,774. There were no taxes receivable in the General Fund at June 30, 2023.

(4) Due from Other Governmental Units

Amounts due from other governmental agencies totaling \$441,719 at June 30, 2023, consisted of the following:

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

	General Fund
Feeding and keeping prisoners	\$ 245,892
Grant	55,385
Telephone commissions	18,362
Other	122,080
Total	\$ 441,719

(5) Capital Assets

Capital asset activity for the year ended June 30, 2023 was as follows:

	Balance 7/1/2022	Additions	Deletions	Balance 6/30/2023
Governmental activities:				
Assets not being depreciated:				
Land	\$ 174,400	\$ -	\$ -	\$ 174,400
Assets being depreciated:				
Buildings and improvements	5,089,023	121,550	-	5,210,573
Equipment and furniture	2,177,740	21,925	-	2,199,665
Equipment-financed purchase	210,060	-	-	210,060
Vehicles	1,192,306	44,650	-	1,236,956
Total	8,843,529	188,125	-	9,031,654
Less: accumulated depreciation				
Buildings and improvements	2,569,376	95,176	-	2,664,552
Equipment and furniture	2,086,332	13,778	-	2,100,110
Equipment-financed purchase	164,547	42,012	-	206,559
Vehicles	1,055,252	31,476	-	1,086,728
Total	5,875,507	182,442	-	6,057,949
Governmental activities, capital assets, net	\$2,968,022	\$ 5,683	\$ -	\$2,973,705

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

	Balance 7/1/2022	Additions	Deletions	Balance 6/30/2023
Business-type activities				
Assets being depreciated:				
Buildings and improvements	\$ 101,868	\$ -	\$ -	\$ 101,868
Equipment and furniture	5,895	-	-	5,895
Vehicles	23,000	-	(9,000)	14,000
Total	130,763	-	(9,000)	121,763
Less: accumulated depreciation				
Buildings and improvements	42,194	3,433	-	45,627
Equipment and furniture	5,895	-	-	5,895
Vehicles	23,000	-	(9,000)	14,000
Total	71,089	3,433	(9,000)	65,522
Business-type activities, capital assets, net	\$ 59,674	\$ (3,433)	\$ -	\$ 56,241

Depreciation expense in the amount of \$182,442 was charged to governmental activities as public safety. Depreciation expense in the amount of \$3,433 was charged to business-type activities.

(6) Accounts and Other Accrued Payables

The accounts and other accrued payables at June 30, 2023 consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Accounts	\$ 147,829	\$ 35,588	\$ 183,417
Salaries	104,760	-	104,760
Payroll taxes and withholdings	3,055	62	3,117
Litigation and claims	300,000	-	300,000
Total	\$ 555,644	\$ 35,650	\$ 591,294

(7) Dedication of Proceeds and Flow of Funds – Sales and Use Tax

Proceeds of the one-half cent sales and use tax (2023 collections – \$2,965,956) approved by voters on November 19, 1992 and levied by the Sheriff beginning January 1, 1993 are dedicated to the following purposes:

Establishing, acquiring, constructing, improving, maintaining, staffing and operating equipment and facilities necessary to provide enhanced 911 emergency telephone, ambulance, dispatch and any other services for the benefit of the residents of the Parish.

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

At June 30, 2023, \$275,591 of sales tax receivable is reflected on the Sales Tax Fund's balance sheet.

(8) Pension Plan / GASB 68

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 same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Summary of Significant Accounting Policies:

The Sheriffs' Pension and Relief Fund prepares its employer pension schedules in accordance with Governmental Accounting Statement No. 68 – *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses/expenditures. It also provides methods to calculate participating employers' proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense, and amortization periods for deferred inflows and deferred outflows. GASB Statement No. 67 – *Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25* provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

Basis of Accounting:

The Sheriffs' Pension and Relief Fund's employer pension schedules were prepared using the accrual basis of accounting. Employer contributions, for which the employer allocations are based, are recognized in the period in which the employee is compensated for services performed.

Fund Employees:

The Fund is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to the Fund's employees is allocated to the remaining employers based on their respective employer allocation percentage.

Plan Fiduciary Net Position:

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

Plan Description:

The Sheriffs' Pension and Relief Fund (Fund) is 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 Sheriffs' Pension and Relief Fund's office.

The Fund was established for the purpose of providing retirement benefits for employees of sheriffs' offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association, and the employees of the Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

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 Benefits:

Members who become eligible for membership on or before December 31, 2011, may retire at age fifty-five with twelve years of credible service or may retire at any age with thirty years of service. 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.

Members whose first employment began on or after January 1, 2012, may retire at age sixty-two with twelve years of creditable service, or may retire at age sixty with twenty years of credible service, or may retire at age fifty-five with thirty years of credible service. 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 began on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest thirty-six

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

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 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 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 member's 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 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. 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-three, if the child is a full-time student in good standing enrolled at a board approved or accredited school, college, or university.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Deferred Benefits:

The Fund does provide for deferred benefits for vested members who terminate before being eligible for retirement. Benefits become payable once the member reaches the appropriate age for retirement.

Back Deferred Retirement Option Plan (Back-DROP):

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may make a one-time irrevocable election to receive a "Back-DROP" benefit. A member elects Back-DROP at the time of separation from employment (retirement). The Back-DROP benefit is based on 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 time accrued between when 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 time accrued between when a member becomes eligible for retirement and his actual date of retirement. A member's Back-DROP benefit is the maximum monthly retirement benefit 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 Fund during the Back-DROP period. The member's DROP and Back-DROP balances left on deposit are managed by a third party, fixed income investment manager. Participants have the option to opt out of this program and take a lump sum distribution, if eligible, annuitize all or a portion of the Back-DROP balance, or to rollover the assets to another qualified plan.

Permanent Benefit Increases/Cost-of-Living Adjustments:

As fully described in Title 11 of the Louisiana Revised Statutes, the Fund allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), which are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature. Cost-of-living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost-of-living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost-of-living adjustments is dependent on the funded ratio.

Employer Contributions:

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2022, the actual employer contribution rate was 12.25% with an additional 0.00% allocated from the Funding Deposit Account.

In accordance with state statute, the Fund also 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 \$146,869 and excluded from pension expense for the year ended June 30, 2023.

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Schedule of Employer Allocations:

The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentages for each participating employer. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of the Sheriffs' Pension and Relief Fund. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on each employer's contributions to the Fund during the fiscal year ended June 30, 2022, as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2022.

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

At June 30, 2023, the Sheriff reported a liability of \$2,581,751 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the Sheriff's proportion was 0.317642% which was an increase of 0.011765% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Sheriff recognized a pension expense of \$304,712 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$701.

At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ 118,763	\$ 128,277
Changes of assumptions	385,634	-
Net difference between projected and actual earnings on pension plan investments	1,117,735	-
Change in proportion and differences between employer contributions and proportionate share of contributions	26,839	283,111
Employer contributions subsequent to the measurement date	294,741	-
Total	\$ 1,943,712	\$ 411,388

Deferred outflows of resources of \$294,741 related to pensions resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ended		
2024		\$ 229,996
2025		264,323
2026		132,025
2027		611,239
		\$ 1,237,583

Actuarial Assumptions:

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Valuation Date	June 30, 2022
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return (Discount Rate)	6.85%, net of pension plan investment expense, including inflation
Projected Salary Increases	5.00% (2.50% inflation, 2.50% merit)
Mortality Rates	<p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and 115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for disabled retirees, each with full generational projection using the appropriate MP2019 scale.</p>
Expected Remaining Service Lives	<p>2022 - 5 years</p> <p>2021 - 5 years</p> <p>2020 - 6 years</p> <p>2019 - 6 years</p> <p>2018 - 6 years</p> <p>2017 - 7 years</p> <p>2016 - 7 years</p>
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2022 were as follows:

Asset Class	Target Asset Allocation	Long-Term Expected Rate of Return Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	62%	6.61%	4.10%
Fixed Income	25%	4.92%	1.23%
Alternative Investments	13%	6.54%	0.85%
Totals	100%		6.18%
Inflation			<u>2.25%</u>
Expected Arithmetic Nominal Return			<u>8.43%</u>

The discount rate used to measure the total pension liability was 6.85%. 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.

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

The following presents the employer's proportionate share of the net pension liability using the discount rate of 6.85%, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate as of June 30, 2023:

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

	Changes in Discount Rate		
	1.0% Decrease	Current Discount Rate	1.0% Increase
	5.85%	6.85%	7.85%
Employer's proportionate share of the net pension liability	\$ 4,571,709	\$ 2,581,751	\$ 922,473

Change in Net Pension Liability:

The changes in the net pension liability for the year ended June 30, 2023 were recognized in the current reporting period except as follows:

- a. **Differences between Expected and Actual Experience:** The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as 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 pensions through the pension plan. The differences between expected and actual experience resulted in a deferred outflow of resources in the amount of \$118,763 and a deferred inflow of resources in the amount of \$128,277 for the year ended June 30, 2023.
- b. **Changes of Assumptions:** The changes of assumptions about future economic or demographic factors 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. The changes of assumptions resulted in a deferred outflow of resources in the amount of \$385,634 for the year ended June 30, 2023.
- c. **Differences between Projected and Actual Investment Earnings:** The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense (benefit) using the straight-line amortization method over a closed five-year period. The differences between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$1,117,735 for the year ended June 30, 2023.
- d. **Change in Proportion:** Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in the employer's 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 pensions through the pension plan. The change in proportion resulted in a deferred outflow of resources in the amount of \$26,839 and a deferred inflow of resources in the amount of \$283,111 for the year ended June 30, 2023.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

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.

Estimates:

The process of preparing the schedule of employer allocations and schedule of pension amounts in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Accordingly, actual results may differ from estimated amounts.

Retirement Fund Audit Report:

The Sheriffs' Pension and Relief Fund has issued a stand-alone audit report on their financial statements for the year ended June 30, 2022. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.gov.

(9) Post Retirement Health Care and Life Insurance Benefits

Plan description – The Avoyelles Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Avoyelles Parish Sheriff's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Sheriff. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Sheriff. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

Benefits provided – Benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions as follows: 30 years of service at any age, or age 55 and 12 years of service; or, for employees hired on and after January 1, 2012, age 55 and 30 years of service, or age 60 and 20 years of service, or age 62 and 12 years of service. Notwithstanding this there is a minimum service requirement of 15 years for benefits.

Life insurance coverage is provided to retirees and \$10,000 of the blended rate (active and retired) is paid by the employer. The amount is reduced to 75% of the original amount at age 65, then to 50% of the original amount at age 70, though not below amount \$10,000.

Employees covered by benefit terms – At June 30, 2023, the following employees were covered by the benefit terms:

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Inactive employees or beneficiaries currently receiving benefit payments	67
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>77</u>
Total OPEB Liability	<u><u>144</u></u>

The Sheriff's total OPEB liability of \$10,565,192 was measured as of June 30, 2023 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs – The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%, annually
Salary increases	3.0%, annually
Discount rate	3.54% annually (Beginning of Year to Determine ADC) 3.65% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Medical: 5.5% annually for 5 years, decreasing to 4.14% aft Dental: 4%
Mortality	Pub-2010/2021

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

Changes in the Total OPEB Liability

Balance at June 30, 2022	\$ <u>11,147,503</u>
Changes for the year:	
Service cost	156,483
Interest	397,391
Differences between expected and actual experience	(487,195)
Changes in assumptions	(221,140)
Benefit payments and net transfers	<u>(427,850)</u>
Net changes	<u>(582,311)</u>
Balance at June 30, 2023	\$ <u><u>10,565,192</u></u>

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

	1.0% Increase 2.65%	Current Discount Rate 3.65%	1.0% Increase 4.65%
Total OPEB liability	\$ 12,150,761	\$ 10,565,192	\$ 9,281,502

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 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%
Total OPEB liability	\$ 9,492,724	\$ 10,565,192	\$ 11,868,676

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

For the year ended June 30, 2023, the Sheriff recognized OPEB expense of \$284,890. At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ 292,600	\$ 2,131,509
Changes in assumptions	1,162,754	1,270,181
Total	\$ 1,455,354	\$ 3,401,690

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

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

Fiscal Year Ending June 30		
2024	\$	(268,984)
2025		(268,984)
2026		(268,984)
2027		(528,109)
2028		(344,730)
Thereafter		<u>(266,545)</u>
	\$	<u>(1,946,336)</u>

(10) Compensated Absences

The Sheriff's compensated absences are attributable to governmental activities. The following is a summary of the compensated absences transactions during the year, which are due within one year.

Compensated absences payable at June 30, 2022	\$	60,106
Additions		84,178
Reductions		<u>(77,914)</u>
Compensated absences payable at June 30, 2023	\$	<u>66,370</u>

(11) Long-Term Debt

The following is a summary of long-term debt transactions of the Avoyelles Parish Sheriff for the year ended June 30, 2023. The financed purchase liability relates to governmental activities, and the payments are made from the 1994 Sales Tax Fund. The financed purchase liability in the original amount of \$210,060 on emergency call works radio equipment for 911 call system with Motorola financed on July 25, 2018, bearing interest at 5.22% and due in annual installments of \$46,498, beginning August 1, 2019 was retired at June 30, 2023.

Long-term debt at June 30, 2022	\$	44,140
Debt assumed		-
Debt retired		<u>(44,140)</u>
Long-term debt at June 30, 2023	\$	<u>-</u>

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

(12) Litigation and Claims

At June 30, 2023, the Sheriff is involved in several lawsuits claiming damages which are not covered by insurance. Management is unable to estimate the ultimate resolution of most of these matters because they are premature for estimation of possible loss. For these cases, no liability has been recorded. There are a few lawsuits where management believes it is probable that the Sheriff will be unsuccessful in the case and has an estimate of monetary damages. These have been accrued on the government wide financial statements and presented in accounts and other accrued payables. The amount accrued is \$300,000.

(13) Risk Management

The Sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Sheriff was unable to obtain law enforcement liability insurance at a cost it considered to be economically justifiable. Management believes it is more economical to manage its risk internally and set aside assets for claim settlement in its General Fund. As of June 30, 2023, no funds were designated for law enforcement liability claims and incidental costs. In October 2015 the Sheriff reduced insurance premiums by becoming self-insured for general and automobile liability.

(14) Act 706 – Compensation, Benefits and Other Payments to Sheriff

Under Act 706, the Avoyelles Parish Sheriff is required to disclose the compensation, reimbursements, benefits, and other payments made to the Sheriff, in which the payments are related to the position. The following is a schedule of payments made to the Sheriff for the year ended June 30, 2023.

Entity head: David Duzat, Sheriff

Salary	\$ 189,730
Benefits - pension fund	18,645
Benefits - health/life insurance	9,877
Total	\$ 218,252

(15) Interfund Transactions

Transfers of \$1,321,550 in the General Fund consisted of amounts transferred from the Sales Tax Special Revenue Fund and the Enterprise Fund for reimbursement of personnel services and related benefits and other expenditures.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

(16) Wireless E911 Service

The Avoyelles Parish Sheriff does not collect service charges on emergency telephone services. All 911 services are funded with the proceeds of the one-half percent sales and use tax now being levied and collected pursuant to an election held on November 3, 1992, recorded as revenue in the Special Revenue Fund in these financial statements.

(17) Ex-officio Tax Collector

The amount of cash on hand at the end of the year was \$37,234. The amount of taxes collected by taxing authority was as follows:

Avoyelles Parish Police Jury	\$ 3,690,037
Avoyelles Parish School Board	4,007,489
Avoyelles Parish Assessor	932,164
Avoyelles Parish Sheriff	1,086,299
Hospital Service District No. 1	146,877
City of Marksville	258,598
City of Bunkie	475,520
City of Mansura	57,118
City of Cottonport	42,032
Ward I Fire District	1,279,243
Fire Protection District No. 2	58,545
Red River Waterway District	396,572
Southwest Water District	45,060
Red River, Atchafalaya, Bayou Boeuf-Levee District	448,441
Louisiana Forestry Commission	15,216
Louisiana Tax Commission	16,847
Total	<u>\$ 12,956,058</u>

The amount of taxes assessed and uncollected, and the reason for failure to do so is as follows:

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to Basic Financial Statements (Continued)

	LTC		
	<u>Decreases</u>	<u>Adjudications</u>	<u>Unpaid</u>
Avoyelles Parish Police Jury	\$ 60,186	\$ (19)	\$ 58
Avoyelles Parish School Board	49,759	57	89
Avoyelles Parish Assessor	11,588	13	21
Avoyelles Parish Sheriff	13,504	15	24
Hospital Service District No. 1	504	(34)	15
City of Marksville	689	1,537	1
City of Cottonport	40	12,006	-
City of Bunkie	851	(167)	74
City of Mansura	21	1	-
Ward I Fire District	18,304	(74)	38
Fire Protection District No. 2	585	45	-
Red River Waterway District	4,930	6	9
Southwest Water District	79	-	-
Red River, Atchafalaya, Bayou Bouef-Levee District	4,381	(9)	446
Louisiana Forestry Commission	18	-	-
	<u>\$ 165,439</u>	<u>\$ 13,377</u>	<u>\$ 775</u>

(18) Occupational Licenses

For the year ended June 30, 2023, the collection and distribution of the amount of occupational licenses collected by taxing authority was:

	<u>Avoyelles Parish Police Jury</u>	<u>Avoyelles Parish Sheriff</u>	<u>Total</u>
Occupational Licenses	<u>\$ 271,854</u>	<u>\$ 47,974</u>	<u>\$ 319,828</u>

**REQUIRED SUPPLEMENTARY
INFORMATION**

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

General Fund
Budgetary Comparison Schedule
Year Ended June 30, 2023

	Budget		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 1,230,000	\$ 1,165,000	\$ 1,245,502	\$ 80,502
Intergovernmental revenues -				
Federal grants	-	9,580	25,932	16,352
Local sources	419,000	302,281	309,182	6,901
State grants:				
State revenue sharing	124,750	125,994	127,104	1,110
State supplemental pay	140,000	178,000	196,666	18,666
Other	47,000	34,963	85,137	50,174
Fees, charges, and commissions for services -				
Civil and criminal and other charges	897,500	1,070,936	989,678	(81,258)
Feeding and keeping prisoners	2,307,000	3,153,744	2,936,638	(217,106)
Inmate fund revenues	294,000	258,600	282,204	23,604
Work release program	125,000	118,400	124,598	6,198
Miscellaneous-				
Other	63,600	42,592	144,479	101,887
Total revenues	<u>5,647,850</u>	<u>6,460,090</u>	<u>6,467,120</u>	<u>7,030</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	3,586,325	4,948,483	4,153,824	794,659
Operating services	1,074,500	1,106,050	1,182,414	(76,364)
Operations and maintenance	2,255,750	2,530,053	2,612,580	(82,527)
Capital outlay	50,000	8,457	188,125	(179,668)
Total expenditures	<u>6,966,575</u>	<u>8,593,043</u>	<u>8,136,943</u>	<u>456,100</u>
Deficiency of revenues over expenditures	(1,318,725)	(2,132,953)	(1,669,823)	463,130
Other financing sources:				
Transfers in	<u>1,328,625</u>	<u>1,700,000</u>	<u>1,321,550</u>	<u>(378,450)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	9,900	(432,953)	(348,273)	84,680
Fund balance, beginning	<u>1,979,994</u>	<u>1,085,694</u>	<u>1,085,694</u>	<u>-</u>
Fund balance, ending	<u>\$ 1,989,894</u>	<u>\$ 652,741</u>	<u>\$ 737,421</u>	<u>\$ 84,680</u>

See notes to the required supplementary information.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Special Revenue Fund - 1994 Sales Tax Fund
Budgetary Comparison Schedule
Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Sales taxes	\$ 3,045,000	\$ 2,845,000	\$ 2,965,956	\$ 120,956
Intergovernmental revenues	115,000	90,000	92,725	2,725
Miscellaneous-				
Other	6,500	7,600	59,001	51,401
Total revenues	<u>3,166,500</u>	<u>2,942,600</u>	<u>3,117,682</u>	<u>175,082</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	380,000	385,378	424,066	(38,688)
Operating services	97,000	84,000	97,963	(13,963)
Operations and maintenance	219,100	223,620	197,804	25,816
Debt service	-	-	46,498	(46,498)
Total expenditures	<u>696,100</u>	<u>692,998</u>	<u>766,331</u>	<u>(73,333)</u>
Excess of revenues over expenditures	2,470,400	2,249,602	2,351,351	101,749
Other financing uses:				
Transfers out	<u>(1,325,625)</u>	<u>(1,700,000)</u>	<u>(1,200,000)</u>	<u>500,000</u>
Excess of revenues over expenditures and other financing uses	1,144,775	549,602	1,151,351	601,749
Fund balance, beginning	<u>2,221,551</u>	<u>3,192,305</u>	<u>3,192,305</u>	<u>-</u>
Fund balance, ending	<u>\$ 3,366,326</u>	<u>\$ 3,741,907</u>	<u>\$ 4,343,656</u>	<u>\$ 601,749</u>

See notes to the required supplementary information.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Employer Contributions
For the Year Ended June 30, 2023

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2015	\$ 573,467	\$ 573,467	\$ -	\$ 4,024,330	14.25%
2016	546,402	546,402	-	3,973,835	13.75%
2017	471,919	471,919	-	3,561,653	13.25%
2018	447,289	447,289	-	3,508,149	12.75%
2019	382,621	382,621	-	3,123,437	12.25%
2020	308,919	308,919	-	2,521,784	12.25%
2021	272,739	272,739	-	2,226,443	12.25%
2022	288,646	288,646	-	2,356,292	12.25%
2023	294,741	294,741	-	2,562,953	11.50%

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

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Employer's Share of Net Pension Liability
For the Year Ended June 30, 2023

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 Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.662090%	\$ 2,621,880	\$ 4,188,610	62.60%	87.34%
2016	0.615129%	2,741,948	4,024,330	68.13%	86.61%
2017	0.532920%	3,382,387	3,973,835	85.12%	82.10%
2018	0.487751%	2,112,095	3,561,653	59.30%	88.49%
2019	0.404541%	1,551,273	3,508,149	44.22%	90.41%
2020	0.358899%	1,697,674	3,123,437	54.35%	88.91%
2021	0.343931%	2,380,399	2,521,784	94.39%	84.73%
2022	0.305877%	(151,577)	2,226,443	-6.81%	101.04%
2023	0.317642%	2,581,751	2,356,292	109.57%	83.90%

*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.

See notes to the required supplementary information.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Changes in the Sheriff's Total OPEB Liability and Related Ratios
Year Ended June 30, 2023

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Total OPEB Liability						
Service cost	\$ 241.133	\$ 191.987	\$ 279.812	\$ 209.258	\$ 205.753	\$ 156.483
Interest	403.774	414.320	396.055	295.226	271.732	397.391
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(417.122)	(1,024.509)	521.600	(1,593.973)	92.077	(487.195)
Changes of assumptions	-	242.635	1,292.276	731.406	(1,457.692)	(221.140)
Benefit payments	(44.910)	(390.210)	(411.672)	(418.640)	(441.667)	(427.850)
Net change in total OPEB liability	<u>182.875</u>	<u>(565.777)</u>	<u>2,078.071</u>	<u>(776.723)</u>	<u>(1,329.797)</u>	<u>(582.311)</u>
Total OPEB liability - beginning	<u>11,558.854</u>	<u>11,741.729</u>	<u>11,175.952</u>	<u>13,254.023</u>	<u>12,477.300</u>	<u>11,147.503</u>
Total OPEB liability - ending	<u>\$ 11,741.729</u>	<u>\$ 11,175.952</u>	<u>\$ 13,254.023</u>	<u>\$ 12,477.300</u>	<u>\$ 11,147.503</u>	<u>\$ 10,565.192</u>
Covered-employee payroll	\$ 2,878.693	\$ 2,244.748	\$ 2,312.090	\$ 2,203.568	\$ 2,269.675	\$ 2,559.791
Sheriff's net OPEB liability as a percentage of covered-employee payroll	407.88%	497.87%	573.25%	566.23%	491.15%	412.74%
Notes to Schedule:						
Benefit Changes:	None	None	None	None	None	None
Changes of Assumptions:						
Discount Rate:	3.50%	3.50%	2.21%	2.16%	3.54%	3.65%
Mortality:	RP-2000	RP-2000	RP-2000	RP-2014	RP-2014	Pub-2010/2021
Trend:	5.50%	5.50%	5.50%	4.5% to 5.5%	4.5% to 5.5%	Getzen Model

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

See notes to the required supplementary information.

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Notes to the Required Supplementary Information
For the Year Ended June 30, 2023

(1) Budget and Budgetary Accounting

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

- a. The Chief Financial Officer prepares the proposed budget for the general fund and the special revenue fund on the modified accrual basis of accounting and submits it to the Sheriff and Chief Deputy for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budgets are published and the public is notified that the proposed budgets are available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budgets at least ten days after publication of the call for a hearing.
- d. After the holding of the public hearing and completion of all actions necessary to finalize and implement the budgets, the budgets are legally adopted prior to the commencement of the financial year for which the budgets are being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted and as finally amended by the Sheriff.

(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.

(3) Excess of Expenditures Over Appropriations

For the year ended June 30, 2023, the following fund had actual expenditures over appropriations:

Fund	Final Budget	Actual	Excess
Sales Tax Fund	\$ 692,998	\$ 766,331	\$ (73,333)

SUPPLEMENTARY INFORMATION

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Justice System Funding Schedule – Collecting/Disbursing Schedule
As Required by Act 87 of the 2020 Regular Legislative Session
Cash Basis Presentation
June 30, 2023

	First Six Month Period Ended 12/31/22	Second Six Month Period Ended 6/30/23
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 238,017	\$ 167,335
Add: Collections		
Civil Fees (<i>including refundable amounts such as garnishments or advance deposits</i>)	747,777	421,692
Bond Fees	75,175	78,433
Criminal Court Costs/Fees	191,839	198,677
Criminal Fines - Other	144,878	128,917
Interest Earnings on Collected Balances	336	301
Other (<i>do not include collections that fit into more specific categories above</i>)	7,500	2,700
Subtotal Collections	\$ 1,167,505	\$ 830,720
Less: Disbursements To Governments & Nonprofits: (<i>Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.</i>)		
12th Judicial District Attorney-Criminal Fines-Other	14,377	13,729
12th Judicial District Attorney-Criminal Court Costs/Fees	38,661	36,665
Louisiana Supreme Court-Criminal Court Costs/Fees	191	264
12th Judicial District Attorney-Bond Fees	18,794	19,608
12th Judicial District Court-Bond Fees	18,794	19,608
Avoyelles Indigent Defender-Bond Fees	18,794	19,608
12th Judicial District Court-Criminal Fines-Other	45,600	45,600
Avoyelles Parish Police Jury-Criminal Fines-Other	45,457	41,352
Avoyelles Parish Police Jury-Criminal Court Costs/Fees	15,188	21,473
12th Judicial District Clerk of Court-Criminal Court Costs/Fees	20,533	19,639
12th Judicial District Clerk of Court-Civil Fees	19,514	19,867
Avoyelles Indigent Defender-Criminal Court Costs/Fees	53,916	58,100
12th Judicial District Court-Criminal Court Costs/Fees	6,885	6,980
Louisiana Commission on Law Enforcement-Criminal Court Costs/Fees	3,686	4,043
Department of Public Safety-Criminal Court Costs/Fees	3,050	1,275
Central LA Juvenile Detention-Criminal Court Costs/Fees	4,658	5,235
Avoyelles Parish Coroner-Criminal Court Costs/Fees	2,050	1,810
State of Louisiana, Trial Court Management Information System, Criminal Court Costs/Fees	1,858	2,082
LA Department of Wildlife & Fisheries-Criminal Court Costs/Fees	1,230	1,396
North LA Crime Laboratory-Criminal Court Costs/Fees	21,410	18,720
12th Judicial District Attorney-Criminal Fines-Other	3,934	4,347
12th Judicial District Court Indigent Defender Board-Criminal Fines-Other	1,124	1,242
North LA Criminalistics Laboratory-Criminal Fines-Other	1,124	1,242
12th Judicial Clerk of Court-Criminal Fines-Other	1,124	1,242

(continued)

AVOYELLES PARISH SHERIFF
Marksville, Louisiana

Justice System Funding Schedule – Collecting/Disbursing Schedule (continued)
As Required by Act 87 of the 2020 Regular Legislative Session
Cash Basis Presentation
June 30, 2023

	First Six Month Period Ended 12/31/22	Second Six Month Period Ended 6/30/23
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	61,147	62,785
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	12	-
Amounts "Self-Disbursed" to Collecting Agency - Criminal Court Costs/Fees	-	-
Amounts "Self-Disbursed" to Collecting Agency - Civil Fees	124,069	152,782
Amounts "Self-Disbursed" to Collecting Agency - Probation/Parole/Supervision Fees	-	2
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Other Disbursements to Individuals (additional detail is not required)	691,007	257,179
Subtotal Disbursements/Retainage	\$ 1,238,187	\$ 837,875
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	\$ 167,335	\$ 160,180
Ending Balance of "Partial Payments" Collected but not Disbursed <i>(only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.</i>	\$ -	\$ -
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected <i>(i.e. receivable balance)</i>	\$ -	\$ -
Total Waivers During the Fiscal Period <i>(i.e. non-cash reduction of receivable balances, such as time served or community service)</i>	\$ -	\$ -

AVOUELLES PARISH SHERIFF
 Marksville, Louisiana

Justice System Funding Schedule – Receiving Schedule
 As Required by Act 87 of the 2020 Regular Legislative Session
 Cash Basis Presentation
 June 30, 2023

	First Six Month Period Ended 12/31/22	Second Six Month Period Ended 6/30/23
Receipts From: <i>(Must include one agency name and one collection type - see below - on each line and may require multiple lines for the same agency. Additional rows may be added as necessary.)</i>		
<i>12th Judicial District Attorney's Office - Criminal Fines-Other</i>	\$ 4,000	\$ 6,058
<i>12th Judicial District Attorney's Office - Asset Forfeiture/Sale</i>	3,172	-
Subtotal Receipts	\$ 7,172	\$ 6,058
 Ending Balance of Amounts Assessed but Not Received <i>(only applies to those agencies that assess on behalf of themselves, such as courts)</i>	\$ -	\$ -

Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other <i>(do not include collections that fit into more specific categories above)</i>

OTHER INFORMATION

AVOYELLES PARISH SHERIFF
Marksville, Louisiana
General Fund

Schedule of Expenditures
Amended Budget (GAAP Basis) and Actual
For the Year Ended June 30, 2023
With Comparative Actual Amounts for Year Ended June 30, 2022

	2023		Variance Positive (Negative)	2022 Actual
	Amended Budget	Actual		
Current:				
Public safety -				
Personal services and related benefits:				
Sheriff salary	\$ 181,183	\$ 189,729	\$ (8,546)	\$ 187,048
Deputies salaries	4,290,000	3,539,070	750,930	2,915,265
Pension, payroll taxes, and other benefits	477,300	425,025	52,275	405,514
Total personal services and related benefits	<u>4,948,483</u>	<u>4,153,824</u>	<u>794,659</u>	<u>3,507,827</u>
Operating services:				
Property insurance	70,000	66,258	3,742	65,462
Hospitalization insurance	1,029,100	1,061,766	(32,666)	1,024,831
Auto insurance	3,450	3,450	-	3,935
Other insurance	3,500	716	2,784	716
Grant expenditures	-	50,224	(50,224)	44,870
Total operating services	<u>1,106,050</u>	<u>1,182,414</u>	<u>(76,364)</u>	<u>1,139,814</u>
Operations and maintenance:				
Auto maintenance and fuel	245,500	242,014	3,486	216,532
Bail bonds and booking fee distributions	96,000	130,585	(34,585)	161,623
Bank charges and fees	3,845	3,748	97	3,654
Computers and maintenance	83,903	81,918	1,985	69,968
Dues and subscriptions	55,000	52,167	2,833	82,143
Jail expenses	105,330	92,837	12,493	81,995
Operating leases and rentals	72,850	76,797	(3,947)	73,559
Medical expenses of offenders	103,000	111,523	(8,523)	139,654
Office supplies and expenses	208,500	226,242	(17,742)	256,399
Prisoner feeding and maintenance	879,505	926,961	(47,456)	666,161
Professional fees	159,500	155,240	4,260	198,948
Repairs and maintenance	75,500	76,511	(1,011)	109,165
Telephone expense	20,920	21,387	(467)	16,537
Supplies	30,350	23,107	7,243	54,496
Utilities	302,500	288,260	14,240	359,628
Other	87,850	103,283	(15,433)	83,442
Total operations and maintenance	<u>2,530,053</u>	<u>2,612,580</u>	<u>(82,527)</u>	<u>2,573,904</u>

(continued)

AVOYELLES PARISH SHERIFF
 Marksville, Louisiana
 General Fund

Schedule of Expenditures
 Amended Budget (GAAP Basis) and Actual (Continued)
 For the Year Ended June 30, 2023
 With Comparative Actual Amounts for Year Ended June 30, 2022

	2023			2022 Actual
	Amended Budget	Actual	Variance Positive (Negative)	
Debt service-				
Principal	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-
Total debt service	-	-	-	-
Capital outlay:				
Autos	8,457	44,650	(36,193)	143,671
Equipment	-	21,925	(21,925)	15,127
Buildings	-	121,550	(121,550)	-
Total capital outlay	8,457	188,125	(179,668)	158,798
Total expenditures	<u>\$8,593,043</u>	<u>\$ 8,136,943</u>	<u>\$ 456,100</u>	<u>\$7,380,343</u>

STATE OF LOUISIANA, PARISH OF AVOYELLES

AFFIDAVIT

The Honorable David Dauzat, Sheriff of Avoyelles Parish

BEFORE ME, the undersigned authority, personally came and appeared, David Dauzat, the sheriff of Avoyelles Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$37,234 is the amount of cash on hand in the tax collector account on June 30, 2023;

He further deposed and said:

All itemized statements of the amount of taxes collected for tax year 2022, 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.

[Handwritten signature of David Dauzat]

Signature
Sheriff of Avoyelles Parish

SWORN to and subscribed before me, Notary, this 21 day of Sept. 2023 in my office in the Marksville, Louisiana.

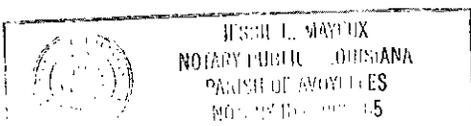
(City/Town)

[Handwritten signature of Notary Public] (Signature)

(Print), # 465

Notary Public

[Handwritten signature of Notary Public] (Commission)



**INTERNAL CONTROL, COMPLIANCE,
AND
OTHER MATTERS**

Champagne & Company, LLC

Certified Public Accountants

Russell F. Champagne, CPA, CGMA*
Penny Angelle Scruggins, CPA, CGMA*

Shayne M. Breaux, CPA
Kaylee Champagne Frederick, CPA

113 East Bridge Street
PO Box 250
Breaux Bridge, LA 70517
Phone: (337) 332-4020
Fax: (337) 332-2867

*A Professional Accounting Corporation

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

The Honorable David Dauzat
Avoyelles Parish Sheriff
Marksville, 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 business-type activities, each major fund, and the aggregate remaining fund information of the Avoyelles Parish Sheriff, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Avoyelles Parish Sheriff's basic financial statements and have issued our report thereon dated October 20, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Avoyelles Parish 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 on the effectiveness of the Avoyelles Parish Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Avoyelles Parish Sheriff's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or 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 identified certain deficiencies in internal control, described in the accompanying schedule of prior and current year audit findings and management's corrective action plan as items, 2023-001 and 2023-002, that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Avoyelles Parish Sheriff's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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*.

Avoyelles Parish Sheriff's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Avoyelles Parish Sheriff's response to the findings identified in our audit and described in the accompanying schedule of prior and current year audit findings and management's corrective action plan. The Avoyelles Parish Sheriff's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 Louisiana Legislative Auditor as a public document.

Champagne & Company, LLC

Certified Public Accountants

Breaux Bridge, Louisiana
October 20, 2023

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Prior and Current Year Audit Findings and
Management's Corrective Action Plan
For the Year Ended June 30, 2023

I. Prior Year Findings:

Internal Control over Financial Reporting

2022-001 – Inadequate Segregation of Accounting Duties; Year Initially Occurred - 2020

Finding:

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

Status:

Unresolved. See item 2023-001.

2022-002 – Inadequate Controls over Financial Statement Preparation; Year Initially Occurred – 2020

Finding:

The Sheriff does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

Status:

Unresolved. See item 2023-002.

Compliance

2022-003 – Noncompliance with Louisiana Local Government Budget Act; Year Initially Occurred – 2022

Finding:

Louisiana Revised Statute (LSA: R.S.) 39:1301-1314, known as the Local Government Budget Act, requires that the budget be amended when actual revenues and other sources plus projected revenues and other sources are failing to meet the budgeted revenues and other sources by five percent or more. The Sheriff revenues and other sources of the General Fund failed to meet the budgeted revenue by approximately 8.9%.

Status:

Resolved.

(continued)

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Prior and Current Year Audit Findings
and Management's Corrective Action Plan
Year Ended June 30, 2023 (continued)

Management Letter Items

There were no items at June 30, 2022.

II. Current Year Findings and Management's Corrective Action Plan:

Internal Control Over Financial Reporting

2023-001 – Inadequate Segregation of Accounting Duties; Year Initially Occurred—2020

Condition and Criteria:

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

Effect:

This condition represents a material weakness in the internal control of the Sheriff.

Cause:

The condition resulted because of the small number of employees in the accounting department.

Recommendation:

No plan is considered necessary due to the fact that it would not be cost effective to implement a plan.

Management's Corrective Action Plan:

Sheriff David Dauzat has determined that it is not feasible to achieve adequate segregation of functions within the accounting system. No plan is considered necessary.

2023-002 – Inadequate Controls over Financial Statement Preparation; Year Initially Occurred—2020

Condition and Criteria:

The Sheriff does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

(continued)

AVOUELLES PARISH SHERIFF
Marksville, Louisiana

Schedule of Prior and Current Year Audit Findings
and Management's Corrective Action Plan
Year Ended June 30, 2023 (continued)

Effect:

This condition represents a material weakness in the internal control of the Sheriff.

Cause:

The condition resulted because the Sheriff's personnel does not have the qualifications and training to apply GAAP in recording the entity's financial transactions or preparing the financial statements.

Recommendation:

The Sheriff should consider outsourcing this task to its independent auditors and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

Management's Corrective Action Plan:

Sheriff David Dauzat evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interest of the government to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

Compliance

There are no findings reported at June 30, 2023.

Management Letter Items

There are no items reported at June 30, 2023.

AVOUELLES PARISH SHERIFF

Marksville, Louisiana

Statewide Agreed-Upon Procedures Report

Year Ended June 30, 2023

Champagne & Company, LLC

Certified Public Accountants

Russell F. Champagne, CPA, CGMA*
Penny Angelle Scruggins, CPA, CGMA*

Shayne M. Breaux, CPA
Kaylee Champagne Frederick, CPA

113 East Bridge Street
PO Box 250
Breaux Bridge, LA 70517
Phone: (337) 332-4020
Fax: (337) 332-2867

*A Professional Accounting Corporation

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Management of Avoyelles 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, 2022 through June 30, 2023. The Avoyelles Parish Sheriff's management is responsible for those C/C areas identified in the SAUPs.

The Avoyelles Parish Sheriff's management 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, 2022 through June 30, 2023. 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:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
The Avoyelles Parish Sheriff does not have written policies and procedures that address i-viii & x.
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ii. ***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.
 - iii. ***Disbursements***, including processing, reviewing, and approving.

- iv. **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).
- v. **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 rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 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.

Written policies and procedures do not address the items mentioned above.

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

We performed the procedure and discussed the results with management.

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Written policies and procedures do not address annual reporting.

2) Board or Finance Committee

The Avoyelles Parish Sheriff is not required to maintain minutes; therefore, these steps are not applicable.

- A. 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
 - i. 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.

- ii. For those entities reporting on the governmental accounting model, observe whether 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. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

3) Bank Reconciliations

- A. Obtain a listing of entity 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 each selected account, and observe that:

Obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. Obtained bank statements and reconciliations for the main operating account and 4 additional accounts for one random month during the period.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
No exceptions noted.
- ii. Bank reconciliations include written evidence that a member of management or a 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
One bank reconciliation tested did not have evidence it was reviewed by a member of management who does not handle cash, post ledgers, or issue checks.
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.
Three bank reconciliations tested did not have management documentation reflecting that it has researched reconciling items that have been outstanding for more than twelve months from the statement closing date.

4) Collections (excluding electronic funds transfers)

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

Obtained a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete.

- B. 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, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Obtained a listing of collection locations for each deposit site and management's representation that the listing is complete. Obtained written policies and procedures relating to employee job duties.

- i. Employees responsible for cash collections do not share cash drawers/registers;
At one cash collection location tested, a cash drawer is shared between employees.
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
No exceptions noted.
- iii. Each employee responsible for collecting cash is not also 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; and
No exceptions noted.
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.
No exceptions noted.

- C. 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 in force during the fiscal period.

No exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
No exceptions noted.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
No exceptions noted.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions noted.

- iv. 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).

No exceptions noted.

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

No exceptions noted.

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

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

Obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete.

- B. For each location selected under #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

Obtained a listing of those employees involved with non-payroll purchasing and payment functions. Obtained written policies and procedures relating to employee job duties.

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

No exceptions noted.

- ii. At least two employees are involved in processing and approving payments to vendors;

No exceptions noted.

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

The employee responsible for processing payments is also responsible for adding/modifying vendor files.

- iv. 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; and

The employee responsible for processing payments is also responsible for mailing the checks.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearing house (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

No exceptions noted.

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

Obtained the entity's non-payroll disbursement transaction population and management's representation that the population is complete.

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
No exceptions noted.
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
No exceptions noted.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected, the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Three disbursements had no documentation of approval by a person authorized to disburse funds.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.
- Obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and names of the persons who maintained possession of the cards and obtained management's representation that the listing is complete.*
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe whether 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) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
One credit card statement selected did not have evidence of review and approval in writing by someone other than the authorized card holder.
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
No exceptions noted.
- C. Using the monthly statements or combined statements selected under procedure #6B 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions noted.

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

- A. 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 and 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

Obtained 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.

- i. If reimbursed using a per diem, observe that 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);
No exceptions noted.
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
No exceptions noted.
- iii. Observe 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 Policies and Procedures procedure #1A(vii); and
No exceptions noted.
- iv. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
No exceptions noted.

8) Contracts

- A. 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

Obtained 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 and management's representation that the listing is complete.

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
No exceptions noted.
- ii. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
No exceptions noted.

- iii. 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, the documented approval); and

No exceptions noted.

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Obtained a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

No exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

No exceptions noted.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

No exceptions noted.

- iv. Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions noted.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and 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's or officials' cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

No exceptions noted.

- D. 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.

No exceptions noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
No exceptions noted.
 - ii. 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.
No exceptions noted.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
No exceptions noted.

11) Debt Service

- A. 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 as required by Article VII, Section 8 of the Louisiana Constitution.
The Avoyelles Parish Sheriff did not issue any bonds/notes or other debt instruments during the fiscal period; therefore, this test was not applicable.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
The Avoyelles Parish Sheriff did not have bonds/notes outstanding at the end of the fiscal period; therefore, this test was not applicable.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
The Avoyelles Parish Sheriff did not have misappropriations of public funds and assets during the fiscal period; therefore, this test was not applicable.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1. concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.
The Avoyelles Parish Sheriff did not have posted on its premises and website the notice required by R.S. 24:523.1.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, (c) was encrypted.
We performed the procedure and discussed the results with management.
 - ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then 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.
 - iii. 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.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
No exceptions noted.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
The Avoyelles Parish Sheriff does not have its sexual harassment policy posted on its website.
- C. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
No exceptions noted.
- i. Number and percentage of public servants in the agency who have completed the training requirements;
No exceptions noted.
 - ii. Number of sexual harassment complaints received by the agency;
No exceptions noted.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
No exceptions noted.
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
No exceptions noted.
- v. Amount of time it took to resolve each complaint.
No exceptions noted.

We were engaged by the Avoyelles Parish Sheriff's management 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 of the Avoyelles Parish 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.

Champagne & Company, LLC
Certified Public Accountants

Breaux Bridge, Louisiana
October 20, 2023

AVOYELLES PARISH SHERIFF
Plaquemine, Louisiana

Management's Response to Statewide Agreed-Upon Procedures
For the Year Ended June 30, 2023

Management's Response to Item:

- | | |
|-------------|--|
| 1A i-x, xii | The Avoyelles Parish Sheriff's Office (APSO) will adopt written policies and procedures that address each of the categories required by the Louisiana Legislative Auditor Statewide Agreed Upon Procedures for those that have not yet been adopted. In addition, APSO will modify the Ethics and Sexual Harassment policy appropriately to meet the requirements set forth by the Statewide Agreed Upon Procedures. |
| 3A-ii | All bank reconciliations will include evidence of management review. |
| 3A-iii | <i>Management will document research done for outstanding items that have been outstanding more than 12 months from the statement closing date.</i> |
| 4B-i | APSO will consider changing their procedures to ensure that a cash drawer is not shared between employees, but APSO is comfortable with the compensating controls in place over the shared cash drawer. |
| 5B-iii | APSO will consider changing their procedures to have the employee responsible for processing payments not add/modify vendor files or have the vendor files periodically reviewed. |
| 5B-iv | APSO will consider changing their procedures to have the employee responsible for signing checks also mail the payment or give the signed checks to an employee to mail who is not responsible for processing payments. |
| 5D | APSO will consider changing their procedures to ensure that there is documentation of approval by a person authorized to disburse funds. |
| 6B-i | Credit card statements will have written documentation of review and approval by someone other than the cardholder. |
| 12B | APSO will post the notice required by 24:523.1 both on its premises and its website. |
| 14B | APSO will post its sexual harassment policy on its website. |