

St. Helena Parish Police Jury

Greensburg, Louisiana

Annual Financial Statements

As of and for the Year Ended December 31, 2017
With Supplemental Information Schedules



BRUCE HARRELL & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

**St. Helena Parish Police Jury
Greensburg, Louisiana**

**Annual Financial Statements
As of and for the Year Ended December 31, 2017
With Supplemental Information Schedules**

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Bruce C. Harrell, CPA

Kristi U. Bergeron, CPA
Jessica H. Jones, CPA
Brandy W. Garcia, CPA
Elizabeth P. Lafargue, CPA

INTERNET
www.teamcpa.com

MEMBERS
American Institute of CPAs
Society of Louisiana CPAs



CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

109 West Minnesota Park
Park Place Suite 7
Hammond, LA 70403
VOICE: (985) 542-6372
FAX: (985) 345-3156

KENTWOOD OFFICE
P.O. Box 45 - 909 Avenue G
Kentwood, LA 70444
VOICE: (985) 229-5955
FAX: (985) 229-5951

Independent Auditor's Report

To St. Helena Parish Police Jury
Greensburg, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the St. Helena Parish Police Jury (hereinafter referred to as "Police Jury"), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Police Jury's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the following discretely presented component units, the St. Helena Parish Hospital Service District No. 1 and Subsidiary and the Waterworks District No. 2 of St. Helena, which collectively represents 93%, 90% and 97%, respectively, of the assets, net position, and revenues of the aggregate discretely presented component units. The St. Helena Hospital Service District No. 1 and Waterworks District No. 2 of St. Helena Parish financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the amounts included for the St. Helena Hospital Service District No. 1 and Waterworks District No. 2 of St. Helena Parish, is based solely on the reports of the other auditors. The financial statements of St. Helena Fire District No. 4, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District, which collectively represents 7%, 10% and 3%, respectively, of the assets, net position, and revenues of the aggregate discretely presented component units were not audited. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

BRUCE HARRELL & CO.
CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

St. Helena Parish Police Jury
Independent Auditor's Report
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Basis for Qualified Opinion on the Aggregate Discretely Presented Component Units

The financial statements of the following discretely presented component units, St. Helena Parish Fire District No. 4, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District have not been audited, and we were not engaged to audit the financial statements as part of our audit of the Police Jury's basic financial statements. Their financial activities are included in the Police Jury's basic financial statements as a discretely presented component unit and collectively represent 7%, 10%, and 3% of the assets, net position, and revenues, respectively, of the Police Jury's aggregate discretely presented component units.

Qualified Opinion

In our opinion, based on our audit and the reports of other auditors, except for the possible effects of the matter discussed in the "Basis for Qualified Opinion on the Aggregate Discretely Presented Component Units" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the aggregate discretely presented component units of the St. Helena Parish Police Jury, as of December 31, 2017, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Parish Police Jury, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 11-19 and 76-79, as well as the information presented in the Schedule of Funding Progress for the Retiree Health and Life Plan on page 82, the Schedule of the Police Jury's Proportionate Share of the Net Pension Liability on pages 83-84, and the Schedule of the St. Helena Parish Police Jury's contributions on pages 85-86, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Police Jury's basic financial statements. The accompanying schedules listed as Other Supplemental Information in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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A Professional Accounting Corporation

St. Helena Parish Police Jury
Independent Auditor's Report
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The accompanying schedules listed as Other Supplemental Information in the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedules listed as Other Supplemental Information in the table of contents are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2018, on our consideration of the St. Helena Parish Police Jury's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Police Jury's internal control over financial reporting and compliance.



Bruce Harrell & Company, CPAs
A Professional Accounting Corporation
Kentwood, LA

June 29, 2018

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Required Supplemental Information (Part I)
Management's Discussion and Analysis

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited) As of and for the Year Ended December 31, 2017

Introduction

The St. Helena Parish Police Jury is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – Management's Discussion and Analysis – For State and Local Governments* (GASB 34), as amended. The amendment of GASB Statement No. 34, including the adoption of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and applicable standards are more fully described in *Footnote 1 – Summary of Significant Accounting Policies*.

As management of the St. Helena Parish Police Jury, Greensburg, Louisiana, we offer readers of the Police Jury's financial statements this narrative overview and analysis of the financial activities of the Police Jury for the fiscal year ended December 31, 2017. This management discussion and analysis ("MD&A") is designed to provide an objective and easy to read analysis of the St. Helena Parish Police Jury's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the Police Jury's finances. It is also intended to provide readers with an analysis of the Police Jury's short-term and long-term activities based on information presented in the financial report and fiscal policies that have been adopted by the Police Jury. Specifically, this section is designed to assist the reader in focusing on significant financial issues, provide an overview of the St. Helena Parish Police Jury's financial position (its ability to address the next and subsequent year challenges), identify any material deviations from the financial plan (the approved budget), and identify individual fund issues or concerns.

As with other sections of this financial report, the information contained within this MD&A should be considered only a part of a greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Required Supplemental Information ("RSI") that is provided in addition to this MD&A.

Overview of the Annual Financial Report

This discussion and analysis is intended to serve as an introduction to the St. Helena Parish Police Jury's financial statements. The St. Helena Parish Police Jury's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the St. Helena Parish Police Jury's finances in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the St. Helena Parish Police Jury's assets and liabilities using the accrual basis of accounting, the difference between the assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the St. Helena Parish Police Jury is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the St. Helena Parish Police Jury that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited) As of and for the Year Ended December 31, 2017

that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the St. Helena Police Jury include general government, public safety, public works, cultural and recreation, health and welfare, and economic development. The St. Helena Parish Police Jury does not at this time have any business-type activities.

The government-wide financial statements include not only the St. Helena Parish Police Jury itself (known as the primary government), but also a legally separate fire district, hospital district, a waterworks district, a recreation district, and a tourism district, for which the Police Jury is financially accountable. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 21-22 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The St. Helena Parish Police Jury, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. All of the funds of the Police Jury can be divided into two categories: governmental funds and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, government fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term effects of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The St. Helena Parish Police Jury maintains 38 individual governmental funds. Information is presented separately in the governmental fund statements of revenues, expenditures, and changes in fund balances for the General, Road Maintenance, Solid Waste, Sales Tax, the LGAP Fund, and the LRA-CDBG Fund each of which are considered to be major funds. Data from the other 33 governmental funds is combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The St. Helena Parish Police Jury adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison statements for the major funds have been provided herein to demonstrate compliance with those budgets.

The basic governmental fund financial statements can be found on pages 24-29 of this report.

St. Helena Parish Police Jury

**Management's Discussion and Analysis (Unaudited)
As of and for the Year Ended December 31, 2017**

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are reflected in the government-wide financial statements because the resources of those funds are *not* available to support the St. Helena Parish Police Jury's own programs.

The basic fiduciary fund financial statements can be found on pages 31-32 of this report.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 35 through 73 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information. This includes the combining and individual fund statements and schedules which can be found on pages 88-108 of this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the Police Jury's net position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position on page 21 of this report.

**Net Position
2017 and 2016**

	Governmental Activities	
	2017	2016
Assets:		
Current and Other Assets	\$ 10,515,315	\$ 9,679,438
Capital Assets	17,625,077	17,711,019
Total Assets	<u>28,140,392</u>	<u>27,390,457</u>
Deferred Outflows of Resources		
Pension Related	567,974	774,629
Total Deferred Outflows of Resources	<u>567,974</u>	<u>774,629</u>
Liabilities:		
Long-Term Debt Outstanding	4,709,256	4,401,665
Other Liabilities	743,953	840,434
Total Liabilities	<u>5,453,209</u>	<u>5,242,099</u>
Deferred Inflows of Resources		
Pension Related	105,980	109,491
Total Deferred Inflows of Resources	<u>105,980</u>	<u>109,491</u>
Net Position:		
Net Investment in Capital Assets	15,544,601	15,623,921
Restricted	9,490,854	8,644,986
Unrestricted	(1,886,278)	(1,455,411)
Total Net Position	<u>\$ 23,149,177</u>	<u>\$ 22,813,496</u>

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited) As of and for the Year Ended December 31, 2017

One of the largest portions of the St. Helena Parish Police Jury's net position (67 percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. The St. Helena Parish Police Jury uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the St. Helena Parish Police Jury's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the St. Helena Parish Police Jury's net position (41 percent) represents resources that are subject to external restrictions on how they may be used. The *unrestricted net position* (-8 percent) is a deficient balance.

The Police Jury's activities increased its total net position by \$335,681 during the current fiscal year.

In order to further understand what makes up the changes in net position, the table on the following page provides a summary of the results of the Police Jury's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table. For more detailed information, see the Statement of Activities on page 22 of this report.

St. Helena Parish Police Jury

**Management's Discussion and Analysis (Unaudited)
As of and for the Year Ended December 31, 2017**

Changes in Net Position

For the years ended December 31, 2017 and 2016

	Governmental Activities		Variance	
	2017	2016	Amount	Percentage
Revenues:				
Program Revenues:				
Charges for Services	\$ 425,509	\$ 386,306	\$ 39,203	10%
Operating Grants and Contributions	287,461	582,144	(294,683)	-51%
Capital Grants and Contributions	473,503	390,228	83,275	21%
General Revenues:				
Property Taxes	1,517,528	1,804,653	(287,125)	-16%
Sales Taxes	2,169,781	2,136,837	32,944	2%
Other Taxes	8,230	9,474	(1,244)	-13%
Fire Insurance Rebates	31,487	28,968	2,519	9%
Intergovernmental	1,560,110	1,553,169	6,941	0%
Interest Income	89,216	43,770	45,446	104%
Miscellaneous	33,135	46,285	(13,150)	-28%
Gain (Loss) on Disposition of Assets	9,878	(27,522)	37,400	136%
Total Revenues	6,605,838	6,954,312	(348,474)	-5%
Expenses:				
General Government	1,762,303	1,755,771	6,532	0%
Public Safety	1,103,211	1,176,515	(73,304)	-6%
Public Works	2,966,082	3,308,391	(342,309)	-10%
Health and Welfare	170,693	142,679	28,014	20%
Recreation	44,022	55,047	(11,025)	-20%
Economic Development	23,900	85,763	(61,863)	-72%
Payments to Other Governments	145,082	256,759	(111,677)	-43%
Interest on Long Term Indebtedness	54,864	64,245	(9,381)	-15%
Total Expenses	6,270,157	6,845,170	(575,013)	-8%
Increase in Net Position	335,681	109,142	226,539	208%
Net Position - Beginning	22,813,496	22,704,354	109,142	0%
Net Position, Ending	\$ 23,149,177	\$ 22,813,496	\$ 335,681	1%

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited) As of and for the Year Ended December 31, 2017

Governmental Activities

Governmental activities increased the St. Helena Parish Police Jury's net position by \$335,681. Key elements of this change in net position as shown on the previous page are as follows:

- Total Revenues decreased by \$348,474 or five percent during the year. The two largest decreases were due to the decrease in operating grants and contributions in the amount of \$294,683 and property taxes in the amount of \$287,125.
- Total Expenses decreased by \$575,013 or by approximately eight percent during the year. The largest decrease during 2017 was in public works in the amount of \$342,309.
- The increase in net position for 2017 was \$335,681 which was an increase from the previous year by \$226,539.

Fund Financial Analysis

As noted earlier, the Police Jury uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Police Jury's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Police Jury's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Police Jury's net resources available for spending at the end of the year.

As of the end of the current fiscal year, the St. Helena Parish Police Jury's governmental funds reported combined ending fund balances of \$10,027,031, an increase of \$949,543. Approximately four percent of this total amount, \$411,560 constitutes *unassigned fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the St. Helena Parish Police Jury. At the end of the current fiscal year, unassigned fund balance of the general fund was \$536,175. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total fund operating expenditures plus other financing uses totaling \$2,102,855. Unassigned fund balance represents approximately 26 percent of total general fund operating expenditures and other financing source outflows.

The fund balance of the St. Helena Parish Police Jury's general fund increased by \$103,672 during the current fiscal year.

The Road Building & Maintenance Fund had an increase in fund balance for the current year of \$103,644, for an ending total of \$2,952,535.

The Solid Waste Fund has a total fund balance of \$132,028 which increased by \$5,501.

The Sales Tax Fund has a total fund balance of \$1,741,917 which increased by \$404,568.

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited)
As of and for the Year Ended December 31, 2017

The following major funds had deficit fund balances at December 31, 2017:

<u>Major Funds</u>	<u>Deficit Balance</u>
LGAP Grant Fund	\$ (64,641)
LRA-CDBG Fund	(21,030)

Major Fund Budgetary Highlights

Differences between the original and final amended budgets of the major funds budgeted for expenditures resulted in an increase of \$516,943 in appropriations. Below are the largest increases between the original budget and the final amended budget during the year:

- 1) The General Fund appropriations of the amount of \$94,628.
- 2) Road District Mtc. Fund appropriations in the amount of \$289,806.

The actual revenues for the funds listed above were above the final budget as follows for 2017:

General Fund	\$ 77,613
Road Distric Mtc. Fund	34,318
Solid Waste Fund	324

The actual charges to appropriations were less than the final budget appropriations for the following funds:

General Fund	\$ 39,855
Road District Mtc. Fund	1,599,926

Capital Assets and Debt Administration

Capital Assets

The St. Helena Parish Police Jury's investment in capital assets for its governmental activities as of December 31, 2017, amounted to \$17,625,077 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, machinery and equipment, and infrastructure.

The following table provides a summary of the Police Jury's capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 8 to the financial statements on page 51 of this report.

St. Helena Parish Police Jury

**Management's Discussion and Analysis (Unaudited)
As of and for the Year Ended December 31, 2017**

**Capital Assets (Net of Depreciation)
2017 and 2016**

Capital Assets	Governmental Activities		Increase (Decrease)	Percentage Increase (Decrease)
	2017	2016		
Land	\$ 242,736	\$ 242,736	\$ -	0%
Construction in Progress	533,846	757,313	(223,467)	-30%
Buildings and Improvements	6,491,191	6,270,451	220,740	4%
Machinery and Equipment	7,123,129	6,773,940	349,189	5%
Infrastructure	12,627,371	12,252,269	375,102	3%
Subtotal Capital Assets	27,018,273	26,296,709	721,564	3%
Less: Accumulated Depreciation	(9,393,196)	(8,585,690)	807,506	9%
Capital Assets, Net	\$ 17,625,077	\$ 17,711,019	\$ (85,942)	0%

Long-Term Obligations

At December 31, 2017, the Police Jury had total long term obligations of \$5,019,521. Of this total, \$310,265 is due within one year. In the total long term debt, \$1,371,000 comprises debt backed by the full faith and credit of the government. The remainder represents leases, unfunded net other post-employment benefit obligations, net pension liability, and compensated absences. State statutes limit the amount of general obligation debt a governmental entity may issue to ten percent of its total assessed valuation. The current debt limitation for the St. Helena Parish Police Jury is \$4,892,986, which is significantly in excess of the St. Helena Parish Police Jury's general obligation debt. The following table provides a summary of the Police Jury's outstanding debt at the end of the current year as compared to the prior year. For more detailed information, see Note 12 to the financial statements on pages 55-56 of this report.

St. Helena Parish Police Jury

Management's Discussion and Analysis (Unaudited)
As of and for the Year Ended December 31, 2017

Outstanding Debt
2017 and 2016

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Debt backed by the Government		
Certificates of Indebtedness	\$ 1,107,000	\$ 1,243,000
General Obligation Bonds	<u>264,000</u>	<u>276,000</u>
Subtotal of Debt backed by the Government	<u>1,371,000</u>	<u>1,519,000</u>
Other long term Indebtedness		
Capital Leases	696,185	552,990
Compensated Absences	302,081	287,287
Net Pension Liability	477,991	562,124
Unfunded Net Other Post Employment Benefit Obligations	<u>2,172,264</u>	<u>1,801,460</u>
Subtotal Other long term Indebtedness	<u>3,648,521</u>	<u>3,203,861</u>
Total Long Term Debt	<u>\$ 5,019,521</u>	<u>\$ 4,722,861</u>

Economic Factors and Next Year's Budgets and Rates

The following factors were considered in preparing the St. Helena Parish Police Jury's budget for the 2018 fiscal year:

- The two major revenue sources for the general fund are gaming revenues and severance tax. Gaming Revenues decreased approximately \$33,499 between 2016 and 2017 and have been budgeted for \$1,036,000 for 2018. Severance tax increased \$35,161 between 2016 and 2017. Severance tax was budgeted at \$469,000 for 2018.
- Sales tax revenues increased by approximately \$32,945 in 2017. The Road Maintenance Fund, Solid Waste Fund, and Sales Tax Fund combined have budgeted sales tax revenues at \$750,000 each for a total of \$2,250,000 for 2018.

Request for Information

This financial report is designed to provide a general overview of the St. Helena Parish Police Jury's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Sharonda Brown, Secretary-Treasurer of the St. Helena Parish Police Jury, 17911 Hwy 37 North, Greensburg, Louisiana, 70441.

Basic Financial Statements

Government-Wide Financial Statements

St. Helena Parish Police Jury
Statement of Net Position
As of December 31, 2017

	Primary Government		Discretely Presented Component Units		
	Governmental Activities	St. Helena Parish Hospital Serv Dist 1 & Subsidiary	Water Works Dist No. 2 of St. Helena Parish	Other Component Units	Total Component Units
Assets					
Current Assets:					
Cash and Cash Equivalents	\$ 7,166,827	\$ 3,531,925	\$ 754,583	\$ 318,066	\$ 4,604,574
Investments	570,804	-	-	20,342	20,342
Receivables, Net:	2,221,636	3,936,046	165,958	388,132	4,490,136
Inventory	-	367,812	48,331	-	416,143
Prepaid Insurance and Other Assets	67,888	174,670	6,515	7,959	189,144
Total Current Assets	10,027,155	8,010,453	975,387	734,499	9,720,339
Restricted Assets:					
Restricted Cash and Cash Equivalents	488,160	503,836	870,178	-	1,374,014
Total Restricted Assets	488,160	503,836	870,178	-	1,374,014
Capital Assets:					
Land	242,736	-	57,231	-	57,231
Capital Assets, Net	17,382,341	4,785,898	9,430,432	1,091,998	15,308,328
Total Capital Assets	17,625,077	4,785,898	9,487,663	1,091,998	15,365,559
Total Assets	28,140,392	13,300,187	11,333,228	1,826,497	26,459,912
Deferred Outflows of Resources					
Pension Related	567,974	-	-	-	-
Total Deferred Outflows of Resources	567,974	-	-	-	-
Liabilities					
Current Liabilities:					
Accounts Payable	367,139	894,541	219,150	10,448	1,124,139
Other Accrued Payables	53,258	-	-	12,852	12,852
Accrued Interest on Long Term Indebtedness	13,291	-	21,665	3,167	24,832
Customer Deposits	-	-	99,255	-	99,255
Current Portion of Long Term Indebtedness					
Bonds Payable	154,000	203,684	100,387	51,140	355,211
Capital Leases	156,265	-	-	-	-
Total Current Liabilities	743,953	1,098,225	440,457	77,607	1,616,289
Long Term Liabilities:					
Bonds Payable	1,217,000	3,606,946	5,388,481	211,552	9,206,979
Capital Leases	539,920	-	-	-	-
Compensated Absences Payable	302,081	-	-	-	-
Unfunded Net Other Post Employment Benefit Obligations	2,172,264	-	-	-	-
Net Pension Liability	477,991	-	-	-	-
Total Long Term Liabilities	4,709,256	3,606,946	5,388,481	211,552	9,206,979
Total Liabilities	5,453,209	4,705,171	5,828,938	289,159	10,823,268
Deferred Inflows of Resources					
Pension Related	105,980	-	-	-	-
Total Deferred Inflows of Resources	105,980	-	-	-	-
Net Position					
Net Investment in Capital Assets	15,544,601	2,309,313	3,998,795	826,139	7,134,247
Restricted for:					
Debt Service	1,566	503,836	-	200	504,036
Capital Projects	378,349	-	-	37,741	37,741
Other Purposes	9,110,939	-	659,439	-	659,439
Unrestricted	(1,886,278)	5,781,867	846,056	673,258	7,301,181
Total Net Position	\$ 23,149,177	\$ 8,595,016	\$ 5,504,290	\$ 1,537,338	\$ 15,636,644

The accompanying notes are an integral part of this statement.

St. Helena Parish Police Jury
 Statement of Activities
 For the year ended December 31, 2017

	Program Revenues				Net (Expenses) Revenues and Changes in Net Position				
	Expenses	Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	Primary Governmental Activities	Discretely Presented Component Units			
						St. Helena Par Hospital Serv Dist 1 & Subsidiary	Water Works Dist No. 2 of St. Helena Par	Other Component Units	Total Component Units
Governmental Activities									
General Government	\$ 1,762,303	\$ 298,221	\$ 34,348	\$ -	\$ (1,429,734)				
Public Safety	1,103,211	117,353	25,874	-	(959,984)				
Public Works	2,966,082	6,100	212,043	319,756	(2,428,183)				
Health and Welfare	170,693	3,835	15,196	12,344	(139,318)				
Cultural and Recreation	44,022	-	-	70,762	26,740				
Economic Development	23,900	-	-	70,641	46,741				
Interest on Long Term Indebtedness	54,864	-	-	-	(54,864)				
Total Governmental Activities	<u>6,125,075</u>	<u>425,509</u>	<u>287,461</u>	<u>473,503</u>	<u>(4,938,602)</u>				
Discretely Presented Component Units									
St. Helena Parish Hospital Serv Dist 1 & Subsidiary	\$ 13,031,011	\$ 10,894,171	\$ -	\$ 2,010,686	\$ (126,154)	\$ -	\$ -	\$ (126,154)	
Water Works District No. 2 of St. Helena Parish	1,101,777	1,007,689	74,231	333,600		313,743		313,743	
Other Component Units	391,281	30,000	2,180	-			(359,101)	(359,101)	
Total Discretely Presented Component Units	<u>14,524,069</u>	<u>11,931,860</u>	<u>76,411</u>	<u>2,344,286</u>	<u>(126,154)</u>	<u>313,743</u>	<u>(359,101)</u>	<u>(171,512)</u>	
General Revenues:									
Taxes:									
Property Taxes					1,517,528	1,046,822	-	394,164	1,440,986
Sales Taxes					2,169,781	-	-	3,048	3,048
Other Taxes					8,230	-	-	-	-
Fire Insurance Rebates					31,487	-	-	7,148	7,148
Intergovernmental									
Gaming					978,965	-	-	-	-
Severance Taxes					503,427	-	-	-	-
State Revenue Sharing					77,718	-	-	-	-
Investment Earnings					89,216	28,480	17,745	2,779	49,004
Recovery of Bad Debts					-	-	2,717	-	2,717
Miscellaneous					33,135	78,375	10,299	27,086	115,760
Payments (to) from Other Local Governments					(145,082)	-	-	56,609	56,609
Gain (Loss) on Sale or Acquisition (Disposition) of Assets					9,878	(16,888)	-	3,270	(13,618)
Total General Revenues and Transfers					<u>5,274,283</u>	<u>1,136,789</u>	<u>30,761</u>	<u>494,104</u>	<u>1,661,654</u>
Change in Net Position					<u>335,681</u>	<u>1,010,635</u>	<u>344,504</u>	<u>135,003</u>	<u>1,490,142</u>
Net Position - Beginning					<u>22,813,496</u>	<u>7,584,381</u>	<u>5,159,786</u>	<u>1,402,335</u>	<u>14,146,502</u>
Net Position - Ending					<u>\$ 23,149,177</u>	<u>\$ 8,595,016</u>	<u>\$ 5,504,290</u>	<u>\$ 1,537,338</u>	<u>\$ 15,636,644</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements

Fund Financial Statements

St. Helena Parish Police Jury
Balance Sheet, Governmental Funds
As of December 31, 2017

	Major Funds						Nonmajor Funds	Total Governmental Funds
	General Fund	Road Building & Maintenance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grants Fund	LRA CDBG Fund	Other Governmental Funds	
Assets								
Cash and Equivalents	\$ 209,247	\$ 2,443,121	\$ 86,597	\$ 1,696,486	\$ -	\$ 2,696	\$ 3,142,723	\$ 7,580,870
Investments	-	-	-	-	-	-	156,761	156,761
Receivables, Net:	340,009	542,462	45,431	45,431	-	147,842	1,100,461	2,221,636
Due From Other Funds	71,547	-	-	-	-	-	-	71,547
Restricted Cash	-	-	-	-	1	-	488,160	488,161
Total Assets	\$ 620,803	\$ 2,985,583	\$ 132,028	\$ 1,741,917	\$ 1	\$ 150,538	\$ 4,888,105	\$ 10,518,975
Liabilities and Fund Balances								
Liabilities:								
Accounts Payable	\$ 80,883	\$ 17,113	\$ -	\$ -	\$ 55,550	\$ 155,588	\$ 58,005	\$ 367,139
Other Accrued Liabilities	3,745	15,935	-	-	-	-	33,578	53,258
Due to Other Funds	-	-	-	-	9,092	15,980	46,475	71,547
Total Liabilities	84,628	33,048	-	-	64,642	171,568	138,058	491,944
Fund Balances:								
Restricted	-	2,952,535	132,028	1,741,917	-	-	4,788,991	9,615,471
Unassigned	536,175	-	-	-	(64,641)	(21,030)	(38,944)	411,560
Total Fund Balances (Deficit)	536,175	2,952,535	132,028	1,741,917	(64,641)	(21,030)	4,750,047	10,027,031
Total Liabilities and Fund Balances	\$ 620,803	\$ 2,985,583	\$ 132,028	\$ 1,741,917	\$ 1	\$ 150,538	\$ 4,888,105	\$ 10,518,975

The accompanying notes are an integral part of this statement.

St. Helena Parish Police Jury
Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Financial Statement of Net Position
As of December 31, 2017

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances, Total Governmental Funds (Statement C)	\$ 10,027,031
Capital assets used in governmental activities are not financial resources and are therefore not reported in the governmental funds.	
Governmental capital assets net of depreciation	17,625,077
Prepaid Insurance not recorded in the fund basis financial statements	67,888
Interest payable used in the governmental activities is not payable from current resources and therefore is not reported in the Governmental Funds	(13,292)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Governmental funds.	
Notes and Loans Payable	(1,371,000)
Capital Leases Payable	(696,185)
Compensated Absences Payable	(302,081)
Net Pension Liability	(477,991)
Deferred Outflows of Resources	567,974
Deferred Inflows of Resources	(105,980)
Unfunded Net Other Post Employment Benefit Obligations	<u>(2,172,264)</u>
Net Position of Governmental Activities (Statement A)	\$ <u>23,149,177</u>

St. Helena Parish Police Jury
Statement of Revenues, Expenditures and
Changes in Fund Balances
For the year ended December 31, 2017

	<u>Major Funds</u>					<u>Nonmajor Funds</u>		Total Governmental Funds
	General Fund	Road Building & Maintenance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grants Fund	LRA CDBG Fund	Other Governmental Funds	
Revenues								
Taxes								
Ad valorem	\$ 106,577	\$ 453,478	\$ -	\$ -	\$ -	\$ -	\$ 957,473	\$ 1,517,528
Other	8,230	-	-	-	-	-	-	8,230
Sales and Use	-	723,267	723,257	723,257	-	-	-	2,169,781
Licenses and Permits	269,384	6,100	-	-	-	-	-	275,484
Intergovernmental								-
Gaming	978,965	-	-	-	-	-	-	978,965
Grants - Federal	-	-	-	-	-	147,842	264,606	412,448
Grants - State	85,958	190,320	-	-	12,016	-	25,874	314,168
Severance Taxes	503,427	-	-	-	-	-	-	503,427
State Revenue Sharing	5,789	20,620	-	-	-	-	51,309	77,718
Charges for Services	3,835	-	-	-	-	-	135,788	139,623
Fines and Forfeitures	6,772	-	-	-	-	-	3,630	10,402
Investment Earnings	2,452	29,762	1,653	19,551	-	-	35,802	89,220
Miscellaneous	27,940	1,340	3,855	-	-	-	31,487	64,622
On Behalf Payments	14,400	-	-	-	-	-	-	14,400
Total Revenues	<u>2,013,729</u>	<u>1,424,887</u>	<u>728,765</u>	<u>742,808</u>	<u>12,016</u>	<u>147,842</u>	<u>1,505,969</u>	<u>6,576,016</u>

(Continued)

The accompanying notes are an integral part of this statement.

St. Helena Parish Police Jury
Statement of Revenues, Expenditures and
Changes in Fund Balances
For the year ended December 31, 2017

	General Fund	Road Building & Maintenance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grants Fund	LRA CDBG Fund	Other Governmental Funds	Total Governmental Funds
Expenditures								
General Government								
Salaries	\$ 557,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557,883
Benefits and Payroll Taxes	187,857	7,967	-	-	-	-	31,570	227,394
District Attorney's Office	189,200	-	-	-	-	-	-	189,200
Insurance	38,128	-	-	-	-	-	-	38,128
Other operating	182,856	-	-	-	-	-	-	182,856
Professional Fees	128,780	2,760	-	-	-	-	-	131,540
Repairs and Maintenance	58,328	-	-	-	-	-	-	58,328
Supplies	37,515	-	-	-	-	-	-	37,515
Total General Government	<u>1,380,547</u>	<u>10,727</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,570</u>	<u>1,422,844</u>
Public Safety								
Salaries	48,408	-	-	-	-	-	22,272	70,680
Benefits and Payroll Taxes	17,208	-	-	-	-	-	10,563	27,771
Insurance	4,785	-	-	-	-	-	70,574	75,359
Other operating	9,334	-	-	-	-	-	148,859	158,193
Payments for Prisoners	354,228	-	-	-	-	-	-	354,228
Professional Fees	-	-	-	-	-	-	18,957	18,957
Supplies	23,679	-	-	-	-	-	-	23,679
Utilities	16,773	-	-	-	-	-	17,387	34,160
Total Public Safety	<u>474,415</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>288,612</u>	<u>763,027</u>
Public Works								
Salaries	-	489,554	-	-	-	-	197,416	686,970
Benefits and Payroll Taxes	-	250,553	-	-	-	-	71,045	321,598
Insurance	-	18,247	-	-	-	-	3,688	21,935
Other operating	-	25,694	277	-	-	-	24,813	50,784
Road Materials	-	193,162	-	-	-	-	39,455	232,617
Vehicle Expenses	-	135,281	-	-	-	-	63,800	199,081
Waste Collection	-	-	771,775	-	-	-	-	771,775
Total Public Works	<u>-</u>	<u>1,112,491</u>	<u>772,052</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,217</u>	<u>2,284,760</u>
Health and Welfare								
Salaries	45,562	-	-	-	-	-	-	45,562
Benefits and Payroll Taxes	14,545	-	-	-	-	-	-	14,545
Insurance	11,929	-	-	-	-	-	-	11,929
Other operating	30,788	-	-	-	-	-	12,344	43,132
Repairs and Maintenance	3,645	-	-	-	-	-	-	3,645
Supplies	1,464	-	-	-	-	-	-	1,464
Total Health and Welfare	<u>107,933</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,344</u>	<u>120,277</u>
Recreation								
Salaries	-	-	-	-	-	-	-	-
Insurance	3,238	-	-	-	-	-	-	3,238
Other operating	-	-	-	-	-	-	-	-
Repairs and Maintenance	338	-	-	-	-	-	-	338
Utilities	8,046	-	-	-	-	-	-	8,046
Total Recreation	<u>11,622</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,622</u>
Economic Development								
Salaries	-	-	-	-	-	-	-	-
Benefits and Payroll Taxes	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-
Other operating	23,048	-	-	-	-	-	-	23,048
Rent	8,400	-	-	-	-	-	-	8,400
Repairs and Maintenance	-	-	-	-	-	-	-	-
Telephone	5,387	-	-	-	-	-	-	5,387
Total Economic Development	<u>36,835</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,835</u>
Capital Outlays	7,714	263,166	-	-	-	155,588	371,286	797,754
Debt Service								
Principal	-	18,138	-	-	-	-	291,926	310,064
Interest	-	556	-	-	-	-	56,125	56,681
Total Expenditures	<u>2,019,066</u>	<u>1,405,078</u>	<u>772,052</u>	<u>-</u>	<u>-</u>	<u>155,588</u>	<u>1,452,080</u>	<u>5,803,864</u>
Excess (Deficiency) of Revenues Over (Under) (Expenditures)	<u>(5,337)</u>	<u>19,809</u>	<u>(43,287)</u>	<u>742,808</u>	<u>12,016</u>	<u>(7,746)</u>	<u>53,889</u>	<u>772,152</u>

(Continued)

The accompanying notes are an integral part of this statement.

St. Helena Parish Police Jury
Statement of Revenues, Expenditures and
Changes in Fund Balances
For the year ended December 31, 2017

	General Fund	Road Building & Maintenance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grants Fund	LRA CDBG Fund	Other Governmental Funds	Total Governmental Funds
Other Financing Sources (Uses)								
Operating Transfers In	\$ 182,920	\$ 230,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 329,428	\$ 822,348
Operating Transfers (Out)	(27,180)	(350,745)	(31,212)	(338,240)	-	-	(74,971)	(822,348)
Payments from (to) Other Governments	-	-	-	-	(2,240)	-	(86,233)	(88,473)
Payments to Component Units	(56,609)	-	-	-	-	-	-	(56,609)
Sale of Capital Assets	9,878	-	-	-	-	-	7,337	17,215
Proceeds from Debt/Lease	-	204,580	-	-	-	-	100,678	305,258
Total Other Financing Sources (Uses)	<u>109,009</u>	<u>83,835</u>	<u>48,788</u>	<u>(338,240)</u>	<u>(2,240)</u>	<u>-</u>	<u>276,239</u>	<u>177,391</u>
Net Change in Fund Balances	<u>103,672</u>	<u>103,644</u>	<u>5,501</u>	<u>404,568</u>	<u>9,776</u>	<u>(7,746)</u>	<u>330,128</u>	<u>949,543</u>
Fund Balances, (Deficit) Beginning	<u>432,503</u>	<u>2,848,891</u>	<u>126,527</u>	<u>1,337,349</u>	<u>(74,417)</u>	<u>(13,284)</u>	<u>4,419,919</u>	<u>9,077,488</u>
Fund Balances, (Deficit) Ending	<u>\$ 536,175</u>	<u>\$ 2,952,535</u>	<u>\$ 132,028</u>	<u>\$ 1,741,917</u>	<u>\$ (64,641)</u>	<u>\$ (21,030)</u>	<u>\$ 4,750,047</u>	<u>\$ 10,027,031</u>

(Concluded)

The accompanying notes are an integral part of this statement.

St. Helena Parish Police Jury
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Government-Wide Statement of Activities
For the year ended December 31, 2017

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds, Statement E \$ 949,543

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period net of the gain on the sale of capital assets, which also is not reflected in the fund basis financial statements.

Expenditures for capital assets	\$ 782,703	
Less:		
Proceeds from the sale of capital assets	(9,878)	
Current year depreciation	(868,645)	
Loss on disposition of stolen capital assets	9,878	
		(85,942)

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Lease Obligation proceeds	(305,258)	
Repayment of Principal	310,064	
		4,806

In the Statement of Activities, certain operating expenses-compensated absences (vacation and sick leave) - are measured by the amounts earned during the year. In the governmental funds, (essentially, the amounts actually paid) vacation and sick time earned exceeded the amounts used.

(14,794)

Non-employer contributions to cost-sharing pension plan

19,948

Pension Expense

(138,962)

Interest Expense reported in the statement of activities does not require the use of current financial resources and is therefore not reported as expenditures in governmental funds.

1,817

Insurance which covers future periods is reflected in expenditures on the governmental funds. However, the statement of net position accounts for the expenses as a prepaid item.

(29,931)

Increases in unfunded post-employment benefit obligations for medical and life insurance expected in future periods are not recorded for governmental funds on the fund basis.

(370,804)

Change in Net Position of Governmental Activities, Statement B \$ 335,681

The accompanying notes are an integral part of this statement.

Basic Financial Statements

Fiduciary Fund Financial Statements

St. Helena Parish Police Jury
Statement of Net Position - Fiduciary Funds
As of December 31, 2017

Statement G

		<u>Library Fund</u>
Assets		
Cash and Cash Equivalents	\$	5,060
Receivables, Net:		
Property Taxes		117,298
State Revenue Sharing		4,106
Total Assets		<u>126,464</u>
Liabilities		
Deposits Due to Audubon Regional Library		122,480
Other Liabilities		3,984
Total Liabilities		<u>126,464</u>
Total Net Position	\$	<u>-</u>

The accompanying notes are an integral part of this statement.

Statement H

St. Helena Parish Police Jury
Statement of Changes in Net Position - Fiduciary Funds
For the year ended December 31, 2017

	<u>Library Fund</u>
Additions	
Ad Valorem Tax	\$ 113,370
State Revenue Sharing	6,159
Interest	-
Total Additions	<u>119,529</u>
Deductions	
Payments to Library	3,984
Pension	115,545
Total Deductions	<u>119,529</u>
Net Position - Beginning	<u>-</u>
Net Position - Ending	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

Basic Financial Statements

Notes to the Financial Statements

**St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017**

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Introduction

The St. Helena Parish Police Jury is the governing authority for St. Helena Parish and is a political subdivision of the State of Louisiana. The police jury is governed by six jurors representing various districts within the parish. The jurors serve four-year terms.

Louisiana Revised Statute 33:1236 gives the police Jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for its own government; to regulate the construction and maintenance of roads, bridges, and drainage systems; to regulate the sale of alcoholic beverages; and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish. Funding to accomplish these tasks is provided by ad valorem taxes, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

St. Helena Parish is located in the southeast portion of Louisiana, and has a population of approximately 10,363 residents. Excluding the Police Jurors and assistant district attorneys, the St. Helena Parish Police Jury employs an estimated 72 employees, including constables and justice of the peace.

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

Governmental Accounting Standards Board (GASB) Statement No.14 established criteria for determining the governmental reporting entity and component units that should be considered part of the St. Helena Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data or the organization is not included because of the nature or significance of the relationship.

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Based on the previous criteria, the Police Jury has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Method of Inclusion</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Included within the reporting entity:			
St. Helena Parish Hospital Service Dist. No. 1 & Subsidiary	Discrete	October 31	1
Waterworks District No. 2 of St. Helena Parish	Discrete	December 31	1
St. Helena Parish Fire District No. 4	Discrete	December 31	1
St. Helena Parish Tourist Commission	Discrete	December 31	1
St. Helena 5th Ward Recreation District	Discrete	December 31	1

Within the above component units, the St. Helena Parish Hospital Service District No. 1 is a significant component of the St. Helena Parish Police Jury, with the St. Helena Parish Hospital Service District No. 1 comprising 24%, 22%, and 65% respectively of the assets, net position, and revenues of the St. Helena Parish Police Jury. On December 29, 1962, the St. Helena Parish Police Jury passed a resolution creating the St. Helena Parish Hospital Service District No. 1 & Subsidiary (the District) under the authority of Chapter 10 of Title 46 of the Louisiana Revised Statutes of 1950, as amended. The Hospital District earns revenues by providing inpatient, outpatient, and emergency care services to patients in the St. Helena Parish area. The Hospital District also operates a 72-bed nursing home and a 24-unit apartment complex for the elderly and handicapped. During 2004, the District created St. Helena Medical Foundation, Inc., a legal entity to which charitable donations to the District are made on a tax deductible basis.

Waterworks District No. 2 of St. Helena Parish is also a significant component of the St. Helena Parish Police Jury, with Waterworks District No. 2 comprising 23%, 14%, and 6% respectively of the assets, net position, and revenues of the St. Helena Parish Police Jury. Waterworks District No. 2 of St. Helena Parish was established July, 1983 by an ordinance of the St. Helena Parish Police Jury, pursuant to provisions of Louisiana Revised Statutes 33:3813. The Waterworks District provides water to 2,544 customers as of December 31, 2017.

Complete financial statements for St. Helena Parish Hospital Service District No. 1 and for Waterworks District No. 2 of St. Helena Parish can be obtained from the Office of the Legislative Auditor of the State of Louisiana, 1600 North 3rd, Baton Rouge, Louisiana 70802. Separate financial statements for the remaining components listed above can be obtained by contacting the component unit.

1. Summary of Significant Accounting Policies

A. Government-Wide and Fund Financial Statements

The accompanying basic financial statements of the St. Helena Parish Police Jury have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*. Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net assets (or balance sheet), a statement of activities, and a statement of cash flows. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are as amended by GASB Statements included in the following paragraphs. The Police Jury has also adopted the provisions of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, that require capital contributions to the Police Jury to be presented as a change in net position.

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GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net assets by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements— and Management’s Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote J – Net Position and Fund Balance*. The Police Jury adopted GASB Statement No. 63 for the fiscal year ended December 31, 2012. The Police Jury had deferred outflows and deferred inflows of resources related to pension of \$567,974 and \$105,980, respectively, at December 31, 2017.

The St. Helena Parish Police Jury has also previously adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The application of this standard to long-term debt offerings of the Police Jury is more fully described in *Footnote I – Long-Term Obligations*.

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the later are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are presented as separate columns in the fund financial statements.

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B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

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

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 government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable, if any, due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Police Jury reports the following major governmental funds:

- The *General Fund* is the Police Jury's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Road District and Maintenance Fund* is a special revenue fund used to account for the operations and road maintenance in Road District No's 1, Sub Road 1, and Sub Road 2 of 2, 3, 4, 5, and 6.
- The *Solid Waste Management Sales Tax Fund* is a special revenue fund used to account for the operations of a solid waste program for the Parish of St. Helena.
- The *Sales Tax Fund* is a special revenue fund used to account for the funding of the solid waste program and/or for constructing, improving, maintaining, or resurfacing public roads including acquiring, operating, and maintaining equipment in the parish. Financing is provided by one-percent sales tax revenues.
- The *Local Government Assistance Program (LGAP)* is used for the purpose of installing waterlines in the parish, making improvements to the parish parks and highways and various other projects.
- The *Louisiana Recovery Authority-Community Development Block Grant (LRA-CDBG)* is used to account for federal and state grants for infrastructure recovery of the parish as a result of storm damage and community water enrichment projects.

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As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule, if applicable, are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The St. Helena Parish Police Jury does not have any proprietary funds.

Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted net positions are available for use, it is the Police Jury's policy to use restricted resources first, then unrestricted resources as they are needed.

When restricted, committed, assigned, or unassigned fund balances are available, the Police Jury considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it has been provided for otherwise in the restrictions, commitment, or assignment actions.

C. Deposits and Investments

The Police Jury's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Police Jury's investment policy allow the Police Jury to invest in collateralized certificates of deposit, government-backed securities, commercial paper, the state-sponsored investment pool, and mutual funds consisting solely of government-backed securities.

Investments for the Police Jury, as well as for its component units, are reported at fair market value.

D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

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All trade and property tax receivables are shown net of an allowance for uncollectible amounts. Uncollectible accounts due for Ad Valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable.

Property Taxes

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage	Expiration Date
Parish Wide Taxes:			
General Fund	2.35 mills	2.35	No Expiration
Parish Wide Road Tax	5.00 mills	5.00	2019
Roads	5.00 mills	5.00	2024
Parish Library Fund	2.50 mills	2.50	2017
District Taxes:			
Road District #1 Maintenance Fund	8.00 mills	8.86	2019
Sub-Road District #1 of Road District #2	10.00 mills	10.41	2022
Sub-Road District #1 of Road District #2	5.00 mills	5.00	2025
Sub-Road District #2 of Road District #2	10.00 mills	10.00	2024
Sub-Road District #2 of Road District #2	6.00 mills	6.00	2025
Road District #3 Maintenance Fund	5.70 mills	5.70	2018
Road District #3 Maintenance Fund	8.40 mills	8.40	2018
Road District #4 Maintenance Fund	5.00 mills	5.00	2018
Road District #5 Maintenance Fund	7.17 mills	7.17	2025
Road District #5 Maintenance Fund	5.12 mills	5.12	2025
Road District #6 Maintenance Fund	15.00 mills	15.00	2022
Fifth Ward Fire Protection District Maintenance	10.00 mills	10.48	2019
Fifth Ward Fire Protection District Maintenance	15.00 mills	15.33	2024
Fire Protection District #2	10.05 mills	7.92	2019
Fire Protection District #3	5.00 mills	5.50	2024
Fire Protection District #3	5.00 mills	5.50	2019
South 2nd Fire	10.00 mills	10.00	2021
South 2nd Fire	10.00 mills	10.00	2024
6th Ward Fire Protection	15.00 mills	15.59	2020

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The following are the principal taxpayers and related property tax revenue for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>	<u>Ad Valorem Tax Revenue for Parish</u>
Transcontinental	Pipeline	\$ 6,028,870	9.04%	\$ 198,490
Demco	Utility	3,928,790	5.89%	147,457
Entergy LA, LLC	Utility	2,695,200	4.04%	99,182
Amerchol Corp	Chemical Plant	2,302,820	3.45%	66,667
Soterra, LLC	Timber	1,902,630	2.85%	83,920

Sales and Use Taxes

A total of three percent in sales and use taxes was approved by the voters of St. Helena Parish. Each of the sales taxes was approved in perpetuity, as follows:

On April 7, 1984, voters of St. Helena Parish approved a one percent sales and use tax to be levied and collected within the corporate limits of the parish. The tax, which became effective August 1, 1984, is to provide funds for the St. Helena Parish Solid Waste Management Program.

Effective March 1, 1989, a one-percent sales tax was established by the voters of St. Helena Parish. The proceeds of this one percent sales tax are dedicated and used for the purpose of maintaining, improving, and keeping in repair public roads, highways, and bridges in the parish.

On October 20, 2007, voters of St. Helena Parish approved an additional one percent sales and use tax to be levied and collected within the corporate limits of the parish. The tax became effective January 1, 2008 and is dedicated and used for funding waste collection and disposal for the parish.

On May 4, 2013, the voters of St. Helena Parish approved the rededication of one-half of one percent (1/2%) of the proceeds of the one percent sales and use tax levied for solid waste collection and disposals to be used to improve, maintain, repair, and/or resurface public roads in the parish.

On December 6, 2014, the voters approved the rededication of the proceeds from the one percent sales tax previously levied on October 20, 2007 and the portion subsequently rededicated May 4, 2013 as follows:

- 1) All tax proceeds collected but unexpended before May 4, 2013 is dedicated and used for the purpose of constructing, maintaining, improving, or resurfacing public roads in the parish, included acquiring, operating, and maintaining equipment.
- 2) All tax proceeds collected after May 4, 2013 is dedicated to funding the waste collection and disposal program and for the purpose of constructing, maintaining, improving, or resurfacing public roads in the parish, including acquiring, operating, and maintaining equipment.

The Police Jury and Sheriff of St. Helena Parish have entered into an agreement in which the Sheriff is to collect the sales and use taxes for a stipulated fee. The Sheriff remits the tax proceeds to the Police Jury on a monthly basis. Sales taxes are accrued through the month collected at fiscal year-end.

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E. Inventories and Prepaid Items

The Police Jury utilizes the “purchase method” of accounting for supplies in governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. The Police Jury did not record any inventory at December 31, 2017, as the amount is not material. Certain payments for insurance reflect cost applicable to future accounting periods. The Government Wide financial statements reflect prepaid insurance cost applicable to future accounting periods. The Police Jury recognizes expenditures for insurance and similar services extending over more than one accounting period when paid in the fund financial statements.

F. Restricted Net Position

For the government-wide statement of net position, net position is reported as restricted when constraints placed on net asset use are either externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments and are imposed by law through constitutional provisions or enabling legislation.

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. 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 Police Jury maintains the following thresholds for capitalizing capital assets:

Category	Capitalize and Depreciate
Land and Construction in Progress	Capitalize Only
Land Improvements	\$ 12,500
Buildings and Building Improvements	\$ 25,000
Machinery, Equipment, Vehicles	\$ 2,500
Infrastructure	\$ 100,000

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings & Improvements	20 - 40 Years
Roads, Bridges, and Infrastructure	20 - 40 Years
Land Improvements	20 - 30 Years
Furniture and Fixtures	5 Years
Vehicles	5 Years
Equipment	5 - 10 Years

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H. Compensated Absences

The Police Jury has the following policy related to vacation and sick leave:

After one year of continuous employment, each employee receives one week of vacation. After two years of employment, and for each year thereafter, each employee receives two weeks of vacation. After ten years each employee receives three weeks of vacation, after twenty years each employee receives four weeks of vacation, and after twenty-five years each employee receives five weeks of vacation. Vacation time can be carried over for a period of three years. Accrued vacation can be paid upon termination of job.

Sick leave shall accumulate for regular, full time employees, and employees who work forty hours per week, at the rate of one day for each month of continuous employment. Sick leave can be carried forward and paid upon termination of employment.

The Police Jury's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

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

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

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

The entire compensated absence liability, which includes both accrued vacation and sick leave is reported in the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported.

I. Long-Term Obligations

In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, were previously deferred and amortized over the life

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of the bonds using the effective interest method. Bonds payable were reported net of the applicable bond premium or discount.

The Police Jury adopted GASB 65 for the fiscal year end December 31, 2012, which required governmental entities to expense bond issuance costs in the period incurred. The Police Jury also adopted GASB 63, which has changed net assets to net position and utilizes deferred inflows and outflows.

In the fund financial statements, governmental fund types recognize bond premiums and discounts as well as bond issuance costs during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are now expensed in the period occurred under GASB 65.

J. Net Position and Fund Balance

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

- **Net Investment in Capital Assets Component of Net Position**

The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

- **Restricted Component of Net Position**

The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

- **Unrestricted Component of Net Position**

The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

In the fund statements, governmental fund equity is classified as fund balance. The Police Jury adopted GASB 54 for the year ended December 31, 2011. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance

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more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

- **Nonspendable.** These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed.** These are amounts that can be used only for specific purposes determined by a formal decision of the highest level of decision making authority, which is the Board. To be reported as committed amounts, they cannot be used for any other purposes unless the government takes the same highest level action to remove or change the constraint.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes.
- **Unassigned.** These are all other spendable amounts that are available for any purpose, based on the discretion of the Board. Positive amounts are reported only in the general fund.

K. Comparative Data/Reclassifications

Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

L. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Police Jury, which are either unusual in nature or infrequent in occurrence.

M. Estimates

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

N. Reconciliations of Government-Wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements.

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2. Stewardship, Compliance and Accountability

A. Deficits

The following funds had deficit fund balances at December 31, 2017:

<u>Major Funds</u>	<u>Deficit Balance</u>
LGAP Grant Fund	\$ (64,641)
LRA-CDBG Fund	(21,030)
<u>Non-Major Funds</u>	
CDBG Housing Fund	(4,883)
Courthouse Project Fund	(34,061)

3. Cash and Cash Equivalents

At December 31, 2017, the Police Jury has cash and cash equivalents (book balances) totaling, as follows:

	<u>2017</u>
Interest Bearing Demand Deposits	\$ <u>7,654,987</u>
	\$ <u>7,654,987</u>

These demand 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 the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

The Police Jury also invests excess funds in certificates of deposits, which have maturity dates greater than 90 days when purchased, and are therefore classified as investments for financial reporting.

Custodial Credit Risk: For deposits, custodial credit risk is the risk that, in the event of a bank failure, the government's deposits may not be returned. As of December 31, 2017, the Police Jury has \$7,716,246 in deposits (collected bank balances), entirely consisting of demand deposits. The demand deposits are secured from risk by \$250,000 of federal deposit insurance and the remaining \$7,466,246 is exposed to custodial credit risk because while the amount is secured, such securities are held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Police Jury that the fiscal agent has failed to pay deposited funds upon demand.

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

4. Investments

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the Police Jury or its agent in the Police Jury's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Police Jury's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Police Jury's name

The Police Jury held \$570,804 in certificates of deposits with original maturities of greater than three months at December 31, 2017. These certificates of deposits were held in the custodial bank and secured by risk by \$250,000 of federal deposit insurance and \$320,804 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

In accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments, when held, are carried at fair market value, with the estimated fair market value based on quoted market prices. *Interest Rate Risk*: The Police Jury does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

5. Receivables

The Governmental Fund receivables at December 31, 2017 consist of the following:

Government Receivables	General Fund	Road	Solid	Sales Tax	LGAP Grants	LRA CDBG	Other Funds	Total
		Building & Maintenance Fund						
Accounts	\$ 13,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,830	\$ 32,975
Ad Valorem Taxes	112,783	478,980	-	-	-	-	1,000,815	1,592,578
Sales and Use Taxes	-	45,431	45,431	45,431	-	-	-	136,293
Severance Taxes	137,044	-	-	-	-	-	2,953	139,997
Revenue Sharing	3,859	13,747	-	-	-	-	31,254	48,860
Gaming	75,701	-	-	-	-	-	-	75,701
Franchise Taxes	-	-	-	-	-	-	358	358
Federal Grants	-	-	-	-	-	147,842	34,815	182,657
State Grants	-	14,090	-	-	-	-	-	14,090
Other	-	-	-	-	-	-	30,962	30,962
Total Government Receivables	342,532	552,248	45,431	45,431	-	147,842	1,120,987	2,254,471
Less: Allowance for uncollectable	(2,523)	(9,786)	-	-	-	-	(20,526)	(32,835)
Total	\$ 340,009	\$ 542,462	\$ 45,431	\$ 45,431	\$ -	\$ 147,842	\$ 1,100,461	\$ 2,221,636

Uncollectible accounts due for ad valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. Uncollectible accounts at December 31, 2017 for Ad Valorem taxes totaled \$32,835.

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

6. Restricted Assets

The following is a listing of the restricted assets for the fund financial statements on December 31, 2017:

Restricted Assets	General Fund	Road Building & Maint- enance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grant Fund	LRA CDBG Fund	Other Funds	Total
Cash and Cash Equivalents								
Bond Sinking Fund Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,567	\$ 1,567
Capital Project Fund Accounts	-	-	-	-	1	-	486,593	486,594
Total Restricted Assets	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ 488,160	\$ 488,161

7. Interfund Receivables/Payables and Transfers

The following is a detailed list of interfund balances reported in the fund financial statements on December 31, 2017:

Interfund Balances	Due From Other Funds	Due To Other Funds
Major Funds:		
General Fund	\$ 71,547	\$ -
LGAP Grant Fund	-	9,092
LRA - LCDBG Fund	-	15,980
Non-Major Funds:		
CDBG Fund	-	12,313
Public Human Transit	-	100
Courthouse Project Fund	-	34,062
Total Interfund Balances	\$ 71,547	\$ 71,547

The interfund receivables and payables have occurred at various times and are expected to be repaid.

St. Helena Parish Police Jury
Notes to the Financial Statements
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The following is a detailed list of interfund transfers reported in the fund financial statements during the year ended December 31, 2017:

Interfund Transfers	Transfers In From Other Funds	Transfers Out To Other Funds
Major Funds :		
General Fund	\$ 182,920	\$ 27,180
Road, Building, and Maintenance Fund	230,000	350,745
Solid Waste Fund	80,000	31,212
Sales Tax Fund	-	338,240
Non-Major Funds :		
Road District Maintenance #1	10,119	5,110
Sub Road 1 of Road District #2	10,013	1,544
Sub Road 2 of Road District #2 Fund	21,415	4,089
Road District Maintenance #3 Fund	22,327	6,328
Road District Maintenance #4 Fund	20,050	9,209
Road District Maintenance #5 Fund	20,019	14,556
Road District Maintenance #6 Fund	33,750	3,349
Fifth Ward Fire District Fund	2	6,765
Fire Protection District #2	-	3,865
Fire Protection District #3	-	6,951
South Second Ward Fire Protection	-	2,397
Sixth Ward Fire District Fund	-	1,841
E-911 Fund	-	4,228
Off Duty Law Enforcement	-	161
Revolving Loan Fund	-	1
Office of Motor Vehicle Fund	-	632
Revenue Bond Sinking Fund	27,180	-
Road District #1 Sinking Fund	-	119
Sub Road 1 of Road District #2 Sinking Fund	-	13
Sub Road 2 of 2 Sinking Fund	-	1,415
Road District #3 Sinking Fund	-	2,327
Road District #4 Sinking Fund	-	50
Road District #5 Sinking Fund	-	19
Fifth Ward Fire Sinking Fund	-	2
Road Rehab Sinking Fund	164,553	-
Total Interfund Transfers	\$ 822,348	\$ 822,348

The following is a list of further information detailing the significant interfund transfers scheduled on the previous page during the year ending December 31, 2017.

The reasons for significant interfund transfers are described below:

- A transfer in to the general fund in the amount of \$182,920 was from several special revenue funds for a four percent administrative fee to cover operating costs as follows: E-911 \$4,228, 5th

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

Ward Fire \$6,765, Revolving Loan \$1, South Second Ward Fire \$2,397, Fire Protection District #2 \$3,865, Fire Protection District #3 \$6,951, 6th Ward Fire \$1,841, Off Duty Law Enforcement \$161, OMV \$632, Solid Waste \$31,212, Sales Tax \$28,240, Road District Maintenance Fund \$66,192, Road District #1 \$5,110, Sub Road 1 of Road District #2 \$1,544, Sub Road 2 of Road District #2 \$4,089, Road District #3 \$6,328, Road District #4 \$9,209, Road District #5 \$806, and Road District #6 \$3,349.

- Transfers out of the Road District Maintenance Fund in the amount of \$120,000 were made to assist in covering operating expenses as follows: Road District Maintenance Fund #1 and Sub Road 1 of Road District #2 \$10,000 each and Sub Road 2 of Road District #2 and Road District's 3, 4, 5, and 6 \$20,000 each.
- An amount equal to the principal and interest accruing on the 2001 revenue bonds was deposited each month into the Revenue Bond 2001 Sinking Fund from general fund revenues. The transfer from the General fund to the Revenue Bond Sinking fund for 2017 was \$27,180.
- The Road District Maintenance Fund transferred an annual principal and interest payment of \$164,553 on a certificate of indebtedness for District #1 to the district's sinking fund.
- The Sales Tax Fund transferred \$230,000 to the Road District Maintenance Fund and \$80,000 to the Solid Waste Fund to fund constructing, improving, maintaining, or resurfacing public roads including acquiring, operating, and maintaining equipment in the parish and to fund the solid waste program.

There are various other transfers in and out between the general fund, the special revenue funds, the debt service funds, and the capital project funds to cover various costs and to close out the capital projects which were completed and the debt service funds that were closed.

Required Transfers

- Off-Duty Law Fund-Louisiana Revised Statute 15:255 requires that all surplus remaining in the Off-Duty Law Fund at year-end is transferred to the Criminal Court Fund. A surplus of \$2,449 was transferred to the Criminal Court Fund before the year ended December 31, 2017. This amount was due to the Criminal Court Fund at the fiscal year end.

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

8. Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2017 for governmental activities is as follows:

Governmental Activities Capital Assets:	Beginning Balance	Increases	Decreases	Adjustments	Ending Balance
Capital Assets Not Being Depreciated:					
Land	\$ 242,736	\$ -	\$ -	\$ -	\$ 242,736
Construction in Progress	<u>757,313</u>	<u>165,589</u>	<u>(389,056)</u>	<u>-</u>	<u>533,846</u>
Total Capital Assets Not Being Depreciated	<u>1,000,049</u>	<u>165,589</u>	<u>(389,056)</u>	<u>-</u>	<u>776,582</u>
Capital Assets Being Depreciated:					
Buildings and Improvements	6,270,451	220,740	-	-	6,491,191
Machinery and Equipment	6,773,940	417,665	(68,476)	-	7,123,129
Infrastructure	<u>12,252,269</u>	<u>375,102</u>	<u>-</u>	<u>-</u>	<u>12,627,371</u>
Total Capital Assets Being Depreciated	<u>25,296,660</u>	<u>1,013,507</u>	<u>(68,476)</u>	<u>-</u>	<u>26,241,691</u>
Less Accumulated Depreciation for:					
Buildings and Improvements	(2,332,962)	(159,461)	-	-	(2,492,423)
Machinery and Equipment	(4,422,976)	(401,577)	61,139	-	(4,763,414)
Infrastructure	<u>(1,829,752)</u>	<u>(307,607)</u>	<u>-</u>	<u>-</u>	<u>(2,137,359)</u>
Total Accumulated Depreciation	<u>(8,585,690)</u>	<u>(868,645)</u>	<u>61,139</u>	<u>-</u>	<u>(9,393,196)</u>
Total Capital Assets Being Depreciated, Net	<u>16,710,970</u>	<u>144,862</u>	<u>(7,337)</u>	<u>-</u>	<u>16,848,495</u>
Total Governmental Activities Capital Assets, Net	<u>\$ 17,711,019</u>	<u>\$ 310,451</u>	<u>\$ (396,393)</u>	<u>\$ -</u>	<u>\$ 17,625,077</u>

Depreciation was charged to governmental functions as follows:

General Government	\$ 53,099
Public Safety	284,756
Public Works	462,688
Health & Welfare	35,487
Recreation	31,696
Economic Development	919
	<u>\$ 868,645</u>

**St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017**

9. Construction Commitments

The police jury has active construction projects as of December 31, 2017.

- LCDBG 2015 Water System Improvement Project - A community development block grant in the amount of \$440,520 related to community water enrichment was awarded to the Police Jury. The project was started in 2016 and was not complete at year end.
- Louisiana Governor’s Assistance Program Grants (LGAP) –A state grant in the amount of \$100,000 was awarded to the Police Jury for a water system addition to the Water Works District No. 2. The project was complete as of December 31, 2017.
- Hospital Hazard Mitigation Fund – Federal grants have been awarded to the Police Jury for the following various projects:
 - a) St. Helena Sewage Pond Retrofit. The estimated cost of the project is \$497,300. The amount spent to-date is \$81,901 with a remaining commitment of \$415,399.
 - b) St. Helena Drainage Culvert (seven bridges). The estimated cost of the project is \$1,000,000. The amount spent to-date is \$293,060 with a remaining commitment of \$706,940.

At December 31, 2017 the commitments are as follows:

<u>Project</u>	<u>Spent to Date</u>	<u>Remaining Commitment</u>
LCDBG 2015 Water System Improvement Project	\$ -	\$ 440,520
LGAP Fund	100,000	-
Hospital Hazardous Mitigation	374,961	1,122,339
	<u>\$ 474,961</u>	<u>\$ 1,562,859</u>

10. Prepaid Insurance

Insurance costs which cover future periods are recognized in the governmental fund financial statements when the expenditure is made. However, in the government-wide financial statements the expenditure for insurance applicable to future periods is reclassified as prepaid insurance on the statement of net position. Total insurance expense on a government wide basis, excluding insurance related to employees such as health and workers compensation insurance was \$178,674. Prepaid insurance was \$67,888.

11. Accounts, Salaries, and Other Payables

	General Fund	Road Building & Maint- enance Fund	Solid Waste Fund	Sales Tax Fund	LGAP Grant Fund	LRA	Other Funds	Total
						CDBG Fund		
Governmental Funds Payable								
Accounts	\$ 80,883	\$ 17,113	\$ -	\$ -	\$ 55,550	\$ 155,588	\$ 58,005	\$ 367,139
Other Accrued Liabilities	3,745	15,935	-	-	-	-	33,578	53,258
Due to Other Funds	-	-	-	-	9,092	15,980	46,475	71,547
Total Government Funds Payable	<u>\$ 84,628</u>	<u>\$ 33,048</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 64,642</u>	<u>\$ 171,568</u>	<u>\$ 138,058</u>	<u>\$ 491,944</u>

Out of the other accrued liabilities, \$53,258 is for amounts payable to retirement plans.

St. Helena Parish Police Jury
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Government Wide Employee Compensation expenses by function are shown below:

Employee Compensation by Function	General	Public	Public	Cultural	Health and	Economic	Other	Total
	Government	Safety	Works	and Recreation	Welfare	Development		
Salaries	\$ 557,540	\$ 71,910	\$ 700,877	\$ -	\$ 45,562	\$ -	\$ -	\$ 1,375,889
Retirement	185,446	8,835	70,482	-	4,545	-	-	269,308
Payroll Taxes	19,220	991	16,699	-	646	-	-	37,556
Health Insurance	111,883	16,147	182,527	-	9,111	-	-	319,668
Unemployment / Workers Compensation	6,522	265	43,923	-	243	-	-	50,953
Total Employee Compensation by Function	\$ 880,611	\$ 98,148	\$ 1,014,508	\$ -	\$ 60,107	\$ -	\$ -	\$ 2,053,374
Total Government Wide Expenses	\$ 1,762,302	\$ 1,103,211	\$ 2,966,082	\$ 44,022	\$ 170,693	\$ 23,900	\$ 54,864	\$ 6,125,074
Employee Compensation as a Percentage of Total Expenses	50%	9%	34%	0%	35%	0%	0%	34%

Historic Employment Costs by Year	2017	Percentage Increase (Decrease)	2016	Percentage Increase (Decrease)	2015	Percentage Increase (Decrease)	2014	Percentage Increase (Decrease)
	Salaries	\$ 1,375,889	-17%	\$ 1,665,078	20%	\$ 1,386,504	-9%	\$ 1,528,229
Retirement	269,308	18%	228,988	39%	165,156	-18%	201,790	9%
Payroll Taxes	37,556	-10%	41,747	24%	33,574	0%	33,733	46%
Health Insurance	319,668	1%	317,838	-4%	331,462	-4%	345,658	6%
Unemployment / Workers Compensation	50,953	-6%	54,421	2%	53,155	-13%	60,833	-36%
	\$ 2,053,374	-11%	\$ 2,308,072	17%	\$ 1,969,851	-9%	\$ 2,170,243	10%

12. Short-Term Debt

As of December 31, 2017, the Police Jury has no short-term debt.

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

13. Leases

The Police Jury records items under capital leases as an asset and an obligation in the government wide financial statements. Only payments on capital leases are recorded in the fund basis financial statements. Capital Leases at December 31, 2017 are as follows:

		<u>Capital Lease Payable End of Year</u>	<u>Due Within One Year</u>
Lease-purchase due in semiannual installments of interest at 2.59% , Collateralized by equipment.	\$ 1,048 , including	\$ 1,047	\$ 1,047
Lease-purchase due in monthly installments of interest at 2.34% , Collateralized by equipment.	\$ 1,558 , including	\$ 13,884	\$ 13,884
Lease-purchase due in annual installments of interest at 3.097% , Collateralized by equipment.	\$32,330 , including	\$ 91,279	\$ 29,503
Lease-purchase due in monthly installments of interest at 2.440% , Collateralized by equipment.	\$ 1,569 , including	\$ 81,223	\$ 13,954
Lease-purchase due in annual installments of interest at 3.266% , Collateralized by equipment.	\$27,045 , including	\$ 145,225	\$ 22,302
Lease-purchase due in monthly installments of interest at 2.340% , Collateralized by equipment.	\$ 1,724 , including	\$ 58,269	\$ 19,532
Lease-purchase due in annual installments of interest at 2.690% , Collateralized by equipment.	\$44,319 , including	\$ 204,580	\$ 38,747
Lease-purchase due in monthly installments of interest at 3.140% , Collateralized by equipment.	\$ 1,815 , including	\$ 100,678	\$ 17,296
		\$ 696,185	\$ 156,265

The following are the assets recorded as capital leases:

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Equipment			
John Deere Tractor with Side Mower	\$ 58,908	\$ (58,908)	\$ -
Ferrara Commercial Pumper Tanker	217,385	(73,669)	143,716
John Deere Tractor with Boom Mower	93,035	(21,191)	71,844
John Deere Tractor with Alamo Mower	81,224	(6,891)	74,333
John Deere 5100E Utility Tractor	78,920	(6,138)	72,782
Ashpalt Zipper	204,580	-	204,580
John Deere 5100 Tractor with Boom Mower	100,679	-	100,679
Total Equipment	834,731	(166,797)	667,934
Vehicles			
2014 Freightliner Dump Truck	88,127	(74,908)	13,219
2015 Kenworth T-370 Tanker	199,500	(27,708)	171,792
2016 Tanker Truck	318,715	(33,642)	285,073
Total Vehicles	606,342	(136,258)	470,084
Total Assets Recorded as Capital Leases	\$ 1,441,073	\$ (303,055)	\$ 1,138,018

St. Helena Parish Police Jury
Notes to the Financial Statements
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The police jury has a perpetual lease with Burrell Carter, which commences on August 1, 2016 and terminates on July 31, 2019. The lease is for an office facility which houses the parish farm agent. The amount of the lease is \$700 per month. The total amount paid from the general fund for 2017 was \$8,400.

The South Second Ward Fire District has a lease with Soterra, LLC, which commenced on May 20, 2007 and terminates on May 19, 2057. The lease is for .25 acres. The amount of the lease is \$1.

14. Long-Term Obligations

The following is a summary of long-term obligation transactions for the year ended December 31, 2017:

	<u>Capital Leases</u>	<u>Bonded Debt</u>	<u>Compensated Absences</u>	<u>Unfunded OPEB Obligation</u>	<u>Net Pension Liability</u>	<u>Total Long-Term Obligations</u>
Beginning Balance	\$ 552,990	\$ 1,519,000	\$ 287,287	\$ 1,801,460	\$ 562,124	\$ 4,722,861
Additions	305,258	-	-	370,804	(84,133)	591,929
Deletions	(162,063)	(148,000)	14,794	-	-	(295,269)
Ending Balance	<u>\$ 696,185</u>	<u>\$ 1,371,000</u>	<u>\$ 302,081</u>	<u>\$ 2,172,264</u>	<u>\$ 477,991</u>	<u>\$ 5,019,521</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of the long-term obligations:

	<u>Capital Leases</u>	<u>Bonded Debt</u>	<u>Compensated Absences</u>	<u>OPEB Obligation</u>	<u>Net Pension Liability</u>	<u>Total Long-Term Obligations</u>
Current Portion	\$ 156,265	\$ 154,000	-	-	-	\$ 310,265
Long-Term Portion	<u>539,920</u>	<u>1,217,000</u>	<u>302,081</u>	<u>2,172,264</u>	<u>477,991</u>	<u>4,709,256</u>
	<u>\$ 696,185</u>	<u>\$ 1,371,000</u>	<u>\$ 302,081</u>	<u>\$ 2,172,264</u>	<u>\$ 477,991</u>	<u>\$ 5,019,521</u>

Bonds Payable as of December 31, 2017 are as follows:

		<u>Bonds Payable End of Year</u>	<u>Due Within One Year</u>
General Fund	\$ 400,000 Revenue Bonds		
Dated	3/1/2001 due in increasing annual installments of \$ 7,000 to		
\$	26,000 through 3/1/2031 maximum interest at 5.50%	\$ 264,000	\$ 13,000
Road District Maintenance	\$1,500,000 Certificate of Indebtedness		
Dated	6/2/2014 due in increasing annual installments of		
\$126,000 to \$176,000	through 3/1/2024 interest at 2.43%	1,107,000	141,000
		<u>\$ 1,371,000</u>	<u>\$ 154,000</u>

St. Helena Parish Police Jury
Notes to the Financial Statements
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At December 31, 2017, the Police Jury has accumulated \$1,566 in the debt service funds for future debt requirements. The annual requirements to amortize all debt outstanding at December 31, 2017, including principal and interest payments are as follows:

Year Ending 12/31/17	Bonded Debt		Certificates of Indebtedness		Capital Leases		Total Payments		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
2018	\$ 13,000	\$ 14,520	\$ 141,000	\$ 25,187	\$ 156,265	\$ 19,264	\$ 310,265	\$ 58,971	\$ 369,236
2019	14,000	13,805	146,000	21,700	148,373	15,365	308,373	50,870	359,243
2020	15,000	13,035	152,000	18,079	151,020	10,995	318,020	42,109	360,129
2021	15,000	12,210	158,000	14,313	103,964	6,758	276,964	33,281	310,245
2022	16,000	11,385	164,000	10,400	107,101	3,621	287,101	25,406	312,507
2023 to 2027	95,000	42,625	346,000	8,481	29,462	864	470,462	51,970	522,432
2028 to 2032	96,000	13,585	-	-	-	-	96,000	13,585	109,585
2033 to 2037	-	-	-	-	-	-	-	-	-
	<u>\$ 264,000</u>	<u>\$ 121,165</u>	<u>\$ 1,107,000</u>	<u>\$ 98,160</u>	<u>\$ 696,185</u>	<u>\$ 56,867</u>	<u>\$ 2,067,185</u>	<u>\$ 276,192</u>	<u>\$ 2,343,377</u>

- **Restrictions** - In accordance with R.S. 39:562, the Police Jury is legally restricted from incurring long-term bonded debt in excess of ten percent of the assessed value of taxable property. At December 31, 2017, the statutory limit is \$4,892,986.

15. Retirement Systems

Substantially all Police Jury employees are members of the Parochial Employees' Retirement System of Louisiana (System) or Registrar of Voters Employees' Retirement System. These systems are cost-sharing multiple-employer defined benefit pension plans administered by a separate board of trustees.

The Police Jury implemented Governmental Accounting Standards Board (GASB) Statement 68 on *Accounting and Financial Reporting for Pensions* and Statement 71 on *Pension Transition for Contributions Made Subsequent to the Measurement Date* – an amendment of GASB 68. These standards require the Police Jury to record its proportional share of each of the pension plans' net pension liability and report the following disclosures:

A. Parochial Employees' Retirement System of Louisiana (System)

Plan Description: Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S.I 1:1901 of the Louisiana Revised Statute (LRS), through 2025. The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elect to become members of the System.

Substantially all full-time employees of the Police Jury are members of the Parochial Employees' Retirement System of Louisiana (System). The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the Police Jury are members of Plan A.

St. Helena Parish Police Jury
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Eligibility Requirements:

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace and parish presidents may no longer join the Retirement System.

Retirement Benefits:

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service
2. Age 62 with 10 years of service
3. Age 67 with 7 years of service

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits:

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit as outlined in the statutes.

DROP Benefits:

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement. In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date. For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individuals subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the

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benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Disability Benefits:

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007 and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.

Cost of Living Increases:

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

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

Funding Policy. Contributions for all members are established by state statute. Under Plan A, members are required to contribute 9.5 percent of their annual covered salary and the Police Jury is required to contribute at an actuarially determined rate, according to state statute. The current rate is 12.5 percent of annual covered payroll. Contributions to the System include one-fourth (1/4) of one percent of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. These tax dollars and revenue sharing are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. These additional sources of income are used as additional employer contributions and are considered support from non-contributing entities. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended December 31, 2017. During the year ending December 31, 2017, the Police Jury recognized revenue as a result of support received from non-employer contributing entities of \$16,063 for its participation in Parochial Employees' Retirement System of Louisiana-Plan A.

The St. Helena Parish Police Jury's contributions to the System under Plan A for the years ending December 31, 2017 and 2016 were \$124,719, and \$162,466, respectively, equal to the required contributions for each year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At December 31, 2017, the Police Jury reported a liability of \$447,843 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of December 31, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Police Jury's proportion of the net pension liability was based on a projection of the Police Jury's long-term share of contributions to the

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pension plan relative to the projected contribution of all participating, actuarially determined. At December 31, 2016, the Police Jury's proportion was 0.217451%, which was an increase of 0.01866% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the Police Jury recognized pension expense for the Parochial Employees' Retirement System of \$266,900 representing its proportionate share of the System's net expense, including amortization of deferred amounts.

At December 31, 2017, the Police Jury reported deferred outflows of resources and deferred inflows of resources related to the Parochial Employees' Retirement System from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (78,368)
Changes of assumptions	85,026	-
Net difference between projected and actual earnings on pension plan investments	347,543	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,679	(320)
Employer contributions subsequent to the measurement date	124,719	(19,817)
Total	\$ 559,967	\$ (98,505)

The Police Jury reported a total of \$124,719 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2016 which will be recognized as a reduction in net pension liability in the year ended December 31, 2018.

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

<u>Year</u>	
2017	\$ 125,353
2018	\$ 134,483
2019	\$ 87,772
2020	\$ (10,864)
	\$ 336,744

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2016 is as follows:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	7.0%

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Salary Increases	Plan A-5.25% (2.75% Merit/2.50% Inflation)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
Mortality	RP-2000 Employee Mortality Table was selected for active members. RP-2000 Healthy Annuitant Mortality Table was selected for health annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Healthy Annuitant Mortality Sex Distinct Table (set forward two years for males and set forward one year for females) projected to 2031 using Scale AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back 5 year for males and 3 years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back 4 years for males and 3 years for females was used.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up), and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.66% for the year ended December 31, 2016.

Best estimates of real rates of return for each major asset class included in Parochial Employees' Retirement System target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real Assets	2%	0.12%
Totals	<u>100.00%</u>	<u>5.66%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Nominal Return		<u><u>7.66%</u></u>

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The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirements Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the net pension liability of the participating employers calculated using the discount rate of 7.00%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of December 31, 2016:

	1% Decrease	Current Discount Rate	1% Increase
Rates	6.00%	7.00%	8.00%
St. Helena Parish Police Jury Share of NPL	\$1,339,679	\$ 447,843	\$(306,231)

B. Registrar of Voters Employees' Retirement System of Louisiana (System)

Plan Description: The Registrar of Voters Employee's Retirement system of Louisiana (System) is a cost-sharing multiple-employer defined benefit pension plan established by Act 215 of the 1954 under Revised Statute 11:2032 to provide retirement benefits to registrars of voters, their deputies, and their permanent employees in each parish of the State of Louisiana.

Retirement Benefits:

Employees can retire providing he/she meet one of the following criteria:

For employees hired prior to January 1, 2013:

1. Any age with 30 or more year of creditable service
2. Age 55 with 20 years of creditable service
3. Age 60 with 10 years of creditable service

For employees hired on or after January 1, 2013:

1. Age 55 with 30 years of creditable service
2. Age 60 with 20 years of creditable service
3. Age 62 with 10 years of creditable service

Survivor Benefits:

Upon the death of any member with 5 or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the designated beneficiaries as outlined in the statutes. Any member who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

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DROP Benefits:

In lieu of terminating employment and accepting a service retirement allowance, any member who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. This fund does not earn Interest. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during the participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

Disability Benefits:

A member shall receive a disability benefit with at least 10 years of service and certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three and one third percent multiplied by years of service assuming continued service to age sixty. Disability benefits may not exceed two-thirds of earnable compensation.

Cost of Living Increases:

Cost of living provisions for the System 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 reached the age of sixty and been retired at least one year. Funding criteria for granting cost of living adjustment is dependent on the funded ratio.

Requests for further information should be directed to Registrar of Voters Employees' Retirement System of Louisiana, P.O. Box 57, Jennings, Louisiana 70546.

Funding Policy: Members are required by state statute to contribute 7% of their annual covered salary and the Police Jury is required to contribute at an actuarially determined rate. The 2017 Employer current rate is 17% of annual covered payroll. Contributions to the System include ad valorem taxes and state revenue sharing funds. These additional sources of income are used as additional employer contributions and considered support from non-employer contributing entities. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2017. During the year ending December 31, 2017, the Police Jury recognized revenue as a result of support received from non-employer contributing entities of \$3,885 for its participation in System.

The St. Helena Parish Police Jury's contribution to the Registrar of Voters employees' Retirement System for the years ending December 31, 2017, and 2016 was \$3,480 and \$3,997 respectively equal to the required contributions for each year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At December 31, 2017, the Police Jury reported a liability of \$30,148 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was

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determined by an actuarial valuation as of that date. The Police Jury's proportion of the net pension liability was based on a projection of the Police Jury's long-term share of contributions to the pension plan relative to the projected contribution of all participating, actuarially determined. At June 30, 2016 the Police Jury's proportion was 0.1373421%, which was an increase of 0.00041% from its proportion measured as of June 30, 2016.

For the year ended December 31, 2017, the Police Jury recognized pension expense of \$258 representing its proportionate share of the system's net expense including amortization of deferred amounts.

At December 31, 2017, the Police Jury reported deferred outflows of resources and deferred inflows of resources related to the Registrar of Voters' Pension System from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (5,605)
Changes of assumptions	2,896	(974)
Net difference between projected and actual earnings on pension plan investments	3,391	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	84	(896)
Employer contributions subsequent to the measurement	1,599	-
Total	<u>\$ 7,970</u>	<u>\$ (7,475)</u>

The Police Jury reported a total of \$1,599 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2017 which will be recognized as a reduction in net pension liability in the year ended December 31, 2018.

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

<u>Year</u>	
2018	\$ (369)
2019	\$ 1,036
2020	\$ (291)
2021	\$ (1,442)
	<u>\$ (1,066)</u>

Actuarial Assumptions: A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2017 is as follows:

Valuation Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, (Net of investment expense)
Expected Remaining Service Lives	2017 - 5 years
Projected Salary Increases	6.00% (3.5% Merit/2.5% Inflation)

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Cost of Living Adjustments The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

Mortality Rates RP-2000 Combined Healthy Mortality Table for active members, healthy annuitants and beneficiaries
 RP-2000 Disabled Lives Mortality Table for disabled annuitants

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregate data was collected over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that 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 expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rate of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.39% for the year ended June 30, 2017.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2017 are summarized in the following table:

Asset Class	Target Asset Allocation	Real Return Arithmetic Basis	Long-Term Expected Portfolio Real Rate of Return
Domestic Equities	40%	7.50%	3.00%
International Equities	15%	8.50%	1.28%
Domestic Fixed Income	20%	2.50%	0.50%
International Fixed Income	10%	3.50%	0.35%
Alternative Investments	5%	6.24%	0.31%
Real Estate	10%	4.50%	0.45%
Totals	100%		5.89%
Inflation			2.50%
Expected Arithmetic Nominal Rate			8.39%

The discount rate used to measure the total pension liability was 6.75%. 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

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actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System’s actuary. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Employer’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the net pension liability of the participating employers calculated using the discount rate of 6.75%, as well as what the employers’ net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2017:

	1% Decrease	Current Discount Rate	1% Increase
Rates	5.75%	6.75%	7.75%
St. Helena Parish Police Jury Share of NPL	\$ 46,080	\$ 30,148	\$ 16,435

16. Other Post-Employment Benefits

The St. Helena Parish Police Jury provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Police Jury’s employees become eligible for these benefits if they reach normal retirement age while working for the Police Jury. The benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the Police Jury.

Effective the fiscal year ending December 31, 2009, the Police Jury is required to report under GASB 45: Accounting for Other Post Employment Benefit (OPEB) Obligations. This standard requires governmental entities to record the present value of the unfunded employer costs associated with non-retirement-based expected payments to current and former employees for post-employment benefits such as health and life insurance. The Police Jury utilized a specialist to estimate the present value of the full costs of all promised health and life insurance benefits to all current and former employees included in the current benefit population utilizing such factors as the age, retirement age, expected increases in health costs, expected employer contributions, historical health claims by employee population, and other factors. The Police Jury has not yet implemented a protected trust to fund a plan to pay for these expected costs. The impact on the financials is at the government wide level, where the excess projected costs in excess of the amount funded by the Police Jury in the year is accrued as a liability called the net OPEB obligation. The net OPEB obligation will increase rapidly over time if the obligation is not funded. The annual OPEB cost can be significantly higher for some entities than its current health premiums expense depending on the demographics of the employee population.

The rationale behind the implementation of GASB 45 relates to the fact that the former and current employees to the balance sheet date have provided services to the entity and have created a cost in the current period that will need to be paid in future periods based on the current employer-employee agreement. The unfunded portion of these costs will require future cash flows, which need to be considered in combination with other expected future cash outflows such as bond payments in order to avoid budget deficits in those fiscal periods.

Plan Description. The St. Helena Parish Police Jury’s medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

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Employees are covered by the Parochial Employees' Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. For employees hired on and after January 1, 2007 retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or, age 67 and 7 years of service. Complete plan provisions are included in the official plan documents.

Life insurance coverage is provided to retirees who have life insurance as active employees before retirement at a flat rate of \$15.30 per month which has been assumed unblended. The employer pays 100 percent of the cost of the retiree life insurance for retirees with UNUM policies and 75 percent for others. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

Contribution Rates. Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

Fund Policy. Until the fiscal year ending December 31, 2008, the St. Helena Parish Police Jury recognized the cost of providing post-employment medical and life benefits (St. Helena Parish Police Jury's portion of the retiree medical and life benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2017 and 2016, the St. Helena Parish Police Jury's portion of health care and life insurance funding cost for retired employees totaled \$155,698 and \$144,165, respectively.

Effective with the Fiscal Year beginning January 1, 2009, St. Helena Parish Police Jury implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions* (GASB 45).

Annual Required Contribution. St. Helena Parish Police Jury's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The Annual Required Contribution (ARC) is the sum of the Normal Cost plus the contribution to amortize the Actuarial Accrued Liability (AAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	2017	2016
Normal Cost	\$ 156,556	\$ 150,535
30-year UAL (Unfunded Liability) amortization amount	402,066	386,602
Annual required contributions (ARC)	\$ 558,622	\$ 537,137

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Net Post-employment Benefit Obligation (Asset). The table below shows St. Helena Parish Police Jury's Net Other Post-employment Benefit (OPEB) Obligation (Asset) for fiscal year ending December 31, 2017:

	2017	2016
Beginning Net OPEB Obligation (Asset)	\$ 1,801,460	\$ 1,434,057
Annual required contribution (ARC)	558,623	537,137
Interest on Net OPEB Obligation (Asset)	72,058	57,362
ARC Adjustment	(104,179)	(82,931)
OPEB Cost	526,502	511,568
Contribution	-	-
Current year retiree premium	(155,698)	(144,165)
Change in Net OPEB Obligation	370,804	367,403
Ending Net OPEB Obligation (Asset)	\$ 2,172,264	\$ 1,801,460

The following table shows St. Helena Parish Police Jury's annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post-employment benefits (PEB) liability (asset):

Post Employment Benefit	Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual Cost Contributed	Net OPEB Obligation (Asset)
Medical & Life	12/31/2017	\$ 526,502	29.57%	\$ 2,172,264
Medical & Life	12/31/2016	\$ 511,568	28.18%	\$ 1,801,460

Funded Status and Funding Progress. In the fiscal year ending December 31, 2017, St. Helena Parish Police Jury made no contributions to its post-employment benefits plan. The plan was not funded, has no assets, and hence has a funded ratio of zero. Based on the most recent valuation on January 1, 2015, as of December 31, 2017, the Actuarial Accrued Liability (AAL) was \$7,230,730, which is defined as that portion, as determined by a particular actuarial cost method (St. Helena Parish Police Jury uses the Unit Credit Cost Method), of the actuarial present value of post-employment plan benefits and expenses which is not provided by normal cost. Since the plan was not funded in fiscal year 2017, the entire actuarial accrued liability was unfunded.

	2015	2016
Actuarial Accrued Liability (AAL)	\$ 7,230,730	\$ 6,952,625
Actuarial Value of Plan Assets	-	-
Unfunded Act. Accrued Liability (UAAL)	7,230,730	6,952,625
Funded Ratio (Act. Val. Assets / AAL)	0%	0%
Covered Payroll (active plan members)	1,014,024	1,289,412
UAAL as a percentage of covered payroll	713.07%	539.21%

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Actuarial Methods and Assumptions. Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post-employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by St. Helena Parish Police Jury and its employee plan members) at the time of the valuation and on the pattern of sharing costs between St. Helena Parish Police Jury and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between St. Helena Parish Police Jury and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

Actuarial Cost Method. The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality, and turnover.

Actuarial Value of Plan Assets. Since the OPEB obligation has not yet been funded, there are not any assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45 will be used.

Turnover Rate. An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce an annual turnover of approximately ten percent.

Post-employment Benefit Plan Eligibility Requirements. Based on past experience, it has been assumed that entitlement to benefits will commence four years after eligibility to enter the D.R.O.P. (three years in D.R.O.P. and one additional year). Medical benefits are provided to employees upon actual retirement. Employees are covered by the Parochial Employees' Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. For employees hired on and after January 1, 2007 retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or, age 67 and 7 years of service. Entitlement to benefits continues through Medicare to death.

Investment Return Assumption (Discount Rate). GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a four percent annual investment return has been used in this valuation.

Health Care Cost Trend Rate. The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

Mortality Rate. The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50 percent of the unloaded male mortality rate and 50 percent of the unloaded female mortality rates, was used. This is the mortality table which the Internal Revenue Service requires to be used in

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Method of Determining Value of Benefits. The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100 percent of the cost of the medical insurance for the retirees hired before September 8, 2009. Retirees hired after that date receive the same retiree benefits if they have at least thirty years of service in the Parochial System. The rates provided applicable before age 65 are "blended" rates. Since GASB 45 mandates that "unblended" rates be used, we have estimated the "unblended" rates for retired before Medicare eligibility to be 130 percent of the blended rate and after Medicare eligibility to be 80 percent of the blended rate for standard coverage.

Inflation Rate. Included in both the Investment Return Assumption and the Healthcare Cost Trend rates is an implicit inflation assumption of 2.5 percent annually.

Projected Salary Increases. This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

Post-retirement Benefit Increases. The plan benefit provisions in effect for retirees as of the valuation date have been used and it is assumed for valuation purposes that there will not be any future changes.

The following is a summary of OPEB cost and contributions for the last three years.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
OPEB Cost	\$ 526,502	\$ 511,568	\$ 497,397
Contribution	-	-	-
Retiree premium	<u>155,698</u>	<u>144,165</u>	<u>133,486</u>
Total Contribution and Premium	<u>155,698</u>	<u>144,165</u>	<u>133,486</u>
Change in Net OPEB Obligation	370,804	367,403	363,911
Percentage of Contribution to Cost	0%	0%	0%
Percentage of Contribution plus Premium to Cost	29.57%	28.18%	26.84%

17. Deferred Compensation Plan

The Police Jury offers its employees, the Louisiana Public Employees Deferred Compensation Plan, a deferred compensation plan created in accordance with Internal Revenue Code Section 457, as revised January 1, 1999. The plan, available to all Police Jury employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property, or rights, shall be held for the exclusive benefit of participants and their beneficiaries.

At December 31, 2017 the amounts applicable to the employees of the Police Jury were \$2,000.

**St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017**

18. Compensated Absences

At December 31, 2017, employees of the Police Jury have accumulated and vested \$302,081 of employee leave benefits, which was computed in accordance with GASB Codification Section C60.

19. Changes in Fiduciary Fund Deposits Due to Others

A summary of changes in Fiduciary fund deposits due to the Audubon Regional Library follows:

		<u>Beginning Balance</u>		<u>Additions</u>		<u>Reductions</u>		<u>Ending Balance</u>
Fiduciary Funds:								
Library Fund	\$	133,523	\$	115,545	\$	(126,588)	\$	122,480

20. Constraints on Fund Balance/Restricted Net Position

Money accumulated in the Debt Service Funds has been legally restricted for the purpose of paying the annual installments of principal and interest for Revenue Bonds and Certificates of Indebtedness.

Assets accumulated in the Capital Project Funds have been legally restricted for the purpose of paying costs associated with the capital projects. \$486,593 of the cash held in Capital Project Funds is restricted to fund capital projects.

Assets accumulated in the Special Revenue Funds have been legally restricted for the purpose of road improvements, fire protection, and other services as required by the designation of ad valorem and sales taxes.

At December 31, 2017, the Police Jury recorded \$9,490,854 in restricted net position. \$1,566 was restricted for debt service. These funds are restricted by revenue bond debt covenants. \$378,349 was the unspent portion of capital debt related to amount restricted for capital projects less liabilities related to these restricted funds. \$9,110,939 was restricted to legislation from sales taxes or ad valorem taxes.

21. Federal Compliance Contingencies

In the normal course of operations, the Police Jury receives grant funds from various federal agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

22. Risk Management

The Police Jury does not have general liability insurance coverage and is at risk to possible losses resulting from claims filed by individuals who might suffer injury while on Police Jury property.

23. Contingent Liabilities

At December 31, 2017, the St. Helena Parish Police Jury has several legal actions and claims pending against it. The Police Jury has also filed suits against others. No accrual for gain or loss contingencies has been recorded in the financial statements for any legal actions. The potential outcome on the majority of claims is not known or the likelihood of loss or impairment of an asset or incurrence of a liability is

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

deemed remote. The Police Jury is involved in one lawsuit in which the plaintiff is suing the Police Jury for damages arising from an automobile accident. The likelihood of an unfavorable outcome is at least reasonably possible, but the amount or range of potential loss cannot be reasonably estimated at this time.

The Police Jury has a claim involving an unfavorable final judgment rendered against it. For budgetary reasons, no monies have been appropriated to pay this judgment.

24. Cooperative Endeavor Agreement

The Police Jury has a cooperative agreement with St. Helena Fire District #4 to provide first responder medical emergency services throughout the parish in the year ending December 31, 2017. In return the Police Jury paid the Fire District #4, \$30,000.

The Police Jury has a cooperative agreement with the LSU agricultural center dated July 1, 2015 until June 30, 2020 to provide office space, operating support services, and salary support for the parish farm agency and its programs.

The Police Jury has a cooperative agreement with the St. Helena Parish School Board for the usage of the New Zion Elementary School site as a location for a fire station for the Sixth Ward Fire Protection District. The school board is to retain ownership of the site, but the site's usage and control is transferred to the Sixth Ward Fire Protection District for a period of 50 years effective August 1, 2008 and ending July 31, 2058.

The Police Jury has a cooperative endeavor agreement dated May 14, 2009, with the Town of Greensburg for the public purpose of implementation of certain building codes as required by Louisiana Revised statutes for mandatory adoption by parishes and municipalities.

The Police Jury has a cooperative agreement dated November 25, 2008 with the State of Louisiana through the Division of Administration, Office of Community Development (OCD), the Road Home Corporation doing business as the Louisiana Land Trust. The Road Home Program is the state's hurricane recovery program to aid certain homeowners.

One February 13, 2013 the Police Jury adopted a resolution to authorize the Police Jury to enter into a cooperative endeavor agreement with the Village of Montpelier and the Town of Greensburg to provide necessary services for them to implement and administer its flood damage prevention ordinance.

The Police Jury entered into a cooperative endeavor agreement with the St. Helena Parish Sheriff for use of office space at the St. Helena Parish Health Unit building for the administrative offices of the Sheriff's department. The agreement began on April 1, 2013 and will terminate on December 31, 2014. The Sheriff will pay a monthly amount to the St. Helena Parish Health Unit of \$2,424.67 to rent the office space. This cooperative endeavor agreement was extended by a new agreement beginning on January 1, 2015 until December 31, 2024 with the same amount due monthly.

The Police Jury entered into a cooperative agreement with the Louisiana Department of Veterans Affairs (LDVA) on June 22, 2017 to provide office space for the veterans' service office and provide all utilities and 34% of phone and internet services. The Police Jury shall also pay (LDVA) \$428 monthly from July 1, 2017 to December 31, 2017, then \$959 monthly from January 1, 2018 to June 30, 2018 to support the cost to operate and maintain the veterans' service office.

An agreement between the Police Jury and the State of Louisiana Department of Children and Family Services commenced on November 1, 2016 and shall terminate on October 31, 2021 to assist the citizens

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

to obtain benefits from Department of Children and Family Services programs by providing useable physical space.

The Police Jury has a cooperative agreement with the Village of Montpelier to aid and assist in fire protection and fire fighting in St. Helena Parish. The Village of Montpelier is able to provide firefighting services to the Village of Montpelier and to the surrounding rural area of St. Helena Parish. In return the Police Jury agrees to provide the Village of Montpelier Fire Department a proportional share of the fire insurance rebates provided by the State of Louisiana each year.

A cooperative endeavor agreement dated September 12, 2016 was executed between the Police Jury and the Darlington Church of God in Christ, Inc. in which the church and the Police Jury agreed to cooperate in the recovery of those deceased persons, burial caskets, and tomb vaults that were damaged and/or lost to the flood waters on August 12, 2016. The agreement states that the Police Jury will provide facilities, equipment, and personnel to assist in the reinterment of the deceased persons, burial caskets, and tomb vaults. The agreement began September 12, 2016 and terminated on March 11, 2017.

25. On-Behalf Payments for Fringe Benefits and Salaries

For the fiscal year ended December 31, 2017, the State of Louisiana made on behalf payments in the form of supplemental pay to the Police Jury's constables and justices of the peace. In accordance with GASB 24, the Police Jury recorded \$14,400 of on behalf payments as revenue and as an expenditure in the General Fund.

26. Sinking Fund Requirements

An amount equal to the principal and interest accruing on the 2001 revenue bonds is deposited each month into the Revenue Bond 2001 Sinking Fund from the general fund revenues.

Road District Maintenance deposits from the first revenues of a special five mill tax received in any calendar year a sum equal to the principal and interest falling due on the certificate into the Road District Maintenance Sinking Fund to provide the annual principal payment and semi-annual interest payments.

27. Contracts

- The Police Jury had a contract with the Tangipahoa Communications District to facilitate the 911 system. This contract was for \$56,575 per year plus additional cost. This contract began July 1, 2015 and expired June 30, 2016. Upon expiration of this agreement, a new contract was not signed and instead the terms of the agreement continued on a month to month basis. The contract continued on a month to month basis through year ending December 31, 2017.
- The Police Jury also has a contract with Progressive Waste Solutions of LA, Inc. for garbage collection. The contract began on September 18, 2009 and is for five years. There is an option to renew clause in the contract. This contract was automatically renewed in 2014 for a period of five years.

28. E911 System

St. Helena implemented the E911 system parish wide on September 17, 2002. Telephone service charges and expenditures are reflected in fund statements in the amount of \$113,723 for the year ended December 31, 2017. See Note 27 above.

St. Helena Parish Police Jury
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

29. Subsequent Events

Subsequent events have been evaluated by management through June 29, 2018, the date the report was available for issuance. No events were noted that require recording or disclosure in the financial statements for the fiscal year ending December 31, 2017.

Required Supplemental Information (Part II)

**St. Helena Parish Police Jury
Budgetary Comparison Schedules**

General Fund and Major Special Revenue Funds with Legally Adopted Annual Budgets

General Fund

The general fund accounts for all activities of the Police Jury except those that are accounted for in other funds.

Road, Building, and Maintenance Fund

The Road, Building, and Maintenance Fund is used to account for the operations and maintenance of all major road construction and maintenance work on parish roads. Financing is provided by the State of Louisiana Parish Transportation Fund, ad valorem taxes, state revenue sharing funds, one percent parish sales tax and interest earned on surplus cash balances.

Solid Waste Management Sales Tax Fund

The Solid Waste Management Sales Tax Fund is used to account for operations of a solid waste program for the Parish of St. Helena. Financing is provided by a one-percent sales tax.

Sales Tax Fund

The Sales Tax Fund is used to account for the funding of the solid waste program and/or for constructing, improving, maintaining, or resurfacing public roads including acquiring, operating, and maintaining equipment in the parish. Financing is provided by one-percent sales tax revenues.

St. Helena Parish Police Jury
Schedule of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-General Fund
For the year ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts Budgetary Cash Basis</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Budgetary Fund Balances, Beginning	\$ 26,505	\$ 132,256	\$ 132,256	\$ -
Resources (Inflows)				
Taxes:				
Ad valorem	119,544	112,351	112,270	(81)
Other taxes, penalties, interest, etc.	8,650	8,650	8,530	(120)
Licenses and permits	241,850	258,628	267,176	8,548
Intergovernmental revenues:				
Federal grants	-	-	-	-
State funds:				
State revenue sharing (net)	5,200	5,791	5,791	-
Gaming Revenues	987,000	1,036,220	1,000,380	(35,840)
State Grants	112,500	85,958	88,549	2,591
Other State Funds	525,000	469,308	469,309	1
Fees, charges, and commissions for services	4,675	4,475	3,835	(640)
Fines and forfeitures	7,600	7,850	6,317	(1,533)
Rents and Royalties	31,400	35,052	29,566	(5,486)
Investment earnings	250	2,036	2,452	416
Other revenues	-	-	645	645
Supplemental Pay	14,400	14,400	14,400	-
Loans repayment from other Funds	-	9,878	9,878	-
Transfers from other funds	186,571	182,920	182,920	-
Amounts available for Appropriations	<u>2,271,145</u>	<u>2,365,773</u>	<u>2,334,274</u>	<u>(31,499)</u>
Charges to Appropriations (outflows)				
General government	1,285,342	1,307,287	1,241,368	65,919
Public safety	627,069	635,619	635,492	127
Cultural and recreation	15,150	18,573	15,053	3,520
Health and welfare	97,617	114,158	107,014	7,144
Economic development	34,975	37,519	36,616	903
Payments to other governments	-	56,609	56,609	-
Capital outlay	154,500	5,693	5,693	-
Loans made to other funds	-	-	-	-
Transfers to other funds	27,840	27,180	27,180	-
Total Charges to Appropriations	<u>2,242,493</u>	<u>2,202,638</u>	<u>2,125,025</u>	<u>77,613</u>
Budgetary Fund Balances, Ending	<u>\$ 28,652</u>	<u>\$ 163,135</u>	<u>\$ 209,249</u>	<u>\$ 46,114</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-Road District Maintenance Fund
For the year ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u> <u>Budgetary</u> <u>Cash Basis</u>	<u>Variance with</u> <u>Final Budget</u> <u>Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
Budgetary Fund Balances, Beginning	\$ 2,292,045	\$ 2,318,790	\$ 2,318,790	\$ -
Resources (Inflows)				
Taxes:				
Ad valorem	508,700	478,048	477,702	(346)
Sales and use	700,000	751,613	736,690	(14,923)
Licenses and permits	6,600	6,600	6,100	(500)
Intergovernmental revenues:				
State funds:				
Parish transportation funds	178,500	178,500	169,434	(9,066)
State revenue sharing (net)	18,400	20,627	20,625	(2)
Other State Funds	-	21,108	21,108	-
Investment earnings	12,600	26,785	29,762	2,977
Other revenues	-	-	1,340	1,340
Loans Proceeds from Borrowing	-	204,580	204,580	-
Transfers from other funds	230,000	230,000	230,000	-
Amounts available for Appropriations	<u>3,946,845</u>	<u>4,236,651</u>	<u>4,216,131</u>	<u>(20,520)</u>
Charges to Appropriations (outflows)				
General government	2,760	2,760	2,760	-
Public works	1,165,058	1,170,273	1,135,957	34,316
Debt service	18,696	18,696	18,694	2
Capital outlay	1,870,000	264,859	264,859	-
Transfers to other funds	350,745	350,745	350,745	-
Total Charges to Appropriations	<u>3,407,259</u>	<u>1,807,333</u>	<u>1,773,015</u>	<u>34,318</u>
Budgetary Fund Balances, Ending	<u>\$ 539,586</u>	<u>\$ 2,429,318</u>	<u>\$ 2,443,116</u>	<u>\$ 13,798</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual- Solid Waste Fund
For the year ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Budgetary</u> <u>Cash Basis</u>	<u>Final Budget</u> <u>Positive</u> <u>(Negative)</u>
Budgetary Fund Balances, Beginning	\$ 62,979	\$ 67,673	\$ 67,673	\$ -
Resources (Inflows)				
Taxes:				
Sales and use	700,000	751,613	736,680	(14,933)
Investment earnings	300	1,562	1,653	91
Other revenues	-	3,855	3,855	-
Transfers from other funds	80,000	80,000	80,000	-
Amounts available for Appropriations	<u>843,279</u>	<u>904,703</u>	<u>889,861</u>	<u>(14,842)</u>
Charges to Appropriations (outflows)				
Public works	739,400	772,376	772,052	324
Transfers to other funds	31,212	31,212	31,212	-
Total Charges to Appropriations	<u>770,612</u>	<u>803,588</u>	<u>803,264</u>	<u>324</u>
Budgetary Fund Balances, Ending	<u>\$ 72,667</u>	<u>\$ 101,115</u>	<u>\$ 86,597</u>	<u>\$ (14,518)</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual-Sales Tax Fund
For the year ended December 31, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts Budgetary Cash Basis</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Budgetary Fund Balances, Beginning	\$ 1,270,202	\$ 1,278,495	\$ 1,278,495	\$ -
Resources (Inflows)				
Taxes:				
Sales and use	700,000	751,613	736,680	(14,933)
Other revenues	6,000	17,179	19,552	2,373
Amounts available for Appropriations	<u>1,976,202</u>	<u>2,047,287</u>	<u>2,034,727</u>	<u>(12,560)</u>
Charges to Appropriations (outflows)				
Transfers to other funds	<u>338,240</u>	<u>338,240</u>	<u>338,240</u>	<u>-</u>
Total Charges to Appropriations	<u>338,240</u>	<u>338,240</u>	<u>338,240</u>	<u>-</u>
Budgetary Fund Balances, Ending	<u>\$ 1,637,962</u>	<u>\$ 1,709,047</u>	<u>\$ 1,696,487</u>	<u>\$ (12,560)</u>

See Independent Auditor's Report.

**St. Helena Parish Police Jury
Notes to Budgetary Comparison Schedules**

BUDGET POLICIES

Budgetary procedures applicable to the St. Helena Parish Police Jury are defined in state law, Louisiana Revised Statutes 39:1301-1315. The Police Jury uses the following budget practices:

1. The Police Jury must adopt a budget each year for the general fund and each special revenue fund, if applicable.

The Police Jury must prepare and submit the proposed budget for consideration not later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in the parish. The notice of public hearing, which was held on December 13, 2016, was published in the official journal on November 30, 2016.

All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on December 13, 2016.

Budgetary amendments involving the transfers of funds from one program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Police Jury. The secretary-treasurer presents necessary budget amendments to the Police Jury during the year when actual operations are different from those anticipated in the original budget. The Police Jury adopts the amendments and they are made available for public inspection.

2. All budgetary appropriations lapse at the end of each fiscal year.
3. Budgets are integrated into the accounting system and the budgetary data is presented in the financial statements for all funds with annual budgets to compare the expenditures with the amended budgets. All budgets are presented in accordance with the cash basis of accounting. Debt Service, Capital Project Funds, and Fiduciary Funds are not budgeted. Budget comparisons for the LGAP Fund and the Courthouse Project Fund, which are major funds, are not presented since each is a capital project fund.

See Independent Auditor's Report.

St. Helena Parish Police Jury
Budget to GAAP Reconciliation-Explanation of Differences Between Budgetary Inflows and Outflows and GAAP
Revenues and Expenditures

Sources/inflows of Resources:	General	Road Building Maintenance Fund	Solid Waste	Sales Tax
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule	\$ 2,334,274	\$ 4,216,131	\$ 889,861	\$ 2,034,727
 Differences-budget to GAAP:				
The fund balance at the beginning of the year is budgetary resource but is not a current-year revenue for financial reporting purposes	(132,256)	(2,318,790)	(67,673)	(1,278,495)
Transfers from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes	(182,920)	(230,000)	(80,000)	-
Loans repaid from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes	-	(204,580)	-	-
The proceeds from the sale of assets are budgetary resources but are regarded as other financing sources, rather than revenue, for financial reporting purposes	-	-	-	-
Increase (Decrease) from accrual of accounts receivable for financial reporting purposes	(5,369)	(37,874)	(13,423)	(13,424)
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds - Statement E	\$ 2,013,729	\$ 1,424,887	\$ 728,765	\$ 742,808
 Uses/Outflows of resources:				
Actual Amounts (budgetary basis) "total charges to appropriations" from the Budgetary Comparison Schedule	\$ 2,125,025	\$ 1,773,015	\$ 803,264	338,240
Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes	(27,180)	(350,745)	(31,212)	(338,240)
Loans made to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes	-	-	-	-
Increase (Decrease) from accrual of accounts payable and accrued liabilities for financial reporting	(78,779)	(17,192)	-	-
Total expenditures as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds - Statement E	\$ 2,019,066	\$ 1,405,078	\$ 772,052	\$ -

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of Funding Progress for the Retiree Health & Life Plan
For the year ended December 31, 2017

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
1/1/2009	\$ -	\$ 1,351,086	\$ 1,351,086	0%	\$ 1,038,438	130.11%
1/1/2012	-	1,950,891	1,950,891	0%	1,225,970	159.13%
1/1/2015	-	6,685,217	6,685,217	0%	1,137,878	587.52%

GASB 45 requires the presentation of the above information for the most recent actuarial valuation and the two preceding valuations. The Police Jury adopted GASB Statement No. 45 in the year ending December 31, 2009, and as such, the 1/1/2009 valuation was the Police Jury's first actuarial valuation. For the years ending December 31, 2010, 2011, 2013, 2014, 2016, and 2017 the Police Jury was not required to and did not have the actuarial valuation done.

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of the Police Jury's Proportionate Share of the Net Pension Liability-Parochial Plan A
Last 10 Fiscal Years*

Parochial Employees' Retirement System of Louisiana:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Employer's Proportion of the Net Pension Liability (Assets)	0.220812%	0.198789%	0.217451%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 60,372	\$ 523,270	\$ 447,843
Employer's Covered-Employee Payroll	\$ 1,163,547	\$ 1,078,204	\$ 1,249,743
Employer's Proportionate Share of the Net Position Liability (Asset) as a Percentage of its Covered-Employee Payroll	5.1886%	48.5316%	35.8348%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	99.1464%	92.2301%	94.1489%

* The amounts presented for each fiscal year were determined as of 12/31 within the fiscal year.

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

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of the Police Jury's Proportionate Share of the Net Pension Liability-Registrar of Voters
Last 10 Fiscal Years*

State of Louisiana Registrar of Voters Retirement System	2015	2016	2017
Employer's Proportion of the Net Pension Liability (Assets)	0.138651%	0.136929%	0.137341%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 33,956	\$ 38,854	\$ 30,148
Employer's Covered-Employee Payroll	\$ 18,808	\$ 18,808	\$ 18,808
Employer's Proportionate Share of the Net Position Liability (Asset) as a Percentage of its Covered-Employee Payroll	180.5402%	206.5823%	160.2935%
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	 76.86%	 73.98%	 80.51%

* The amounts presented for each fiscal year were determined as of 6/30 within the fiscal year.

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

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of the Police Jury's Contributions-Parochial Plan A
For the year ended December 31, 2017

Parochial Employees' Retirement System of Louisiana:

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Contractually required contribution	\$ 156,339	\$ 162,466	\$ 124,719
Contributions in relation to contractually required contributions	<u>156,339</u>	<u>162,466</u>	<u>124,719</u>
Contribution deficiency (excess)	\$ -	\$ -	\$ -
Employer's Covered Employee Payroll	\$ 1,078,204	\$ 1,249,743	\$ 997,748
Contributions as a % of Covered Employee Payroll	14.4999%	13.0000%	12.5001%

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

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of the Police Jury's Contributions-Registrar of Voters
For the year ended December 31, 2017

State of Louisiana Registrar of Voters Retirement System

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Contractually required contribution	\$ 4,397	\$ 3,997	\$ 3,480
Contributions in relation to contractually required contributions	<u>4,397</u>	<u>3,997</u>	<u>3,480</u>
Contribution deficiency (excess)	\$ -	\$ -	\$ -
Employer's Covered Employee Payroll	\$ 18,808	\$ 18,808	\$ 18,808
Contributions as a % of Covered Employee Payroll	23.3783%	21.2516%	18.5028%

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

See Independent Auditor's Report.

Other Supplemental Information

St. Helena Parish Police Jury
Combining Balance Sheet, Non Major Other Governmental Funds
As of December 31, 2017

	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Total Non Major Other Governmental Funds
Assets				
Cash and Equivalents	\$ 3,142,623	\$ -	\$ 100	\$ 3,142,723
Investments	156,761	-	-	156,761
Receivables, Net:	1,067,691	-	32,770	1,100,461
Due From Other Funds	-	-	-	-
Restricted Cash	-	1,567	486,593	488,160
Total Assets	\$ 4,367,075	\$ 1,567	\$ 519,463	\$ 4,888,105
Liabilities and Fund Balances				
Liabilities:				
Accounts Payable	\$ 36,725	\$ -	\$ 21,280	\$ 58,005
Other Accrued Liabilities	33,578	-	-	33,578
Due to Other Funds	12,313	-	34,162	46,475
Total Liabilities	82,616	-	55,442	138,058
Fund Balances:				
Restricted	4,289,342	1,567	498,082	4,788,991
Unassigned	(4,883)	-	(34,061)	(38,944)
Total Fund Balances	4,284,459	1,567	464,021	4,750,047
Total Liabilities and Fund Balances	\$ 4,367,075	\$ 1,567	\$ 519,463	\$ 4,888,105

See Independent Auditor's report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances for Nonmajor Other Governmental Funds
For the year ended December 31, 2017

	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Total Non Major Other Governmental Funds
Revenues				
Taxes				
Ad valorem	\$ 957,473	\$ -	\$ -	\$ 957,473
Sales and Use	-	-	-	-
Intergovernmental				
Grants - Federal	12,344	-	252,262	264,606
Grants - State	25,874	-	-	25,874
State Revenue Sharing	51,309	-	-	51,309
Charges for Services	135,788	-	-	135,788
Fines and Forfeitures	3,630	-	-	3,630
Investment Earnings	35,632	170	-	35,802
Miscellaneous	31,487	-	-	31,487
Total Revenues	1,253,537	170	252,262	1,505,969
Expenditures				
General Government				
Benefits and Payroll Taxes	31,570	-	-	31,570
Total General Government	31,570	-	-	31,570
Public Safety				
Salaries	22,272	-	-	22,272
Benefits and Payroll Taxes	10,563	-	-	10,563
Insurance	70,574	-	-	70,574
Other operating	148,859	-	-	148,859
Professional Fees	18,957	-	-	18,957
Utilities	17,387	-	-	17,387
Total Public Safety	288,612	-	-	288,612
Public Works				
Salaries	197,416	-	-	197,416
Benefits and Payroll Taxes	71,045	-	-	71,045
Insurance	3,688	-	-	3,688
Other operating	22,715	-	2,098	24,813
Road Materials	39,455	-	-	39,455
Vehicle Expenses	63,800	-	-	63,800
Total Public Works	398,119	-	2,098	400,217
Health and Welfare				
Salaries	-	-	-	-
Benefits	-	-	-	-
Other operating	12,344	-	-	12,344
Total Health and Welfare	12,344	-	-	12,344
Economic Development				
Insurance	-	-	-	-
Other operating	-	-	-	-
Total Economic Development	-	-	-	-
Capital Outlays	236,796	-	134,490	371,286
Debt Service				
Principal	143,926	148,000	-	291,926
Interest	12,392	43,733	-	56,125
Total Expenditures	1,123,759	191,733	136,588	1,452,080
Excess (Deficiency) of Revenues				
Over (Under) (Expenditures)	129,778	(191,563)	115,674	53,889
See Independent Auditor's Report.				

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances for Nonmajor Other Governmental Funds
For the year ended December 31, 2017

	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Total Non Major Other Governmental Funds
Other Financing Sources (Uses)				
Operating Transfers In	\$ 137,695	\$ 191,733	\$ -	\$ 329,428
Operating Transfers (Out)	(71,026)	(3,945)	-	(74,971)
Payments to Other Governments	(7,492)	-	(78,741)	(86,233)
Sale of Capital Assets	7,337	-	-	7,337
Proceeds from Debt	100,678	-	-	100,678
Total Other Financing Sources (Uses)	<u>167,192</u>	<u>187,788</u>	<u>(78,741)</u>	<u>276,239</u>
Net Change in Fund Balances	<u>296,970</u>	<u>(3,775)</u>	<u>36,933</u>	<u>330,128</u>
Fund Balances, Beginning	<u>3,987,489</u>	<u>5,342</u>	<u>427,088</u>	<u>4,419,919</u>
Fund Balances, Ending	<u>\$ 4,284,459</u>	<u>\$ 1,567</u>	<u>\$ 464,021</u>	<u>\$ 4,750,047</u>

(Concluded)

See Independent Auditor's Report.

St. Helena Parish Police Jury
Listing of Nonmajor Special Revenue Funds

Road District Maintenance Funds

The Road District Maintenance Funds are used to account for the operations and road maintenance in Road District No's. 1, 3, 4, 5, 6, and Sub Road 1 and Sub Road 2 of District 2. Financing is provided by ad valorem taxes, state revenue sharing funds, and interest earned on surplus cash balances.

Fifth Ward Fire Protection Maintenance Fund

The Fifth Ward Fire Protection Maintenance Fund is used to account for the operations of a volunteer fire department providing fire protection for the Fifth Ward. Financing is provided by ad valorem taxes, the two percent fire insurance rebate, state revenue sharing funds, and interest earned on surplus cash balances.

Sixth Ward Fire Protection Maintenance Fund

The Sixth Ward Fire Protection Maintenance Fund is used to account for the operations of a volunteer fire department providing fire protection for the Sixth Ward. Financing is provided by ad valorem taxes and interest earned on surplus cash balances.

Fire Protection District 2 Fund

The Fire Protection District 2 Fund is used to account for the operations of a volunteer fire department providing fire protection in the northwestern portion of St. Helena Parish, Louisiana. Financing is provided by ad valorem taxes, the two percent fire insurance rebate, and interest earned on surplus cash balances.

Fire Protection District 3 Fund

The Fire Protection District 3 Fund is used to account for the operations of a volunteer fire department providing fire protection for District Number 3. Financing is provided by ad valorem taxes and interest earned on surplus cash balances.

South 2nd District #1 Fund

The Fire Protection South 2nd District #1 Fund is used to account for the operations of a volunteer fire department providing fire protection for South 2nd Ward. Financing is provided by ad valorem taxes and interest earned on surplus cash balances.

E-911 Communications Fund

The E-911 Fund is used to account for operations of an enhanced 911 emergency telephone system. Financing is provided by an emergency telephone service charge.

St. Helena Parish Police Jury
Listing of Nonmajor Special Revenue Funds

Off-Duty Law Enforcement

The Off-Duty Law Enforcement Fund is used to account for the payment of witness fees to off-duty law enforcement officers in criminal matters. Financing is provided from proceeds of criminal cases in accordance with Louisiana Revised Statute 15:255.

Office of Motor Vehicle Fund

The Office of Motor Vehicle Fund is used to account for the collection of a \$2.00 fee per service or transaction collected, which is used solely to defray local cost of operating the local field office in the parish.

Revolving Loan Fund

The Revolving Loan Fund is used to account for a Farmer's Home Administration "Rural Business Enterprise Grant" of \$100,000. The grant funds will be used as a revolving loan fund to make loans to new businesses in the St. Helena area.

Community Development Block Grant (CDBG) Housing Repair Fund

The Community Development Block Grant (CDBG) Housing Repair Fund is used to account for federal grants for minor repairs to homes of parish residents who qualify as a result of storm damage from Hurricane Gustav and Ike.

St. Helena Parish Police Jury
Combining Balance Sheet
Nonmajor Special Revenue Funds Group 1 - Public Safety, Health and Welfare and Economic Development
As of December 31, 2017

	<u>Fifth Ward Fire District Fund</u>	<u>Fire Protection District #2 Fund</u>	<u>Fire Protection District #3 Fund</u>	<u>South Second Ward Fire Protection Fund</u>	<u>6th Ward Fire Fund</u>	<u>E-911 Fund</u>	<u>Total</u>
Assets							
Cash and Equivalents	\$ 620,016	\$ 311,506	\$ 371,443	\$ 170,462	\$ 70,881	\$ 216,999	\$ 1,761,307
Investments	-	-	-	-	-	-	-
Receivables, Net:	161,760	86,269	150,536	52,758	41,954	17,383	510,660
Due From Other Funds	-	-	-	-	-	-	-
Total Assets	<u>\$ 781,776</u>	<u>\$ 397,775</u>	<u>\$ 521,979</u>	<u>\$ 223,220</u>	<u>\$ 112,835</u>	<u>\$ 234,382</u>	<u>\$ 2,271,967</u>
Liabilities and Fund Balances							
Liabilities:							
Accounts Payable	\$ 592	\$ 12,396	\$ 8,619	\$ 756	2,618	\$ 469	\$ 25,450
Other Accrued Liabilities	<u>5,276</u>	<u>2,806</u>	<u>4,876</u>	<u>1,896</u>	<u>1,533</u>	<u>-</u>	<u>16,387</u>
Total Liabilities	<u>5,868</u>	<u>15,202</u>	<u>13,495</u>	<u>2,652</u>	<u>4,151</u>	<u>469</u>	<u>41,837</u>
Fund Balances:							
Restricted	775,908	382,573	508,484	220,568	108,684	233,913	2,230,130
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fund Balances	<u>775,908</u>	<u>382,573</u>	<u>508,484</u>	<u>220,568</u>	<u>108,684</u>	<u>233,913</u>	<u>2,230,130</u>
Total Liabilities and Fund Balances	<u>\$ 781,776</u>	<u>\$ 397,775</u>	<u>\$ 521,979</u>	<u>\$ 223,220</u>	<u>\$ 112,835</u>	<u>\$ 234,382</u>	<u>\$ 2,271,967</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Balance Sheet
Nonmajor Special Revenue Funds Group 2 - Public Safety, Health and Welfare and Economic Development
As of December 31, 2017

	<u>Off-Duty Law Enforcement</u>	<u>Revolving Loan Fund</u>	<u>Office of Motor Vehicle Fund</u>	<u>CDBG Housing Fund</u>	<u>Total</u>
Assets					
Cash and Equivalents	\$ 3,399	\$ 7,353	\$ 83,834	\$ 1,445	\$ 96,031
Investments	-	156,761	-	-	156,761
Receivables, Net:	546	23,899	2,259	8,030	34,734
Total Assets	<u>\$ 3,945</u>	<u>\$ 188,013</u>	<u>\$ 86,093</u>	<u>\$ 9,475</u>	<u>\$ 287,526</u>
Liabilities and Fund Balances					
Liabilities:					
Accounts Payable	\$ 50	\$ -	\$ 51	\$ 2,045	\$ 2,146
Other Accrued Liabilities	-	-	-	-	-
Due to Other Funds	-	-	-	12,313	12,313
Total Liabilities	<u>50</u>	<u>-</u>	<u>51</u>	<u>14,358</u>	<u>14,459</u>
Fund Balances:					
Restricted	3,895	188,013	86,042	-	277,950
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,883)</u>	<u>(4,883)</u>
Total Fund Balances	<u>3,895</u>	<u>188,013</u>	<u>86,042</u>	<u>(4,883)</u>	<u>273,067</u>
Total Liabilities and Fund Balances	<u>\$ 3,945</u>	<u>\$ 188,013</u>	<u>\$ 86,093</u>	<u>\$ 9,475</u>	<u>\$ 287,526</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and Changes in Fund Balances for
Nonmajor Special Revenue Funds Group 1 - Public Safety, Health and Welfare and Economic Development
For the year ended December 31, 2017

	Fifth Ward Fire District Fund	Fire Protection District #2 Fund	Fire Protection District #3 Fund	South Second Ward Fire Protection Fund	6th Ward Fire Fund	E-911 Fund	Total
Revenues							
Taxes							
Ad valorem	\$ 157,429	\$ 70,426	\$ 135,110	\$ 57,988	\$ 45,672	\$ -	\$ 466,625
Intergovernmental							
Grants - State	-	-	25,874	-	-	-	25,874
State Revenue Sharing	14,671	4,162	3,960	-	-	-	22,793
Charges for Services	-	-	-	-	-	113,723	113,723
Investment Earnings	4,936	4,072	3,954	2,085	951	1,756	17,754
Donations	-	-	-	-	-	-	-
Miscellaneous	11,021	6,719	7,705	6,042	-	-	31,487
Total Revenues	188,057	85,379	176,603	66,115	46,623	115,479	678,256
Expenditures							
General Government							
Salaries	-	-	-	-	-	-	-
Benefits and Payroll Taxes	5,276	2,806	4,876	1,896	-	-	14,854
Total General Government	5,276	2,806	4,876	1,896	-	-	14,854
Public Safety							
Salaries	-	-	-	-	-	22,272	22,272
Benefits and Payroll Taxes	-	-	-	-	1,533	9,030	10,563
Insurance	15,402	12,831	20,048	12,221	9,502	-	70,004
Other operating	19,614	25,452	27,334	15,434	4,177	54,660	146,671
Professional Fees	-	-	-	-	18,957	-	18,957
Utilities	4,385	2,378	2,513	2,502	2,049	-	13,827
Total Public Safety	39,401	40,661	49,895	30,157	36,218	85,962	282,294
Health and Welfare							
Salaries	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-
Other operating	-	-	-	-	-	-	-
Total Health and Welfare	-	-	-	-	-	-	-
Economic Development							
Insurance	-	-	-	-	-	-	-
Other operating	-	-	-	-	-	-	-
Total Economic Development	-	-	-	-	-	-	-
Capital Outlays	61,480	10,000	25,874	7,873	-	-	105,227
Debt Service							
Principal	-	21,597	63,895	-	-	-	85,492
Interest	-	5,448	5,110	-	-	-	10,558
Total Expenditures	106,157	80,512	149,650	39,926	36,218	85,962	498,425
Excess (Deficiency) of Revenues Over (Under) (Expenditures)	81,900	4,867	26,953	26,189	10,405	29,517	179,831

(Continued)

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and Changes in Fund Balances for
Nonmajor Special Revenue Funds Group 1 - Public Safety, Health and Welfare and Economic Development
For the year ended December 31, 2017

	Fifth Ward Fire District Fund	Fire Protection District #2 Fund	Fire Protection District #3 Fund	South Second Ward Fire Protection Fund	6th Ward Fire Fund	E911 Fund	Total
Other Financing Sources (Uses)							
Operating Transfers In	2	-	-	-	-	-	2
Operating Transfers (Out)	(6,765)	(3,865)	(6,951)	(2,397)	(1,841)	(4,228)	(26,047)
Sale of Capital Assets	-	-	-	-	-	-	-
Capital Lease Proceeds	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(6,763)</u>	<u>(3,865)</u>	<u>(6,951)</u>	<u>(2,397)</u>	<u>(1,841)</u>	<u>(4,228)</u>	<u>(26,045)</u>
Net Change in Fund Balances	<u>75,137</u>	<u>1,002</u>	<u>20,002</u>	<u>23,792</u>	<u>8,564</u>	<u>25,289</u>	<u>153,786</u>
Fund Balances , Beginning	<u>700,771</u>	<u>381,571</u>	<u>488,482</u>	<u>196,776</u>	<u>100,120</u>	<u>208,624</u>	<u>2,076,344</u>
Fund Balances, Ending	<u>\$ 775,908</u>	<u>\$ 382,573</u>	<u>\$ 508,484</u>	<u>\$ 220,568</u>	<u>\$ 108,684</u>	<u>\$ 233,913</u>	<u>\$ 2,230,130</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and Changes in Fund Balances for
Nonmajor Special Revenue Funds Group 2 - Public Safety, Health and Welfare and Economic Development
For the year ended December 31, 2017

	<u>Off-Duty Law Enforcement</u>	<u>Revolving Loan Fund</u>	<u>Office of Motor Vehicle Fund</u>	<u>CDBG Housing Fund</u>	<u>Total</u>
Revenues					
Taxes					
Sales and Use	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental					
Grants - Federal	-	-	-	12,344	12,344
Charges for Services	-	-	22,065	-	22,065
Fines and Forfeitures	3,630	-	-	-	3,630
Investment Earnings	36	825	878	-	1,739
Total Revenues	<u>3,666</u>	<u>825</u>	<u>22,943</u>	<u>12,344</u>	<u>39,778</u>
Expenditures					
Public Safety					
Insurance	-	-	570	-	570
Other operating	949	-	1,239	-	2,188
Utilities	-	-	3,560	-	3,560
Total Public Safety	<u>949</u>	<u>-</u>	<u>5,369</u>	<u>-</u>	<u>6,318</u>
Health and Welfare					
Other operating	-	-	-	12,344	12,344
Total Health and Welfare	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,344</u>	<u>12,344</u>
Economic Development					
Other operating	-	-	-	-	-
Total Economic Development	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlays	-	-	-	-	-
Debt Service					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Total Expenditures	<u>949</u>	<u>-</u>	<u>5,369</u>	<u>12,344</u>	<u>18,662</u>
Excess (Deficiency) of Revenues Over (Under) (Expenditures)	<u>2,717</u>	<u>825</u>	<u>17,574</u>	<u>-</u>	<u>21,116</u>
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers (Out)	(161)	(1)	(632)	-	(794)
Payments to Other Governments	(7,492)	-	-	-	(7,492)
Total Other Financing Sources (Uses)	<u>(7,653)</u>	<u>(1)</u>	<u>(632)</u>	<u>-</u>	<u>(8,286)</u>
Net Change in Fund Balances	<u>(4,936)</u>	<u>824</u>	<u>16,942</u>	<u>-</u>	<u>12,830</u>
Fund Balances (Deficit), Beginning	<u>8,831</u>	<u>187,189</u>	<u>69,100</u>	<u>(4,883)</u>	<u>260,237</u>
Fund Balances (Deficit), Ending	<u>\$ 3,895</u>	<u>\$ 188,013</u>	<u>\$ 86,042</u>	<u>\$ (4,883)</u>	<u>\$ 273,067</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Balance Sheet
Nonmajor Special Revenue Funds - Road Maintenance
As of December 31, 2017

	Road District Maintenance #1 Fund	Sub Road 1 of Road District #2 Fund	Sub Road 2 of Road District #2 Fund	Road District Maintenance #3 Fund	Road District Maintenance #4 Fund	Road District Maintenance #5 Fund	Road District Maintenance #6 Fund	Total Non Major Special Revenue Funds - Road Maintenance
Assets								
Cash and Equivalents	\$ 102,179	\$ 141,578	\$ 138,005	\$ 453,064	\$ 310,180	\$ 46,221	\$ 94,058	\$ 1,285,285
Receivables, Net	105,002	27,748	80,664	131,600	56,917	76,682	43,684	522,297
Due From Other Funds	-	-	-	-	-	-	-	-
Total Assets	\$ 207,181	\$ 169,326	\$ 218,669	\$ 584,664	\$ 367,097	\$ 122,903	\$ 137,742	\$ 1,807,582
Liabilities and Fund Balances								
Liabilities:								
Accounts Payable	\$ 6,281	\$ -	\$ 785	\$ 786	\$ 664	\$ 261	\$ 352	\$ 9,129
Other Accrued Liabilities	3,390	919	2,763	4,261	1,859	2,512	1,487	17,191
Due to Other Funds	-	-	-	-	-	-	-	-
Total Liabilities	9,671	919	3,548	5,047	2,523	2,773	1,839	26,320
Fund Balances:								
Restricted	197,510	168,407	215,121	579,617	364,574	120,130	135,903	1,781,262
Total Fund Balances	197,510	168,407	215,121	579,617	364,574	120,130	135,903	1,781,262
Total Liabilities and Fund Balances	\$ 207,181	\$ 169,326	\$ 218,669	\$ 584,664	\$ 367,097	\$ 122,903	\$ 137,742	\$ 1,807,582

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances for Nonmajor Special Revenue Funds - Road Maintenance
For the year ended December 31, 2017

	Road District Maintenance #1	Sub Road 1 of Road District #2 Fund	Sub Road 2 of Road District #2 Fund	Road District Maintenance #3 Fund	Road District Maintenance #4 Fund	Road District Maintenance #5 Fund	Road District Maintenance #6 Fund	Total Nonmajor Special Revenue Funds - Road Maintenance
Revenues								
Taxes								
Ad valorem	\$ 96,303	\$ 27,539	\$ 85,070	\$ 132,237	\$ 31,056	\$ 74,304	\$ 44,339	\$ 490,848
Intergovernmental								-
State Revenue Sharing	1,528	2,901	4,187	5,610	2,909	6,985	4,396	28,516
Investment Earnings	1,560	1,525	1,800	5,571	3,838	468	1,377	16,139
Miscellaneous	-	-	-	-	-	-	-	-
Total Revenues	<u>99,391</u>	<u>31,965</u>	<u>91,057</u>	<u>143,418</u>	<u>37,803</u>	<u>81,757</u>	<u>50,112</u>	<u>535,503</u>
Expenditures								
General Government								
Benefits and Payroll Taxes	2,915	919	2,763	4,261	1,859	2,512	1,487	16,716
Total General Government	<u>2,915</u>	<u>919</u>	<u>2,763</u>	<u>4,261</u>	<u>1,859</u>	<u>2,512</u>	<u>1,487</u>	<u>16,716</u>
Public Works								
Salaries	49,002	-	26,102	40,338	43,346	3,132	35,496	197,416
Benefits and Payroll Taxes	17,838	-	10,377	18,731	8,496	369	15,234	71,045
Insurance	974	-	705	697	440	261	611	3,688
Other operating	13,474	-	229	8,625	-	239	148	22,715
Road Materials	771	-	10,690	-	8,948	3,226	15,820	39,455
Vehicle Expenses	9,626	-	8,997	11,434	17,419	7,443	8,881	63,800
Total Public Works	<u>91,685</u>	<u>-</u>	<u>57,100</u>	<u>79,825</u>	<u>78,649</u>	<u>14,670</u>	<u>76,190</u>	<u>398,119</u>
Capital Outlays	-	-	50,339	54,017	-	9,713	17,500	131,569
Debt Service								
Principal	21,217	-	17,508	12,372	7,337	-	-	58,434
Interest	178	-	1,455	201	-	-	-	1,834
Total Expenditures	<u>115,995</u>	<u>919</u>	<u>129,165</u>	<u>150,676</u>	<u>87,845</u>	<u>26,895</u>	<u>95,177</u>	<u>606,672</u>
Excess (Deficiency) of Revenues Over (Under) (Expenditures)	<u>(16,604)</u>	<u>31,046</u>	<u>(38,108)</u>	<u>(7,258)</u>	<u>(50,042)</u>	<u>54,862</u>	<u>(45,065)</u>	<u>(71,169)</u>
Other Financing Sources (Uses)								
Operating Transfers In	10,119	10,013	21,415	22,327	20,050	20,019	33,750	137,693
Operating Transfers (Out)	(5,110)	(1,544)	(4,089)	(6,328)	(9,209)	(14,556)	(3,349)	(44,185)
Sale of Capital Assets	-	-	-	-	7,337	-	-	7,337
Capital Lease Proceeds	-	-	50,339	50,339	-	-	-	100,678
Total Other Financing Sources (Uses)	<u>5,009</u>	<u>8,469</u>	<u>67,665</u>	<u>66,338</u>	<u>18,178</u>	<u>5,463</u>	<u>30,401</u>	<u>201,523</u>
Net Change in Fund Balances	<u>(11,595)</u>	<u>39,515</u>	<u>29,557</u>	<u>59,080</u>	<u>(31,864)</u>	<u>60,325</u>	<u>(14,664)</u>	<u>130,354</u>
Fund Balances, Beginning	<u>209,105</u>	<u>128,892</u>	<u>185,564</u>	<u>520,537</u>	<u>396,438</u>	<u>59,805</u>	<u>150,567</u>	<u>1,650,908</u>
Fund Balances, Ending	<u>\$ 197,510</u>	<u>\$ 168,407</u>	<u>\$ 215,121</u>	<u>\$ 579,617</u>	<u>\$ 364,574</u>	<u>\$ 120,130</u>	<u>\$ 135,903</u>	<u>\$ 1,781,262</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Listing of Nonmajor Capital Project Funds

The Courthouse Project Fund – This fund is used to account for renovations to the parish courthouse.

Disaster Project Fund - The fund is used to account for various federal grants from FEMA that are used to pay the costs of building, resurfacing, and repairing various roads in the parish.

Public Transit Fund – The fund is used to account for a state grant from the Department of Transportation and Development that is used to provide medical and other transportation for the benefit of the rural public.

Hospital Mitigation Fund – The fund is used to account for federal grants for the purpose of Hazardous Mitigation repairs to the St. Helena Sheriff, St. Helena Parish Hospital, and the St. Helena Parish Police Jury buildings. The fund is also used to account for grants related to the construction of the St. Helena Sewage Pond and a drainage project for seven bridges.

St. Helena Parish Police Jury
Combining Balance Sheet
Nonmajor Capital Project Funds
As of December 31, 2017

	<u>Courthouse Project Fund</u>	<u>Disaster Project Fund</u>	<u>Public Transit Fund</u>	<u>Hospital Hazard Mitigation</u>	<u>Total Nonmajor Capital Project Funds</u>
Assets					
Cash and Equivalents	\$ -	\$ -	\$ 100	\$ -	\$ 100
Receivables, Net:	-	11,490	21,280	-	32,770
Due From Other Funds	-	-	-	-	-
Restricted Cash	1	419,709	-	66,883	486,593
Total Assets	\$ 1	\$ 431,199	\$ 21,380	\$ 66,883	\$ 519,463
Liabilities and Fund Balances					
Liabilities:					
Accounts Payable	\$ -	\$ -	\$ 21,280	\$ -	\$ 21,280
Other Accrued Liabilities	-	-	-	-	-
Due to Other Funds	34,062	-	100	-	34,162
Total Liabilities	34,062	-	21,380	-	55,442
Fund Balances:					
Restricted	-	431,199	-	66,883	498,082
Unassigned	(34,061)	-	-	-	(34,061)
Total Fund Balances (Deficit)	(34,061)	431,199	-	66,883	464,021
Total Liabilities and Fund Balances	\$ 1	\$ 431,199	\$ 21,380	\$ 66,883	\$ 519,463

See Independent Auditor's Report.

St. Helena Parish Police Jury
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances for NonMajor Capital Project Funds
For the year ended December 31, 2017

	<u>Courthouse</u> <u>Project Fund</u>	<u>Disaster</u> <u>Project Fund</u>	<u>Public</u> <u>Transit Fund</u>	<u>Hospital</u> <u>Hazard</u> <u>Mitigation</u>	<u>Total</u> <u>Nonmajor</u> <u>Capital</u> <u>Projects Funds</u>
Revenues					
Intergovernmental					
Grants - Federal	\$ -	\$ 42,831	\$ 70,641	\$ 138,790	\$ 252,262
Grants - State	-	-	-	-	-
Investment Earnings	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>42,831</u>	<u>70,641</u>	<u>138,790</u>	<u>252,262</u>
Expenditures					
Public Works					
Salaries	-	-	-	-	-
Benefits and Payroll Taxes	-	-	-	-	-
Other operating	-	2,038	-	60	2,098
Total Public Works	<u>-</u>	<u>2,038</u>	<u>-</u>	<u>60</u>	<u>2,098</u>
Capital Outlays	-	-	-	134,490	134,490
Total Expenditures	<u>-</u>	<u>2,038</u>	<u>-</u>	<u>134,550</u>	<u>136,588</u>
Excess (Deficiency) of Revenues					
Over (Under) (Expenditures)	<u>-</u>	<u>40,793</u>	<u>70,641</u>	<u>4,240</u>	<u>115,674</u>
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers (Out)	-	-	-	-	-
Payments to Other Governments	-	(3,800)	(70,641)	(4,300)	(78,741)
Total Other Financing Sources (Uses)	<u>-</u>	<u>(3,800)</u>	<u>(70,641)</u>	<u>(4,300)</u>	<u>(78,741)</u>
Net Change in Fund Balances	<u>-</u>	<u>36,993</u>	<u>-</u>	<u>(60)</u>	<u>36,933</u>
Fund Balances, (Deficit) Beginning	<u>(34,061)</u>	<u>394,206</u>	<u>-</u>	<u>66,943</u>	<u>427,088</u>
Fund Balances, (Deficit) Ending	<u>\$ (34,061)</u>	<u>\$ 431,199</u>	<u>-</u>	<u>\$ 66,883</u>	<u>\$ 464,021</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Listing of Nonmajor Debt Service Funds

Revenue Bonds 2001 Sinking

The Revenue Bond 2001 Sinking Fund is used to accumulate funds for the annual installment due on the Revenue Bonds. The revenue bond was issued for the purpose of constructing a facility to house the Police Jury office and the county parish agent. Transfers will be made from the General Fund for this purpose and accumulated in this account.

Road District #1 Sinking

The Road District #1 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Road District #1 Fund for this purpose and accumulated in this account.

Sub Road #1 of Road District #2 Sinking

The Sub Road #1 of Road District #2 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Sub Road 1 of Road District #2 Fund for this purpose and accumulated in this account.

Sub Road 2 of Road District #2 Sinking

The Sub Road 2 of Road District #2 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Sub Road 2 of Road District #2 Fund for this purpose and accumulated in this account.

Road District #3 Sinking

The Road District #3 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Road District #3 Fund for this purpose and accumulated in this account.

Road District #4 Sinking

The Road District #4 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Road District #4 Fund for this purpose and accumulated in this account.

Road District #5 Sinking

The Road District #5 Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the cost of building; rebuilding, resurfacing and keeping in repair the public roads, highways, and bridges in the District. Transfers will be made from the Road District #5 Fund for this purpose and accumulated in this account.

St. Helena Parish Police Jury
Listing of Nonmajor Debt Service Funds

5th Ward Fire Protection Sinking

The 5th Ward Fire Protection Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the purchase of three pumper trucks, one tanker truck, and the construction of a four bay fire station for the fire district. Transfers will be made from the 5th Ward Fire Protection Fund for this purpose and accumulated in this account.

Road Rehabilitation Sinking

The Road Rehabilitation Sinking Fund is used to accumulate funds for the annual installment due on the Certificate of Indebtedness. The proceeds from the certificate of indebtedness funded the costs of building, rebuilding, resurfacing, and keeping in repair the public roads, highways, and bridges in the district. Transfers will be made from the Road District Maintenance Fund for this purpose and accumulated in this account.

**St. Helena Parish Police Jury
Combining Balance Sheet
Nonmajor Debt Service Funds
As of December 31, 2017**

	Revenue Bond Sinking Fund	Road District #1 Sinking Fund	Sub Road 1 of 2 Sinking Fund	Sub Road 2 of 2 Sinking Fund	Road District #3 Sinking Fund	Road District #4 Sinking Fund	Road District #5 Sinking Fund	Fifth Ward Fire Protection District Sinking Fund	Road Rehab Sinking Fund	Total Nonmajor Debt Service Funds
Assets										
Restricted Cash	\$ 1,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145	\$ 1,567
Total Assets	<u>\$ 1,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 145</u>	<u>\$ 1,567</u>
Liabilities and Fund Balances										
Liabilities:										
Other Accrued Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:										
Restricted	1,422	-	-	-	-	-	-	-	145	1,567
Total Fund Balances	<u>1,422</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145</u>	<u>1,567</u>
Total Liabilities and Fund Balances	<u>\$ 1,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 145</u>	<u>\$ 1,567</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
 Combining Statement of Revenues, Expenditures and
 Changes in Fund Balances for NonMajor Debt Service Funds
 For the year ended December 31, 2017

	Revenue Bond Sinking Fund	Road District #1 Sinking Fund	Sub Road 1 of 2 Sinking Fund	Sub Road2 of 2 Sinking Fund	Road District #3 Sinking Fund	Road District #4 Sinking Fund	Road District #5 Sinking Fund	Fifth Ward Fire Protection District Sinking Fund	Road Rehab Sinking Fund	Total Nonmajor Debt Service Funds
Revenues										
Investment Earnings	\$ 113	\$ 1	\$ -	\$ 10	\$ 16	\$ -	\$ 1	\$ -	\$ 29	\$ 170
Total Revenues	<u>113</u>	<u>1</u>	<u>-</u>	<u>10</u>	<u>16</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>29</u>	<u>170</u>
Expenditures										
Capital Outlays	-	-	-	-	-	-	-	-	-	-
Debt Service										
Principal	12,000	-	-	-	-	-	-	-	136,000	148,000
Interest	15,180	-	-	-	-	-	-	-	28,553	43,733
Total Expenditures	<u>27,180</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>164,553</u>	<u>191,733</u>
Excess (Deficiency) of Revenues Over (Under) (Expenditures)	<u>(27,067)</u>	<u>1</u>	<u>-</u>	<u>10</u>	<u>16</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>(164,524)</u>	<u>(191,563)</u>
Other Financing Sources (Uses)										
Operating Transfers In	27,180	-	-	-	-	-	-	-	164,553	191,733
Operating Transfers (Out)	-	(119)	(13)	(1,415)	(2,327)	(50)	(19)	(2)	-	(3,945)
Total Other Financing Sources (Uses)	<u>27,180</u>	<u>(119)</u>	<u>(13)</u>	<u>(1,415)</u>	<u>(2,327)</u>	<u>(50)</u>	<u>(19)</u>	<u>(2)</u>	<u>164,553</u>	<u>187,788</u>
Net Change in Fund Balances	<u>113</u>	<u>(118)</u>	<u>(13)</u>	<u>(1,405)</u>	<u>(2,311)</u>	<u>(50)</u>	<u>(18)</u>	<u>(2)</u>	<u>29</u>	<u>(3,775)</u>
Fund Balances, Beginning	<u>1,309</u>	<u>118</u>	<u>13</u>	<u>1,405</u>	<u>2,311</u>	<u>50</u>	<u>18</u>	<u>2</u>	<u>116</u>	<u>5,342</u>
Fund Balances, Ending	<u>\$ 1,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>145</u>	<u>\$ 1,567</u>

See Independent Auditor's Report.

St. Helena Parish Police Jury
Schedule of Compensation Paid to Board Members
For the year ended December 31, 2017

<u>Name and Title</u>	<u>Address</u>	<u>Term</u>	<u>Salary</u>
Major Coleman	1094 McDaniel Road Amite, LA 70422	Jan 2016 to 2020	\$ 21,600
Warren A. McCray, Jr.	2100 Calmes Road Denham Springs, LA 70726	Jan 2016 to 2020	19,200
Theodore McCray, Jr.	8915 Highway 43 Amite, LA 70422	Jan 2016 to 2020	19,200
Jule Wascom	145 Alton & Lucille Lane Greensburg, LA 70441	Jan 2016 to 2020	19,200
Doug Watson	17571 Highway 441 Kentwood, LA 70444	Jan 2016 to 2020	19,200
Jeremy Williams	3284 Hwy 1042 Greensburg, LA 70441	Jan 2016 to 2020	19,200
			\$ <u><u>117,600</u></u>

This schedule is presented in compliance with House Resolution #54 of the 1979 Session of Louisiana Legislature.

See Independent Auditor's Report.

Schedule 21

**St. Helena Parish Police Jury
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the year ended December 31, 2017**

Jules Wascom, Police Jury President (January 1-11, 2017)

Purpose	Amount
Salary	\$ 651
Employer Paid Medicare & Social Security	50
Total	\$ 701

Major Coleman, Police Jury President (January 12, 2017 through December 31, 2017)

Purpose	Amount
Salary	\$ 21,021
Employer Paid Medicare & Social Security	1,608
Benefits-Insurance	9,244
Mileage Reported on W-2	306
Registration Fees	575
Conference Travel & Lodging	669
Conference Meals	179
Total	\$ 33,602

See Independent Auditor's Report.

Bruce C. Harrell, CPA

Kristi U. Bergeron, CPA
Jessica H. Jones, CPA
Brandy W. Garcia, CPA
Elizabeth P. Lafargue, CPA

INTERNET
www.teamcpa.com

MEMBERS
American Institute of CPAs
Society of Louisiana CPAs



BRUCE HARRELL
and COMPANY

CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

109 West Minnesota Park
Park Place Suite 7
Hammond, LA 70403
VOICE: (985) 542-6372
FAX: (985) 345-3156

KENTWOOD OFFICE
P.O. Box 45 - 909 Avenue G
Kentwood, LA 70444
VOICE: (985) 229-5955
FAX: (985) 229-5951

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

To St. Helena Parish Police Jury
Greensburg, 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 aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the St. Helena Parish Police Jury (Police Jury), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Police Jury's basic financial statements and have issued our report thereon dated June 29, 2018. Our report includes a reference to other auditors who audited the financial statements of St. Helena Parish Hospital Service District No. 1 and Subsidiary and Waterworks District No. 2 of St. Helena Parish, as described in our report on the Police Jury's financial statements. This report does not include the results of the other audit testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

The financial statements of St. Helena Parish Fire District No. 4, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District were not audited and as a result, our report included a qualified opinion on the aggregate discretely presented component units. Accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with St. Helena Parish Fire District No. 4, St. Helena Parish Tourist Commission, and the St. Helena 5th Ward Recreation District.

Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies described in the accompanying schedule of findings and responses as finding 2017-I3, to be material weaknesses.

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. We consider the deficiencies described in the accompanying schedule of findings and responses as findings 2017-I1 and 2017-I2, to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the St. Helena Parish Police Jury's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as finding 2017-C1.

St. Helena Parish Police Jury's Response to Findings

St. Helena Parish Police Jury's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The St. Helena Parish Police Jury's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

A handwritten signature in black ink that reads "Bruce Harrell & Co." with a stylized flourish at the end.

Bruce Harrell & Company, CPAs
A Professional Accounting Corporation
Kentwood, LA

June 29, 2018

**St. Helena Parish Police Jury
Schedule of Findings and Responses
For the Year Ended December 31, 2017**

Section I Summary of Auditor's Results

Financial Statements

a. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified Qualified
Disclaimer Adverse

b. *Report on Internal Control and Compliance Material to the Financial Statements*

Internal Control:

Material Weaknesses Yes No Significant Deficiencies Yes No

Compliance:

Noncompliance Material to Financial Statements Yes No

Federal Awards - NA

Internal Control over major federal Programs:

Material Weaknesses Yes No Significant Deficiencies Yes No

Type of auditor's report issued on compliance for major federal programs:

Unmodified Qualified
Disclaimer Adverse

Are there findings required to be reported in accordance with 2 CFR 200.516(a)

Yes No

Was a management letter issued?

Yes No

Identification of Major Programs:

CFDA Number (s)	Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs: \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? Yes No

**St. Helena Parish Police Jury
Schedule of Findings and Responses
For the Year Ended December 31, 2017**

Section II Financial Statement Findings

Finding Number: 2017-C1 Communication District Expenditures (Noncompliance)

Year Initial Finding Occurred: Fiscal year ending December 31, 2016

Criteria: Funds are created to segregate and account for the expenditure of funds for specific purposes per enabling legislation, elections, and specific purposes, and to report on the expenditure of those funds. Reporting of expenditures must match to the intended purposes for the fund. Funding for the Communication must be legally restricted to activities benefitting the Communication District.

Condition: The E911 Communication District is reported as a separate fund within the Police Jury financials. During fiscal year 2016, the Police Jury hired an additional employee to properly certify 911 addresses. However, after the employee was hired, it was determined that duties related to address certifications took only a small part of the employees time, and the employee assumed other administrative duties within the Police Jury office

Cause: The employee position was required to meet legal requirements for certifying 911 addresses, but this takes only a small part of the employee's time.

Effect: Noncompliance with the legal restriction on the funds.

Recommendation: Recommendations are to either reimburse the Communication District for time worked on Police Jury administrative tasks, or to transfer the employee to a separate position. If the option is taken to reimburse the Communication District, time documentation would be required to document all time worked on Communication District activities.

Management's Response: The Police Jury responded directly to this finding on June 13, 2017, by re-assigning the duties of an existing employee. This employee was authorized to work part-time as the E-911 Director to certify 911 addresses, and part-time as Deputy OEP Director. Salary is to be split between E-911 and General Fund, effective July 10, 2017.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Finding Number: 2017- I1 Inadequate Controls over Capital Assets (Significant Deficiency)

Year Initial Finding Occurred: Fiscal year ending December 31, 2004

Criteria: Adequately designed and operating internal controls over financial reporting provides for, among other things, accurate recording of transactions as well as safeguarding of assets. Such controls include, but are not limited to, preparation and reconciliation of detailed subsidiary ledgers that are supported by detailed records; specifically, detailed capital assets listing and records. Additionally, a physical inventory of capital assets allows for the proper accounting for capital assets and provides an opportunity, if one otherwise wouldn't have existed, to note any indicators of impairment.

**St. Helena Parish Police Jury
Schedule of Findings and Responses
For the Year Ended December 31, 2017**

Condition: The following conditions were noted:

- The annual physical inventory was not completed on a timely basis. Asset listings for taking physical inventory were provided by the outside CPA in early 2018. The final inventory was not completed until the first part of April, 2018.
- Fixed asset additions and disposals continue to be reported and the fixed assets listing and supporting documentation maintained by the outside CPA. However, monthly management of fixed assets by the Police Jury still needed to be strengthened, with monitoring of the disposition of assets per department, and documenting records internally that support additions, disposals, and changes in disposition of assets per department. The Fixed Asset Manager now communicates with grants officials to ensure that assets purchased with grant funds are properly identified and should continue to do so.
- All items on the fixed assets additions list had not been tagged.

Cause: Employee turnover and lack of funding for needed employees.

Effect: Inadequate controls over capital assets exposes the District to several risks, including, but not limited to misappropriation of assets and inaccurate or fraudulent financial reporting.

Recommendation: Significant corrective actions have been taken by the Police Jury. Recommendations for the current fiscal year are:

- Complete the annual inventory on a timely basis. The Fixed Asset Manager must receive the annual inventory sheets and distribute these sheets to employees that conduct the inventory.
- Fixed asset dispositions must be monitored for each department and any changes reported on a monthly basis to the outside CPA.
- Records must be maintained on a monthly basis by the Fixed Asset Manager documenting fixed asset additions, disposals, and changes in disposition, and these records must be provided on a timely basis to the outside CPA.
- The Fixed Asset Manager must communicate with grant employees and grant managers to ensure that assets purchased under grant programs are properly identified and reported to the outside CPA.
- A record of monthly activity must be provided to the Secretary-Treasurer, or the Secretary-Treasurer or designee must sign off on submissions of data to the outside CPA.
- Fixed assets need to be tagged as they are received and put in service.

Management's Response: We have hired a new employee in March, 2018 with the experience to implement the present and updated policies and procedures to resolve this area of concern. We plan to implement new fixed asset software to assist in managing and maintaining our fixed assets as required by law. We plan to manage fixed assets internally when the new software is implemented. We will provide the outside CPA with monthly fixed asset reports to reconcile to our financial statements.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

**St. Helena Parish Police Jury
Schedule of Findings and Responses
For the Year Ended December 31, 2017**

Finding Number: 2017- 12 Inadequate Segregation of Duties (Significant Deficiency)

Year Initial Finding Occurred: Fiscal year ending December 31, 2013

Criteria: Proper segregation of incompatible duties requires that there be different individuals responsible for authorizing transactions, recording transactions and maintaining custody of related assets. Additionally, duties for each employee must be more closely defined, revised, and included in the employee manual. In addition, segregation of duties must be demonstrated on a consistent basis for federal transactions.

Condition: It was noted in prior year audits that segregation of duties was a continuing problem for administrative personnel of the Police Jury. Existing problems were increased because of the lack of funding for needed employees. Within the last four years, the position of Grants Administrator was eliminated transferring duties to the Secretary-Treasurer, and the position of Payroll/Purchasing agent has changed three times in the last three years. Additionally, the June 3, 2016, GOHSEP letter on findings noted that the Police Jury does not have a clear segregation of duties.

Cause: Existing problems were increased because of the turnover and lack of funding for needed employees.

Effect: Inadequate segregation of duties exposes the Police Jury to several risks, including, but not limited to misappropriation of assets, inaccurate or fraudulent financial reporting, and noncompliance with federal grant compliance requirements.

Recommendation: Segregations of duties for processing financial transactions and grant management must be demonstrated and monitored on a continual basis. It is recommended that the Police Jury continue the process to closely monitor the segregate duties of existing employees. In particular, the following is recommended:

- Continue training for implementation of adopted policies for procurement, fixed asset management, and grants administration policies and procedures. Emphasis must be on the proper segregation of duties required for the administration and reporting of grant programs.
- Review and revise the duties for each employee and include revisions in the employee manual as changes in positions and duties occur.

Management's Response: We will continue, within current budget restraints, to review actions that would further segregate duties of employees, and continue training in the implementation of adopted financial policies. We revised the existing Employee Manual, including updates and revisions of job descriptions. Detailed policies and procedures are being developed that are expected to be formally adopted July, 2018.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

**St. Helena Parish Police Jury
Schedule of Findings and Responses
For the Year Ended December 31, 2017**

Finding Number: 2017- I3 Overall Controls for Office of Homeland Security Grants (Material Weakness)

Year Initial Finding Occurred: Fiscal year ending December 31, 2014

Criteria: The Police Jury must demonstrate that federal grants are expended and reported in accordance with budget and program compliance requirements for each federal grant program. Federal grant revenues and expenditures must be accounted for properly, and source documentation must be maintained to support grant expenditure reports. Personnel administering grants must be familiar with program compliance requirements.

Condition: Although no findings were issued for the Major Program (CFDA 14.228 Community Development Grants) in 2014, a site visit conducted June 9 through June 11, 2014 by the Louisiana Office of Homeland Security (GOHSEP) noted deficiencies in internal controls for managing and reporting Homeland Security grant programs. Office of Homeland Security Grant programs were classified as “non-major programs” for the fiscal year ending December 31, 2014, and federal expenditures for fiscal year 2015 were below the Single Audit threshold. A final letter on monitoring findings, referenced herein, was issued by GOHSEP on June 3, 2016.

A report dated June 19, 2015 by the Governor’s Office of Homeland Security (GOHSEP), noted numerous deficiencies in management of Homeland Security Grants administered by the Police Jury. A final letter issued June 3, 2016 listed remaining deficiencies. Each area included below corresponds to observations and deficiencies listed within these two GOHSEP documents.

1. During that initial GOHSEP site visit and in follow-up monitoring and communications, it was determined that Police Jury personnel were not familiar with the program requirements. It was noted that there are general policies in places, but the policies were too broad in scale. There was also a question on whether there was adequate segregation of duties, and this part of the finding is addressed in Finding 2017-I2 Segregation of Duties.

The Police Jury responded to these findings approving financial policies for management of federal grants, and contracting with a Federal Program Consultant. At the February 14, 2017 Regular Session of the Police Jury, a motion was adopted approving updated Grant Procedures, Procurement Guidelines, Separation of Financial Management Functions, Record-Keeping/Records Security, and DBE (Disadvantaged Business Enterprises) Policies. A training workshop was conducted in February 2017 by the consultant for four key Police Jury employees, in which Federal and State procurement standards were reviewed, along with internal control policies, fixed asset review and accounting, DBE policies adopted by the Police Jury, conflict of interest, and file/record-keeping. It was also noted during the February 2017 meetings, that the Purchasing Agent was approved to attend a grant and procurement training seminar (offered by a contractor of the U.S. Treasury), and that a representative of the Police Jury was approved to attend the LCDBG Public Facilities Project Severity Workshop. This finding requires continued response by the Police Jury and is carried forward.

2. The original finding by GOHSEP noted that policies and procedures related to purchasing procedures, and written procedures for the segregation of accounting duties have not been updated. After sampling of several invoices in 2016, it was determined that written procedures were not followed and files did not contain all supporting documentation.

The update of accounting duties and job descriptions is addressed in the segregation of duties finding above.

**St. Helena Parish Police Jury
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In relation to findings for policies and procedures for purchasing, the Police Jury responded to these findings by adopting in April 2016 purchasing policies, and by hiring a Federal Program Consultant to assist in the development of purchasing procedures and guides for federal programs. The updated Procurement Policy adopted by the Police Jury was forwarded to GOHSEP as part of a letter, dated March 3, 2017, detailing progress in adopting and implementing financial policies. Federal and State Procurement procedures were included in an initial training session conducted February 2017 for key employees. The Police Jury has developed an extensive Policy and Procedures Manual expected to be adopted at its July, 2018 meeting, after approval by GOHSEP.

Since the Police Jury must demonstrate it is following State Bid Law requirements, or requirements of federal agencies as applicable, this part of the finding is also continued from 2016, but no exceptions are reported for 2017. Initial actions to resolve the findings have been taken, have been implemented but are awaiting approval by GOHSEP, and formal adoption by the Police Jury of the updated Policies and Procedures Manual in July, 2018.

3. It was indicated that the Police Jury does not have written procedures in place for recording and managing equipment and inventory. There were questions as to whether the Police Jury had controls in place to prevent loss, damage or theft of equipment, and to record the disposition of equipment, including disposal and transfer of equipment. Since this finding was consistent with prior audit findings, it was noted that fixed asset findings are included only within fixed asset finding above.
4. The site visit questioned whether the Police Jury has a system in place to ensure that purchases were made in accordance with applicable bid requirements, and a system in place to monitor contract performance.

Refer to Item 1 and 2 above, for progress to-date in responding to this finding.

5. There was a question as to whether the Police Jury had controls in place to manage the time funded by federal programs, and in particular the segregation of time worked on PW's. Since a major disaster had not occurred for 2015, the Police Jury's road management software had the capability of segregating costs for disaster projects, and the Police Jury's payroll software allowed assignment of codes to segregate payroll costs, this finding was reported as resolved in the 2015 audit. It was noted that this finding would be re-evaluated as major disasters occurred.

Major flood disasters occurred in March and August 2016. Since response to GOHSEP monitoring findings was not sufficient, GOHSEP now funds projects on a reimbursement basis only. This part of the finding is continued since the Police Jury must demonstrate for each funded federal project, that payroll and costs accumulated within the road management software are properly recorded and reported. Since the GOHSEP visit the Police Jury has updated its policies and procedures to follow the required documentation. A new payroll system was implemented in January, 2018, with timekeeping functions to better track time for accurate coding to comply with the record keeping requirements related to grants, and other departmental activities. Work orders were revised for input into the road management system to also comply with these record keeping requirements.

6. It was questioned whether the Police Jury has a procurement/contract policy, and policies in place to monitor contracts. Such policies are required to determine contractors excluded from bidding and to ensure that minorities and women's businesses are properly notified of bid solicitations.

**St. Helena Parish Police Jury
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This matter was discussed with the Federal Program Consultant, who assisted in developing required disclosures for bid documents and in providing guides for the bid process. The procurement policy was adopted by the Police Jury in 2016, and an updated procurement policy was adopted by the Police Jury, with the guide provided to GOHSEP in February 2017. The procurement policy included reference to the required disclosures and actions related to minority and women's businesses.

7. It was noted that the applicant does not have a record retention policy in place, proper filing and retention of files, and does not have an emergency backup plan.

The Police Jury responded by adopting a records retention statement for federal programs. This part of the finding is partially resolved. However, the Police Jury must also comply with retention policies of the Louisiana Secretary of State. The part of the finding related to the requirement for an emergency backup plan is carried forward. Upon review with the Police Jury's computer consultant, it was noted that backups were conducted daily and stored offsite for the financial, road and bridges, and building departments. For files of the OEP office, backups are to an external drive. Backup procedures for the OEP office must be modified to provide greater security for grants and grants-related financial data. This finding requires continued response by the Police Jury and is carried forward. This record retention policy has been included in the updated Policies and Procedures Manual to be adopted in July, 2018.

The Police Jury initially responded to this finding by hiring a federal program consultant. This consultant provides needed expertise on overall internal controls for grant programs, but did not replace the need for an additional employee to assist the OEP director and to reduce the workload of the OEP Director. The Police Jury responded directly to this finding on June 13, 2017, by re-assigning the duties of an existing employee. This employee was authorized to work part-time as the E-911 Director to certify 911 addresses, and part-time as Deputy OEP Director. Salary is being split between E-911 and General Fund, effective July 10, 2017.

Cause: There appeared to be some lack of understanding of certain elements of administering and managing grant programs. Additionally, the general policies and procedures appeared too broad and not adequately updated to provide for adequate segregation of duties, procurement/contract policies, grant management, record keeping, records retention, and back up procedures.

Effect: Inadequate controls over capital assets expose the District to several risks, including, but not limited to misappropriation of assets and inaccurate or fraudulent financial reporting, and noncompliance with federal grant compliance requirements.

Recommendation: Audit recommendation is to address the general areas included in site visit monitoring and follow-up, as noted above. It is recommended that the Police Jury:

- Implement adopted policies. Policies related to procurement, grants management, and fixed asset management has been adopted.
- Continue training for employees in implementing financial policies, emphasizing the need for segregation of duties for processing financial transactions for grant programs.
- Clarify the process and responsibility for centralizing and maintaining bid documentation.
- Continue to take advantage of training opportunities available for grants personnel.
- Follow up on continued development of a records retention policy.
- Review and modify backup procedures for the OEP office to ensure security for federal program data.
- When a disaster occurs, continue efforts to segregate data by meeting with payroll personnel and the road department for road management software, to standardize the accumulation of cost data.

**St. Helena Parish Police Jury
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Management's Response: The Police Jury, its staff, and outside CPA firm have been working diligently to resolve any weaknesses in internal controls relating to finances and legal compliance. The Police Jury re-assigned the duties of an existing employee and this employee was authorized to work part-time as the E-911 Director to certify 911 addresses, and part-time as Deputy OEP Director. Salary is being split between E-911 and General Fund, effective July 10, 2017. We continue to provide training for employees in implementing financial policies, emphasizing the need for segregation of duties for processing financial transactions for grant programs. We have hired outside grant consultants to assist. Detailed policies and procedures are being developed that are expected to be formally adopted July, 2018. The Police Jury has been in contact with GOHSEP attempting to meet their expectations of our operations. We had a meeting with the GOHSEP representatives on March 27, 2018 at the Police Jury office. We discussed any outstanding compliance issues, deficiencies and observations. They provided us with recommendations and suggestions for corrective action. As a result of that meeting, we are continuing to implement their recommended changes. We sent a letter to GOHSEP on May 21, 2018 outlining our updated corrective action plan.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Section III Federal Award Findings and Questioned Costs

None.

**St. Helena Parish Police Jury
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Section I Internal Control and Compliance Material to the Financial Statements

Finding Number 2016-C1 (Communication District Expenditures).

Year Initial Finding Occurred: Fiscal year ending December 31, 2016

Criteria/Context: The E911 Communication District is reported as a separate fund within the Police Jury financials. During fiscal year 2016, the Police Jury hired an additional employee to properly certify 911 addresses. However, after the employee was hired, it was determined that duties related to address certifications took only a small part of the employees time, and the employee assumed other administrative duties within the Police Jury office.

Conditions: Funding for the Communication must be legally restricted to activities benefitting the Communication District.

Effect: Funds are created to segregate and account for the expenditure of funds for specific purposes per enabling legislation, elections, and specific purposes, and to report on the expenditure of those funds. Reporting of expenditures must match to the intended purposes for the fund.

Cause: The employee position was required to meet legal requirements for certifying 911 addresses, but this takes only a small part of the employee's time.

Recommendations: Upon notification by the auditor, the Police Jury began plans for corrective action. Recommendations are to either reimburse the Communication District for time worked on Police Jury administrative tasks, or to transfer the employee to a separate position. If the option is taken to reimburse the Communication District, time documentation would be required to document all time worked on Communication District activities.

Response by Management: The Police Jury responded directly to this finding on June 13, 2017, by re-assigning the duties of an existing employee. This employee was authorized to work part-time as the E-911 Director to certify 911 addresses, and part-time as Deputy OEP Director. Salary is to be split between E-911 and General Fund, effective July 10, 2017.

Current Year Status: Due to the timing of the corrective action, the finding is repeated in 2017 as Finding 2017-C1.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Finding Number: 2016-I1 Fixed Assets Records Inadequate (Significant Deficiency)

Year Initial Finding Occurred: Fiscal Year Ending December 31, 2004

Criteria: This finding, continuing since 2004, noted statutory requirements for the maintenance of a capital asset listing and for conducting an annual inventory of capital assets.

Condition: For the fiscal years 2010 through 2015 we noted continued improvement by the outside CPA in the organization of asset listings and the grouping of supporting documentation. Documentation is

**St. Helena Parish Police Jury
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provided to the outside CPA and is maintained in binders grouped by fund. We also noted that assets purchased through the Homeland Security grant programs are tagged separately by the director for emergency assistance programs and that this employee maintains duplicate records of invoices for asset acquisition.

For the fiscal year ending December 31, 2016, corrective actions were continued in fixed assets policy and procedures, as follows:

- For the fiscal year ending December 31, 2016, as for year 2015, a comprehensive inventory was made of all fixed assets of the Police Jury. Photos were made and filed for many of the assets, in particular for the OEP office.
- A comprehensive fixed assets policy was adopted by the Police Jury in April of 2016.
- Through coordination between the OEP director and the outside CPA, additional documentation was provided for grant purchases, and the 2016 Fixed Asset reports included a separate printout for grant programs.
- Revised fixed asset procedures were adopted by the Police Jury in April 2016, and the federal program consultant has provided additional guides on fixed asset policies, procurement guidance, and in a progress letter to GOSHEP dated March 3, 2017, documentation was included for an updated Policy on Procurement and for Internal Control of Assets.
- As part of the financial audit for 2016, a total of 60 items were traced to source and located with no unexplained exceptions.

Findings for 2016 include the following:

- The annual inventory was not completed on a timely basis. Asset listings were provided by the outside CPA in January, but were reported as not received by two of the Department Heads. Additional assets listings were provided by the outside CPA. The final inventory was not completed until the first part of April, 2017.
- One of the employees completed the annual inventory based on incorrect inventory forms. This inventory form included 28 older assets that had been deleted in 2016 based on the results of first annual inventory completed for 2015.
- Fixed asset additions and disposals continue to be reported and the fixed assets listing and supporting documentation maintained by the outside CPA. However, monthly management of fixed assets by the Police Jury needs to be strengthened, monitoring the disposition of assets per department, and documenting records internally that support additions, disposals, and changes in disposition of assets per department. The Fixed Asset Manager must communicate with grants officials to ensure that assets purchased with grant funds are properly identified.
- Four items on the fixed assets additions list had not yet been tagged.

Effect: Effective fixed assets management has been made possible through actions taken by the Police Jury. The fixed assets policies must now be implemented to accurately report on a monthly basis the additions and changes in fixed assets disposition.

Cause: An accurate statement of fixed assets requires not only a comprehensive annual inventory, but monthly review and coordination by the fixed assets clerk to ensure that asset additions are correctly stated and reported, including the identification of purchases with federal funds, that changes in the disposition of fixed assets are identified and reported each month, and that adopted fixed assets policies are implemented.

Recommendations: Significant corrective actions have been taken by the Police Jury. Recommendations for the current fiscal year are:

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- Complete the annual inventory on a timely basis. The Fixed Asset Manager must receive the annual inventory sheets and distribute these sheets to employees that conduct the inventory.
- Fixed asset dispositions must be monitored for each department and any changes reported on a monthly basis to the outside CPA.
- Records must be maintained on a monthly basis by the Fixed Asset Manager documenting fixed asset additions, disposals, and changes in disposition, and these records must be provided on a timely basis to the outside CPA.
- The Fixed Asset Manager must communicate with grants employees and grant managers to ensure that assets purchased under grant programs are properly identified and reported to the outside CPA.
- A record of monthly activity must be provided to the Secretary-Treasurer, or the Secretary-Treasurer or designee must sign off on submissions of data to the outside CPA.
- Fixed assets need to be tagged as they are received and put in service.

Response by Management: We anticipate fully implementing the above recommendations by September 30, 2017.

Current Year Status: Partially resolved. Finding partially repeated as Finding 2017-11.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Finding Number: 2016-I2 Segregation of Duties (Significant Deficiency)

Year Initial Finding Occurred: Fiscal Year Ending December 31, 2013

Criteria: The St. Helena Parish Police Jury must demonstrate that activities related to financial management are reasonably recorded and accurately reported.

Condition: It was noted in prior year audits that segregation of duties was a continuing problem for administrative personnel of the Police Jury. Existing problems were increased because of the lack of funding for needed employees. Within the last three years, the position of Grants Administrator was eliminated transferring duties to the Secretary-Treasurer, and the position of Payroll/Purchasing agent has changed twice in the last two years. In May 2017, a key accounting employee left and the duties of that employee are being assumed by an existing employee. Needed policies, including fixed asset policies, procurement standards and policies, and federal program procedures were adopted in 2016, but these policies must be implemented. As walk-thrus of financial transactions were conducted for 2016, it was noted that the process for receiving receipts and processing disbursements, including the issuance of requisitions, purchase orders, and required approvals, were more structured. Initial training was conducted by the Federal Program Consultant in February 2017, as relates to internal control policies and implementation of adopted policies for procurement, fixed assets, and file/record-keeping. However, this finding is continued for several reasons. Segregations of duties for processing financial transactions must be demonstrated on a continual basis. Duties for each employee must be more closely defined, revised, and included in the employee manual. In addition, segregation of duties must be demonstrated on a consistent basis for federal transactions. The GOSHEP June 3, 2016 final response letter on findings noted that the Police Jury does not have a clear segregation of duties. The Police Jury must be able to demonstrate, on a timely basis, that procurement standards have been met and that documentation is readily available to demonstrate compliance.

**St. Helena Parish Police Jury
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Effect: There must be sufficient segregation of duties to ensure that financial transactions are properly authorized and recorded.

Cause: Responsibility for recording transactions needs to be delegated, and there must be clear job descriptions for each employee. There must be sufficient training for new employees to assume duties of key accounting personnel.

Recommendations: It is recommended that the Police Jury continue the process to more closely segregate duties of existing employees. In particular, the following is recommended:

- Continue training for implementation of adopted policies for procurement, fixed asset management, and grants administration policies and procedures. Emphasis must be on the proper segregation of duties required for the administration and reporting of grant programs.
- Review and revise the duties for each employee and include revisions in the employee manual.

Response by Management: We will continue, within current budget restraints, to review actions that would further segregate duties of employees, and continue training in the implementation of adopted financial policies. We met during the month of May 2017, and will revise the existing Employee Manual, including update and revision of job descriptions.

Current Year Status: Partially resolved. Finding partially repeated as Finding 2017-12.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Finding Number: 2016-I3 Overall Controls for Office of Homeland Security Grants (Significant Deficiency Constituting a Material Weakness)

Year Initial Finding Occurred: Fiscal Year Ending December 31, 2014

Criteria/Context: The Police Jury must demonstrate that federal grants are expended and reported in accordance with budget and program compliance requirements for each federal grant program. Although no findings were issued for the Major Program (CFDA 14.228 Community Development Grants) in 2014, a site visit conducted June 9 through June 11, 2014 by the Louisiana Office of Homeland Security (GOSHEP) noted deficiencies in internal controls for managing and reporting Homeland Security grant programs. Office of Homeland Security Grant programs were classified as “non-major programs” for the fiscal year ending December 31, 2014, and federal expenditures for fiscal year 2015 were below the Single Audit threshold. A final letter on monitoring findings, referenced herein, was issued by GOSHEP on June 3, 2016.

Conditions: The Police Jury’s approach to grants management depends largely on the size and complexity of grant awards. Larger grant awards, and in particular, construction contracts, are managed by project consultants, project managers, and engineers, under the direction of and reporting to the Police Jury. The Police Jury approves awards, requests for funds, change orders, and has relied on outside consultants and engineers to ensure compliance to program requirements. Operation of “Major” programs depends largely on the participation of a project consultant, project manager, and project engineers. Operation of Homeland Security grants was generally by Police Jury personnel for smaller grant programs, with the use of engineers as project amount increases. A report dated June 19, 2015 by the Governor’s Office of Homeland Security (GOSHEP), noted numerous deficiencies in management of Homeland Security

**St. Helena Parish Police Jury
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Grants administered by the Police Jury. A final letter issued June 3, 2016 listed remaining deficiencies. Each area included below corresponds to observations and deficiencies listed within these two GOSHEP documents.

1. During the initial GOSHEP site visit and in follow-up monitoring and communications, it was determined that Police Jury personnel were not familiar with the program requirements. It was noted that there are general policies in places, but the policies are too broad in scale. There was also a question on whether there was adequate segregation of duties, and this part of the finding is addressed in Finding 2016-I2 Segregation of Duties.

The Police Jury responded to these findings approving financial policies for management of federal grants, and contracting with a Federal Program Consultant. At the February 14, 2017 Regular Session of the Police Jury, a motion was adopted approving updated Grant Procedures, Procurement Guidelines, Separation of Financial Management Functions, Record-Keeping/Records Security, and DBE Policies. A training workshop was conducted in February 2017 by the consultant for four key Police Jury employees, in which Federal and State procurement standards were reviewed, along with internal control policies, fixed asset review and accounting, DBE policies adopted by the Police Jury, conflict of interest, and file/record-keeping. It was also noted during the February 2017 meetings, that the Purchasing Agent was approved to attend a grant and procurement training seminar (offered by a contractor of the U.S. Treasury), and that a representative of the Police Jury was approved to attend the LCDBG Public Facilities Project Severity Workshop. This finding requires continued response by the Police Jury and is carried forward.

2. The original finding by GOSHEP noted that policies and procedures related to purchasing procedures, and written procedures for the segregation of accounting duties have not been updated. After sampling of several invoices, it was determined that written procedures were not followed and files did not contain all supporting documentation.

The update of accounting duties and job descriptions is addressed in Finding 2016-I2 Segregation of Duties of the *Corrective Action Plan for Current Year Audit Findings*.

In relation to findings for policies and procedures for purchasing, the Police Jury responded to these findings by adopting in April 2016 purchasing policies, and by hiring a Federal Program Consultant to assist in the development of purchasing procedures and guides for federal programs. The updated Procurement Policy adopted by the Police Jury was forwarded to GOSHEP as part of a letter, dated March 3, 2017, detailing progress in adopting and implementing financial policies. Federal and State Procurement procedures were included in an initial training session conducted February 2017 for key employees.

Since the Police Jury must demonstrate it is following State Bid Law requirements, or requirements of federal agencies as applicable, this part of the finding is also continued. Initial actions to resolve the findings have been taken, but the policies adopted must be implemented.

3. It was indicated that the Police Jury does not have written procedures in place for recording and managing equipment and inventory. There were questions as to whether the Police Jury had controls in place to prevent loss, damage or theft of equipment, and to record the disposition of equipment, including disposal and transfer of equipment. Since this finding was consistent with prior audit findings, it was noted that fixed asset findings are included only within Finding 2016-I1 for fixed assets, within the *Corrective Action Plan for Current Year Audit Findings*.

**St. Helena Parish Police Jury
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4. The site visit questioned whether the Police Jury has a system in place to ensure that purchases were made in accordance with applicable bid requirements, and a system in place to monitor contract performance.

Refer to Item 1 and 2 above, for progress to-date in responding to this finding.

5. There was a question as to whether the Police Jury had controls in place to manage the time funded by federal programs, and in particular the segregation of time worked on PW's. Since a major disaster had not occurred for 2015, the Police Jury's road management software had the capability of segregating costs for disaster projects, and the Police Jury's payroll software allowed assignment of codes to segregate payroll costs, this finding was reported as resolved in the 2015 audit. It was noted that this finding would be re-evaluated as major disasters occurred.

Major flood disasters occurred in March and August 2016. Since response to GOSHEP monitoring findings was not sufficient, GOSHEP now funds projects on a reimbursement basis only. This part of the finding is continued since the Police Jury must demonstrate for each funded federal project, that payroll and costs accumulated within the road management software are properly recorded and reported.

6. It was questioned whether the Police Jury has a procurement/contract policy, and policies in place to monitor contracts. Such policies are required to determine contractors excluded from bidding and to ensure that minorities and women's businesses are properly notified of bid solicitations.

This matter was discussed with the Federal Program Consultant, who assisted in developing required disclosures for bid documents and in providing guides for the bid process. The procurement policy was adopted by the Police Jury in 2016, and an updated procurement policy was adopted by the Police Jury, with the guide provided to GOSHEP in February 2017. The procurement policy included reference to the required disclosures and actions related to minority and women's businesses. This finding requires continued response by the Police Jury and is carried forward.

7. It was noted that the applicant does not have a record retention policy in place, proper filing and retention of files, and does not have an emergency backup plan.

The Police Jury responded by adopting a records retention statement for federal programs. This part of the finding is partially resolved. However, the Police Jury must also comply with retention policies of the Louisiana Secretary of State. The part of the finding related to the requirement for an emergency backup plan is carried forward. Upon review with the Police Jury's computer consultant, it was noted that backups were conducted daily and stored offsite for the financial, road and bridges, and building departments. For files of the OEP office, backups are to an external drive. Backup procedures for the OEP office must be modified to provide greater security for grants and grants-related financial data. This finding requires continued response by the Police Jury and is carried forward.

The Police Jury initially responded to this finding by hiring a federal program consultant. This consultant provides needed expertise on overall internal controls for grant programs, but did not replace the need for an additional employee to assist the OEP director and to reduce the workload of the OEP Director. The Police Jury responded directly to this finding on June 13, 2017, by re-assigning the duties of an existing employee. This employee was authorized to work part-time as the E-911 Director to certify 911 addresses, and part-time as Deputy OEP Director. Salary is to be split between E-911 and General Fund, effective July 10, 2017. This part of the finding is reported as resolved.

**St. Helena Parish Police Jury
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Effect: Federal grant revenues and expenditures must be accounted for properly, and source documentation must be maintained to support grant expenditure reports. Personnel administering grants must be familiar with program compliance requirements.

Cause: Project personnel charged with administering grant programs will change. Policies must be in place to ensure that records for grant programs are maintained in accordance with financial and program requirements, the Police Jury must be aware of the status of each federal program, and staffing must be sufficient to administer federal programs

Recommendations: Audit recommendation is to address the general areas included in site visit monitoring and follow-up, as noted above. It is recommended that the Police Jury:

- Implement adopted policies. Policies related to procurement, grants management, and fixed asset management have been adopted.
- Continue training for employees in implementing financial policies, emphasizing the need for segregation of duties for processing financial transactions for grant programs.
- Clarify the process and responsibility for centralizing and maintaining bid documentation.
- Continue to take advantage of training opportunities available for grants personnel.
- Follow up on continued development of a records retention policy.
- Review and modify backup procedures for the OEP office to ensure security for federal program data.
- When a disaster occurs, continue efforts to segregate data by meeting with payroll personnel and the road department for road management software, to standardize the accumulation of cost data.

Response by Management: Our initial responses to these findings are as included in the “Conditions” section above. We will continue to take actions to resolve these findings.

Current Year Status: Partially resolved. Finding partially repeated as Finding 2017-I3.

Contact Person:
Major Coleman, President
1094 McDaniel Rd
Amite, LA 70422
(985-517-3346)

Section II Internal Control and Compliance Material to Federal Awards

No Section II Findings.

Section III Management Letter

No Section II Findings.

This schedule was prepared by management.

St. Helena Parish Police Jury
Greensburg, Louisiana

Statewide Agreed-Upon Procedures

As of and for the Year Ended December 31, 2017



BRUCE HARRELL & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

Bruce C. Harrell, CPA

Kristi U. Bergeron, CPA
Jessica H. Jones, CPA
Brandy Westcott Garcia, CPA
Elizabeth P. Lafargue, CPA

INTERNET
www.teamcpa.com

MEMBERS
American Institute of CPAs
Society of Louisiana CPAs



BRUCE HARRELL
and COMPANY

CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

109 West Minnesota Park
Park Place Suite 7
Hammond, LA 70403
VOICE: (985) 542-6372
FAX: (985) 345-3156

KENTWOOD OFFICE
P.O. Box 45 - 909 Avenue G
Kentwood, LA 70444
VOICE: (985) 229-5955
FAX: (985) 229-5951

Independent Accountant's Report on Applying Agreed-Upon Procedures

To Members of the Board
St. Helena Parish Police Jury
Greensburg, Louisiana 70441

We have performed the procedures enumerated below, which were agreed to by the St. Helena Parish Police Jury (Entity) and the Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2017 through December 31, 2017. The Entity's management is responsible for those C/C areas identified in the SAUP's.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

Written policies and procedures were obtained and address the functions noted above.

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

Written policies and procedures were obtained and address the functions noted above, except the policy does not specifically address how vendors are added to the vendor list.

- c) **Disbursements**, including processing, reviewing, and approving
Written policies and procedures were obtained and address the functions noted above.
- d) **Receipts**, including receiving, recording, and preparing deposits
The Police Jury had receipts procedures that it followed but not in writing. Written policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not address the functions noted above.
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
Written policies and procedures were obtained and address the reviewing and approving time attendance records as noted above. The Police Jury had procedures related to payroll processing that it followed but these were not in writing. Written policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not specifically address payroll processing.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
The Police Jury had contracting procedures that it followed but these were not in writing. Written policies and procedures were obtained and address the functions noted, but these policies and procedures were not formally adopted until after fiscal year end December 31, 2017.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
Written policies and procedures were obtained and address the functions noted above, except for how credit cards are to be controlled. The Police Jury had procedures related to credit cards that it followed but these were not in writing. Written policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not specifically state how cards are to be controlled.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
Written policies and procedures were obtained and address the functions noted above; except the policy does not specifically address the specific allowable expenses and dollar threshold by category of expense. The updated policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not address the specific allowable expenses and dollar threshold by category of expense.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
The Police Jury had procedures related to ethics that it followed but not in writing. Written policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not address the functions noted above.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

The Police Jury had debt service procedures that it followed but not in writing. Written policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not address the functions noted above.

Board (or Finance Committee, if applicable)

2. Obtain and review the board/committee minutes for the fiscal period, and:
- Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

The board met (with a quorum) at least monthly.

- Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

The minutes did not include a reference to monthly budget-to-actual comparisons.

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

The minutes did not include a reference to monthly budget-to-actual comparisons. However, budget to actual comparison at year-end does not show deficit spending.

- Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

The minutes reference non-budgetary financial information for at least one meeting during the fiscal period.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

Obtained listing of client bank accounts from management and management's representation that the listing is complete.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- Bank reconciliations have been prepared;

Obtained bank statements and reconciliations for all bank accounts for all months in the fiscal period noting that reconciliations have been prepared for all months in the fiscal year.

- Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

The bank reconciliations for all accounts did not include of management review. Going forward, the Police Jury plans to designate one member of management or the board that is not

involved in transactions associated with bank accounts to review and initial bank recs at future board meetings.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Of the 13 bank accounts reviewed, 4 had items outstanding for more than 6 months. Management states that these items are being investigated; however there was no evidence to support this.

Collections

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Obtained listing of cash collection locations and management's representation that the listing is complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.*
For each cash collection location selected:

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

(1) The Police Jury carries bonds on specific employees. All employees in the administrative office that collect cash are bonded; however, the employee in the permit office that collects cash isn't bonded. (2) The employee responsible for cash collections is sometimes responsible for depositing cash in the bank; however only after the deposit is prepared by a separate employee. The employee responsible for cash collections isn't responsible for recording the related transaction or reconciling the related bank account. (3) Cash drawers at the Police Jury are shared by more than one employee.

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

Written documentation was obtained and addresses the functions noted with no exception.

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

Using entity collection documentation, it appears that the deposits were made within one day of collection.

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

No exceptions noted.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

Written documentation was obtained and addresses the functions noted above.

Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Listing of disbursements and management's representation that the listing is complete was obtained.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

Examined supporting documentation for each of the 25 disbursements selected and found the following exception: 18 selections were for recurring purchases or services and were not accompanied by a purchase order. Per discussion with the client, recurring purchases and services do not require purchase orders. The Police Jury's policy does not specify that recurring purchases or services do not require purchase orders. However, initiation and approval functions are separate.

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

Same as 9a above.

- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Same as 9a above. Also, all invoices lacked individual evidence of approval as the Board approves a check listing at the board meetings each month before the checks are signed.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

The individual responsible for processing payments is not prohibited from adding vendors; however this is done with the approval of the Secretary/Treasurer.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Written documentation was obtained and addresses the functions noted above.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

No exceptions noted.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

No signature stamp or machine is used.

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

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

Listing of all active credit cards, bank cards, and fuel cards, including the card numbers and name of person who maintain possession of cards, and management's representation that the listing is complete was obtained.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Although client indicates that statements are reviewed and the Board approves them, there is no written evidence of review and approval.

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

Of the ten credit cards selected, 7 (multiple cards all from the same vendor) had a late fee assessed, since the payment was late the month before the selected statement. To avoid late payments in the future, the Police Jury has now set up auto draft for that particular vendor after Board Approval.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:
- An original itemized receipt (i.e., identifies precisely what was purchased)
Transaction supported; no exceptions noted.
 - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
Transaction supported; no exceptions noted.
 - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
As stated above, invoices lacked evidence of review and approval, other than list of invoices approved by the Board.
- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
No exceptions noted.
- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
No exceptions noted.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.
Listing of all travel and expense reimbursements by person and management's representation that the listing is complete was obtained.
18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.
Written policies and procedures were obtained and address the functions noted above; except the policy does not specifically address the specific allowable expenses and dollar threshold by category of expense. The updated policies and procedures that were formally adopted after fiscal year end December 31, 2017 were obtained; however they do not address the specific allowable expenses and dollar threshold by category of expense.
19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

Expense supported; no exceptions noted.

b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

Expense supported; no exceptions noted.

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

Expense supported; no exceptions noted.

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

Expense supported; no exceptions noted.

c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No exceptions noted.

d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Although supporting documentation failed to include written evidence of review by the Secretary/Treasurer and approval by the board, the board approved check listing at meeting and further by signing the check for reimbursement. The Board also preapproves employee and/or Board travel and expenses.

Contracts

20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

Listing of all contracts in effect and management's representation that the listing is complete was obtained.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

Selected five contract vendors from the listing and obtained the related contracts, no exceptions noted.

b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

- If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

Two contracts are subject to the Louisiana Public Bid Law. No exception noted.

- If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

The other three contracts were executed without quote. Two of these were for professional services which aren't required to solicit quotes. The other contract is actually an intergovernmental agreement; therefore, quotes would not be obtained.

- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

No amendments noted.

- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

No noncompliance with the terms and conditions of the contract noted.

- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

Board approval noted in board minutes.

Payroll and Personnel

- 22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

Listing of employees with their related salaries and management's representation that the listing is complete was obtained.

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

Payments were noted as made in strict accordance with the pay rate structure; no exceptions noted.

- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Changes were noted as approved in writing and in accordance with written policy; no exceptions noted.

- 23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

Selected 25 employees/officials. Selected employees documented their daily attendance and leave; no exceptions noted.

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

Written documentation of supervisor approval in writing noted.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Written documentation that the entity maintains written leave records noted.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Only one termination payment noted. No noncompliance with policy noted. Management approval noted.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Obtained documentation; No exceptions noted.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

Documentation maintained to demonstrate that required ethics training was completed on selected employees.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

Inquired; none noted.

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

Only debt issued related to capital leases; therefore, State Bond Commission approval isn't required.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

Supporting documentation obtained. The Police Jury made all scheduled debt service payments and maintained debt reserves as required by debt covenants.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Not applicable. No tax millages were specially passed for debt service.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Inquired; none noted.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.lla.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Notice is posted on both the website and on the Police Jury premises.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

No exceptions noted.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those 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.

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



Bruce Harrell & Company, CPAs
A Professional Accounting Corporation
Kentwood, Louisiana

June 29, 2018