

ASCENSION PARISH SHERIFF

FINANCIAL REPORT

June 30, 2018

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INDEPENDENT AUDITORS' REPORT

Honorable Jeffrey F. Wiley
Ascension Parish Sheriff
Donaldsonville, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Ascension Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Sheriff as of June 30, 2018, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 9 to the financial statements, the Sheriff adopted Governmental Accounting Standards Board (GASB) Statement Number 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* for the year ended June 30, 2018. This new standard requires the Sheriff to recognize and report its total other postemployment benefit liability, measured according to actuarial methods and approaches prescribed within the standard along with certain disclosures. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 10, the budgetary comparison information on page 42, the Schedule of Changes in Total Other Postemployment Liability and Related Ratios on page 43, the Schedule of the Proportionate Share of the Net Pension Liability to Sheriffs' Pension and Relief Fund on page 44, the Schedule of Ascension Parish Sheriff's Contributions to the Sheriffs' Pension and Relief Fund on page 45, and the notes to required supplementary information on page 46 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 Sheriff's basic financial statements. The General Descriptions for Agency Funds, the Combining Schedule of Changes in Balances Due to Taxing Bodies and Others, the Sheriff's Sworn Statement, and the Schedule of Compensation, Benefits and Other Payments to Agency Head are presented for purposes of additional analysis and are not a required part of the basic financial statements.



The General Descriptions for Agency Funds, the Combining Schedule of Changes in Balances Due to Taxing Bodies and Others, the Sheriff's Sworn Statement, and the Schedule of Compensation, Benefits and Other Payments to Agency Head 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 General Descriptions for Agency Funds, the Combining Schedule of Changes in Balances Due to Taxing Bodies and Others, the Sheriff's Sworn Statement, and the Schedule of Compensation, Benefits and Other Payments to Agency Head 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 December 27, 2018, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

Postlethwaite & Netterville

Donaldsonville, Louisiana
December 27, 2018

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018

This section of the Ascension Parish Sheriff's (the Sheriff) annual financial report presents our discussion and analysis of the Sheriff's financial performance during the fiscal year that ended on June 30, 2018.

FINANCIAL HIGHLIGHTS

- The Sheriff's total net position increased by \$565,224 over the course of this year's operations. This increase reflects the adoption of accounting standards. During the year ended June 30, 2018, the adoption of a new accounting standard requires the Sheriff to recognize and report his total other postemployment benefit liability. See Note 9 to the financial statements.
- During the year, the Sheriff's expenses were approximately \$565,000 less than the \$40.7 million generated in ad valorem and sales taxes, charges for services and operating grants for governmental programs.
- Revenues for the year were \$40.7 million, a decrease of approximately \$1,182,000.
- Expenses for the year were \$40.2 million, an increase of approximately \$242,000.
- The general fund reported a decrease in fund balance this year of \$105,251.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Sheriff's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Sheriff's government, reporting the Sheriff's operations in more detail than the government-wide statements.
 - The governmental funds statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.
 - Fiduciary fund statements provide information about the financial relationships in which the Sheriff acts solely as agent for the benefit of others, to whom the resources in question belong.

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

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

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

Figure A-1			
	Government-wide Statements	Governmental Funds	Fiduciary Funds
Scope	Entire Sheriff government (except fiduciary funds)	The activities of the Sheriff that are not proprietary or fiduciary, such as public safety	Instances in which the Sheriff is the trustee or agent for someone else's resources
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of revenues, expenditures, and changes in fund balances 	<ul style="list-style-type: none"> • Statements of fiduciary net position
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both short-term and long-term; the Sheriff's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

Government-wide Statements

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

The two government-wide statements report the Sheriff's net position and how they have changed. Net position—the difference between the Sheriff's assets and liabilities—is one way to measure the Sheriff's financial health, or position.

- Over time, increases or decreases in the Sheriff's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Sheriff, you need to consider additional nonfinancial factors such as changes in the Sheriff's property tax base and growth of Ascension Parish.

The government-wide financial statements of the Sheriff include:

- Governmental activities—Most of the Sheriff's basic services are included here, such as police and general administration. Ad valorem and sales taxes, state and federal grants, and fees, charges, and commissions for services finance most of these activities.

Fund Financial Statements

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

The Sheriff has two kinds of funds:

- Governmental funds—Most of the Sheriff's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Sheriff's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.
- Fiduciary funds—These funds are used as depositories for civil suits, cash bonds, taxes, fees, deferred compensation plan, et cetera. Disbursements from these funds are made to various parish agencies, and litigants in suits, in the manner prescribed by law. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. We exclude these activities from the Sheriff's government-wide financial statements because the Sheriff cannot use these assets to finance its operations.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

FINANCIAL ANALYSIS OF THE SHERIFF AS A WHOLE

Net position. The Sheriff's net position increased between fiscal years 2017 and 2018 to approximately \$13.4 million. (See Table A-1.)

Table A-1
Sheriff's Net Position

	Governmental Activities	
	2018	2017 Restated
Current and other assets	\$ 26,048,623	\$ 27,119,867
Capital assets	19,083,531	19,090,094
Total assets	45,132,154	46,209,961
Deferred outflows of resources	6,855,137	10,165,852
Total assets and deferred outflows of resources	51,987,291	56,375,813
Current liabilities	1,525,773	2,280,354
Long term liabilities	33,597,503	39,231,827
Total liabilities	35,123,276	41,512,181
Deferred inflows of resources	3,502,372	2,067,213
Total liabilities and deferred inflows of resources	38,625,648	43,579,394
Net position (deficit)		
Net investment in capital assets	19,083,531	19,090,094
Restricted	270,405	252,259
Unrestricted	(5,992,293)	(6,545,934)
Total net position	\$ 13,361,643	\$ 12,796,419

Changes in net position. The Sheriff's total revenues decreased by 2.8 percent. (See Table A-2.) Normal sales tax collections resulted in a decrease of approximately 10.5 percent. Approximately 72 percent of the Sheriff's revenue comes from ad valorem and sales tax collections from Ascension Parish. Another 1 percent comes from state and federal programs. An additional 18 percent of the Sheriff's revenue comes from charges for services including prisoner housing and commissions. The remaining 9 percent is comprised of miscellaneous fees and other intergovernmental revenue.

The total cost of all programs and services increased approximately \$242,000. The Sheriff's expenses cover all services performed by its office.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

Governmental Activities

Revenues for the Sheriff's governmental activities decreased 2.8 percent to \$40.7 million while total expenses increased 1.9 percent to \$40.7 million.

Table A-2
Changes in Sheriff's Net Position

	Governmental Activities	
	<u>2018</u>	<u>2017</u>
Revenues		
Program revenues		
Charges for services	\$ 7,300,741	\$ 8,060,143
Federal grants	195,927	844,060
State grants	198,296	193,356
Donations of capital assets	-	500
General revenues		
Taxes	29,460,512	30,136,867
Miscellaneous	1,935,611	1,142,713
State appropriations	1,413,389	1,450,066
Interest	222,016	81,097
Total revenues	<u>40,726,492</u>	<u>41,908,802</u>
Expenses		
Public safety	40,161,268	39,918,817
Total expenses	<u>40,161,268</u>	<u>39,918,817</u>
Change in net position	<u>\$ 565,224</u>	<u>1,989,985</u>
Beginning net position		21,380,586
Cumulative effect of change in accounting principle		(10,574,152)
Restated net position		<u>\$ 12,796,419</u>

FINANCIAL ANALYSIS OF THE SHERIFF'S FUNDS

As the Sheriff completed the year, its governmental funds reported a fund balance of \$24.0 million, a decrease from last year of \$105,251. The primary reason for the general fund's deficit is due to the costs associated with the health insurance claims.

General Fund Budgetary Highlights

Over the course of the year, the Sheriff made amendments to the general fund budget. These budget amendments fall into three categories:

- Self-generated revenue amendments were made to increase ad valorem taxes by \$201,833 and decrease sales taxes by \$1,356,879 due to changes in collections.
- Intergovernmental revenues in total showed an increase due to increase in federal grants by \$835,660, as well as a decrease in state supplemental pay by \$46,615.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

- Fees, charges, and commissions increased by \$623,342 due to increases in the civil and criminal fees by \$351,108; increases in 911 communication fees by \$197,910 and increases in miscellaneous commissions by \$214,804.

For the year ended June 30, 2018, the budget was amended to reflect an increase of approximately \$510,000 in anticipated expenditures, most significantly in the areas of personal services (decrease of approximately \$248,000), operating services (increase of approximately \$724,000), materials and supplies (decrease of approximately \$326,000) and capital outlay (increase of approximately \$351,000); however, the total actual expenditures of \$39.8 million was approximately \$647,000 less than anticipated expenditures of \$40.4 million on the amended budget.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2018, the Sheriff had invested \$19,083,531 in capital assets. (See Table A-3.)

Table A-3
Sheriff's Capital Assets
(Net of depreciation)

	Governmental Activities	
	<u>2018</u>	<u>2017</u>
Land	\$ 1,842,800	\$ 1,751,800
Buildings	12,552,520	4,798,789
Equipment	4,688,211	5,057,259
Construction in Progress	-	7,482,246
Total	<u>\$19,083,531</u>	<u>\$19,090,094</u>

This year's major capital assets additions include:

- Current year designing/engineering and construction costs on the new substation and 911 Center totaling approximately \$410,000. The substation and 911 Center was completed during the year and placed into service at a total cost of approximately \$7,851,000.
- Current year construction costs for the restroom pavilion totaling approximately \$60,000. Project was completed during the year and placed into service at a cost of approximately \$100,600.
- The purchase of land at a cost of \$91,000.
- The purchase of a building from the Ascension Parish School Board totaling \$82,500.
- The purchase of twenty-five tasers totaling approximately \$27,000, crime cameras and storage totaling approximately \$203,000.
- The purchases of seven vehicles and attached light bars for deputies costing approximately \$183,000; six patrol bicycles totaling approximately \$7,500, three trailers for approximately \$19,000 and three golf carts costing approximately \$32,000.
- The purchase of jail monitoring equipment totaling approximately \$30,000.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2018

- The purchase of computer equipment totaling approximately \$463,000.
- Furniture and equipment for the substation totaling approximately \$96,000.

This year's major capital asset deletions include:

- The disposal of vehicles and equipment costing approximately \$458,000.

The amounts budgeted for capital outlay for the 2017-2018 fiscal year total \$2,257,502. This amount represents amounts for automobiles, other vehicles, construction costs for a new substation and a 911 Center Complex, computer software/hardware, and also for other office equipment.

Debt

At June 30, 2018, the Sheriff had the following long-term debt outstanding at year end:

	Governmental Activities	
	<u>2018</u>	<u>2017</u>
		Restated
Compensated absences	\$ 2,277,442	\$ 2,307,357
Total OPEB liability	17,011,746	17,285,102
Net pension liability	14,308,315	19,639,368
Total	<u>\$ 33,597,503</u>	<u>\$ 39,231,827</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Sheriff is dependent on ad valorem and sales tax collections for 72 percent of its revenues. The economy is not expected to generate any significant growth. The 2019 budget includes amounts available for appropriations of \$40.2 million, a decrease of 0.8 percent over the final 2018 budget. Ad valorem taxes is budgeted to increase by approximately \$299,000 or 1.7 percent from the 2018 amended budget. Sales tax revenue is budgeted to increase by approximately \$1,007,000 or 8.8 percent more than the 2018 amended budget.

Budgeted expenditures are expected to decrease 0.7 percent to \$40.1 million. The largest decrement is capital outlay which is budgeted to decrease approximately \$1.5 million due to the completion of the new substation and 911 Center.

If these estimates are realized, the Sheriff's budgetary general fund balance is expected to increase slightly by approximately \$13,000 by the close of fiscal year end 2019.

CONTACTING THE SHERIFF'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and customers with a general overview of the Sheriff's finances and to demonstrate the Sheriff's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Ascension Parish Sheriff, P.O. Box 268, Donaldsonville, LA 70346.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

STATEMENT OF NET POSITION

June 30, 2018

ASSETS

Cash	\$ 19,374,290
Certificate of deposit	2,256,006
Receivables	3,924,350
Restricted assets:	
Cash - self insurance fund	223,572
Cash - equitable sharing	270,405
Capital assets, net of accumulated depreciation	19,083,531
Total assets	<u>45,132,154</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows related to other postemployment benefits	31,159
Deferred outflows related to net pension liability	6,823,978
Total deferred outflows of resources	<u>6,855,137</u>

Total assets and deferred outflows of resources \$ 51,987,291

LIABILITIES

Accounts payable and other current liabilities	\$ 946,973
Claims payable	578,800
Long-term liabilities:	
Due within one year, compensated absences	705,145
Due in more than one year, compensated absences	1,572,297
Total other postemployment benefits liability	17,011,746
Net pension liability	14,308,315
Total liabilities	<u>35,123,276</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows related to other postemployment liability	800,989
Deferred inflows related to pension liability	2,701,383
Total deferred inflows of resources	<u>3,502,372</u>

NET POSITION

Net investment in capital assets	19,083,531
Restricted	270,405
Unrestricted	(5,992,293)
Total net position	<u>13,361,643</u>

Total liabilities, deferred inflows of resources and net position \$ 51,987,291

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

		Program Revenues		
	Expenses	Charges for Services	Operating Grants and Contributions	Net Expense and Changes in Net Position
Governmental Activities:				
Public Safety	\$ 40,161,268	\$ 7,300,741	\$ 394,223	\$ (32,466,304)
General revenues:				
Taxes				29,460,512
State appropriations				1,413,389
Interest				222,016
Miscellaneous				1,935,611
Total general revenues				33,031,528
Change in net position				565,224
Net position - beginning, restated				12,796,419
Net position - ending				\$ 13,361,643

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2018

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 19,374,290
Certificate of deposit	2,256,006
Receivables	3,924,350
Restricted assets:	
Cash - self insurance fund	223,572
Cash - equitable sharing	270,405
	<hr/>
Total assets	\$ 26,048,623
	<hr/> <hr/>
<u>LIABILITIES</u>	
Accounts, salaries, and withholdings payable	\$ 946,973
Claims payable	578,800
Total liabilities	1,525,773
	<hr/>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Unavailable revenues - Federal grants	487,956
Total deferred inflows of resources	487,956
	<hr/>
<u>FUND BALANCE</u>	
Unassigned	23,764,489
Restricted	270,405
Total fund balance	24,034,894
	<hr/>
Total liabilities, deferred inflows of resources and fund balance	\$ 26,048,623
	<hr/> <hr/>

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION

JUNE 30, 2018

Total fund balances at June 30, 2018 - Governmental Fund \$ 24,034,894

Amounts reported for governmental activities in the statement of net position are different because:

Certain long-term assets are not reported in the fund financial statements because they are not available to pay current-period expenditures, but they are reported as assets in the statement of net position.

Deferred outflows related to other postemployment benefits	31,159
Deferred outflows related to pension liability	6,823,978

Capital assets are not reported in fund financial statements because they are not current financial resources, but they are reported in the statement of net position.

Cost of capital assets at June 30, 2018	32,416,372	
Accumulated depreciation as of June 30, 2018	<u>(13,332,841)</u>	19,083,531

Unearned revenues - under modified accrual basis of accounting, revenues are not recognized unless they are deemed "available" to finance the expenditures of the current period. Accrual basis recognition is not limited to availability, so cumulative unearned revenues must be recorded.

487,956

Long-term liabilities are not reported as fund liabilities because they are not due and payable in the current period, but they are presented as liabilities in the statement of net position. Balances at June 30, 2018 are as follows:

Total other postemployment employment benefits liability	(17,011,746)	
Compensated absences payable	(2,277,442)	
Net pension liability	(14,308,315)	
Deferred inflows related to other postemployment benefits	(800,989)	
Deferred inflows related to pension liability	<u>(2,701,383)</u>	<u>(37,099,875)</u>

Net position of governmental activities at June 30, 2018 \$ 13,361,643

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES
YEAR ENDED JUNE 30, 2018

	General Fund
<u>REVENUES</u>	
Ad valorem taxes	\$ 17,986,577
Sales taxes	11,473,935
Intergovernmental revenues:	
Federal grants	407,339
State grants:	
State revenue sharing (net)	124,723
State supplemental pay	1,288,666
Other state & local grants	198,296
Fees, charges, and commissions for services:	
Civil and criminal fees	1,666,732
Court attendance	17,075
Communications district -911	1,079,780
Transporting prisoners	53,706
Feeding and keeping prisoners	1,846,304
Municipal law enforcement fees	1,340,717
Miscellaneous commissions	802,166
Other fees and charges	494,261
Interest income	222,016
Miscellaneous	536,743
Total revenues	39,539,036
<u>EXPENDITURES</u>	
Public safety:	
Personal services and related benefits	28,189,103
Operating services	5,708,881
Material and supplies	3,776,456
Travel and other charges	42,220
Capital outlay	2,078,555
Total expenditures	39,795,215
DEFICIENCY OF REVENUES OVER EXPENDITURES	(256,179)
Other financing sources:	
Sale of fixed assets	150,928
Total other financing sources	150,928
Net change in fund balance	(105,251)
FUND BALANCE AT BEGINNING OF YEAR	24,140,145
FUND BALANCE AT END OF YEAR	\$ 24,034,894

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

RECONCILIATION OF GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2018

Total net changes in fund balance for the year ended June 30, 2018 per Statement of Revenues, Expenditures, and Changes in Fund Balances	\$ (105,251)
Amounts reported for governmental activities in the statement of activities (page 12) are different because:	
Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities.	
Non-employer contributions to cost-sharing pension plan	1,311,629
Unearned revenue	21,168
Revenues that are available to pay current obligations are reported in the fund financial statements, but they were presented as revenues in the statement of activities in prior years.	
Unearned revenue	(232,580)
Capital outlays are reported as expenditures in the fund financial statements because they use current financial resources, but they are presented as assets in the statement of net position and depreciated over their estimated economic lives. This is the amount by which current purchases of capital assets of \$2,061,514 exceeded depreciation expense of \$2,004,388.	
	57,126
Gains and losses from sale of capital assets are not presented in the fund financial statements because they do not provide or use current financial resources, but they are presented in the statement of activities.	
	(63,689)
Generally expenditures recognized in the fund financial statements are limited to only those that use current financial resources but expenses and liabilities are reported in the statement of activities when they are incurred.	
Accrued compensated absences	29,915
Other postemployment benefits	(496,474)
Pension expense	43,380
	<hr/>
Total change in net position for year ended June 30, 2018 per Statement of Activities	<u>\$ 565,224</u>

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

STATEMENT OF FIDUCIARY NET POSITION

FIDUCIARY FUNDS

June 30, 2018

	<u>Agency Funds</u>
ASSETS	
Cash and cash equivalents	\$ 2,157,816
Total assets	<u>\$ 2,157,816</u>
LIABILITIES	
Due to taxing bodies and others	\$ 2,157,816
Total liabilities	<u>\$ 2,157,816</u>

The accompanying notes are an integral part of this statement.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

INTRODUCTION

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

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION, BASIS OF ACCOUNTING

BASIS OF PRESENTATION

The accompanying financial statements of the Ascension Parish Sheriff have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

GOVERNMENT-WIDE FINANCIAL STATEMENTS:

The statement of net position and the statement of activities display information about the primary government (the Sheriff). These statements include all the non-fiduciary financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange or exchange-like transactions should be recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions should be recognized in accordance with the requirements of GASB Codification Section N50.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. BASIS OF PRESENTATION, BASIS OF ACCOUNTING (continued)

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

FUND FINANCIAL STATEMENTS:

The fund financial statements (FFS) provide information about the Sheriff's funds, including its fiduciary funds. Separate statements for each fund category- governmental and fiduciary- are presented. The emphasis of fund financial statements is on major governmental funds.

The Sheriff reports the following major governmental fund:

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:5523, is the principal fund of the Sheriff's office and accounts for the operations of the Sheriff's office. The Sheriff's primary sources of revenue are ad valorem taxes levied by the law enforcement district and sales taxes. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance, and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

The Sheriff reports the following fund types:

Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category are agency funds. The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, deferred compensation plan, et cetera. Disbursements from these funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. REPORTING ENTITY

For financial reporting purposes, the Sheriff's basic financial statements include all funds that are controlled by the Sheriff as an independently elected Parish official. As an independently elected official, the Sheriff is solely responsible for the operations of his office. Other than certain operating expenditures of the Sheriff that are paid or provided by the Ascension Parish Council (the Parish Council) as required by Louisiana Law, the Sheriff is financially independent. Accordingly, the Sheriff is a primary government for reporting purposes.

The criteria for including organizations as component units within the Sheriff's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate, whether the Sheriff appoints a voting majority of the organization's board, whether the Sheriff is able to impose his will on the organization, etcetera. The Sheriff reports no component units.

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The Governmental Wide Financial Statements (GWFS) and fiduciary fund statements are reported using the economic resources measurement focus. The government wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Sheriff gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Sheriff considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Property taxes, sales taxes, franchise taxes, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments and compensated absences, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. General capital asset acquisitions are reported as expenditures in governmental funds.

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent if not paid by December 31. The taxes are generally collected in December, January, and February of the fiscal year.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. BASIS OF ACCOUNTING/MEASUREMENT FOCUS (continued)

Revenues (continued)

The Sheriff collects a one-half of one percent (½%) parish-wide sales and use tax with the net proceeds, after deducting costs of collection and administration, dedicated and used for public purposes including, but not limited to, employment of additional deputies, deputy salary increases, capital improvements, law enforcement equipment acquisition, general expenses of the Sheriff's office and any other lawful expenses. The tax, approved by voters on July 18, 1998, was effective from and after October 1, 1998.

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

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

Expenditures

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

Unearned Revenues

Unearned revenues arise when resources are received by the Sheriff before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the Sheriff has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and the revenue is recognized.

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

D. BUDGET PRACTICES

The proposed budget for the year ended June 30, 2018, was made available for public inspection and comments from taxpayers at the Sheriff's office on June 15, 2017. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal 10 days prior to the public hearing, which was held at the Sheriff's office on June 26, 2017, for comments from taxpayers. The budget is legally adopted and amended, as necessary, by the Sheriff.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Formal budget integration (within the accounting records) is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. ENCUMBRANCES

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the appropriation, is not employed.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposit accounts, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and other investments with original maturities of 90 days or less. Under state law, the Sheriff may deposit funds in demand deposit accounts, interest-bearing demand deposit accounts, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

G. INVESTMENTS

State statutes authorize the Sheriff to invest in collateralized certificates of deposit, government-backed securities, commercial paper, and mutual funds consisting solely of government-backed securities. Investments in certificates of deposit are recorded at cost. Certificates of deposit are reflected in the statement of net position at cost until they become worthless or are sold.

H. CAPITAL ASSETS

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated fixed assets are recorded at their fair value at the date of donation. The Sheriff maintains a threshold level of \$1,000 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives (Years)</u>
Buildings	40
Building Improvements	20-30
Vehicles	5-15
Equipment	3-15

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. COMPENSATED ABSENCES

The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated annual and compensatory balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

The following annual leave is earned during a fiscal year:

<u>Years of Service</u>	<u>Annual Leave Granted Per Month</u>	<u>Total Annual Leave for Fiscal Year</u>	<u>Maximum Annual Leave Accumulation</u>
Less than 3 years	8	96	192
Upon completion of 3 years	10	120	240
Upon completion of 6 years	12	144	288
Upon completion of 11 years	14	168	336
Upon completion of 16 years	16	192	384
Upon completion of 21 years	18	216	432
Upon completion of 30+ years	20	240	480

Each employee will be allowed to accumulate annual leave up to a balance that is twice what he or she earns in a fiscal year. The last column of the table above shows that amount for each tenure level. If an employee's annual leave accumulation exceeds the amount shown for his or her level, that amount will be converted to sick leave annually at the close of the employee's anniversary month.

Sick leave is earned and granted on a monthly basis. As each month ends, employees will be credited with sick leave hours based on his or her years of service. Upon retirement, death or termination of an employee, unused sick leave is not payable. The following table shows the amount of sick leave hours that will be granted for the various years of service:

<u>Years of Service</u>	<u>Sick Leave Granted Per Month</u>	<u>Total Sick Leave for Fiscal Year</u>
Less than 3 years	8	96
Upon completion of 3 years	10	120
Upon completion of 6 years	12	144

The cost of leave privileges is recognized as current year expenditure in the General Fund when leave is actually taken.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Sheriff provides certain continuing health care and life insurance benefits for its retired employees. The Sheriff recognized the cost of providing these retiree benefits as expenditures in the fund financial statements when paid during the year.

K. EQUITY CLASSIFICATIONS

GOVERNMENT-WIDE STATEMENTS:

Government-wide net position is divided into three components:

- a. Net investment in capital assets – Consists of net capital assets reduced by the outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.
- b. Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions can be imposed by either external organization such as creditors (such as debt covenants), grants, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the government’s policy to use restricted resources first, then unrestricted resources as they are needed.

FUND FINANCIAL STATEMENTS:

In the fund financial statements, governmental fund equity is classified as fund balance. Accounting standards require governmental fund balances to be recorded in as many as five classifications as listed below:

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

K. EQUITY CLASSIFICATIONS (continued)

FUND FINANCIAL STATEMENTS (continued)

- c. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Sheriff, which is the highest level of decision-making authority.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.
- e. Unassigned – all other spendable amounts.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Sheriff's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned, or unassigned amounts are available, the Sheriff's office reduces committed amounts first, followed by assigned amounts, and finally unassigned amounts, as needed, unless the Sheriff has provided otherwise in its committed or assignment actions.

L. ESTIMATES

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

M. PENSION PLANS

The Ascension Parish Sheriff's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 8. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. It has deferred outflows of resources related to the net pension liability of \$6,823,978 and deferred outflows of resources related to the total OPEB liability of \$31,159. See Note 8 for additional information on deferred outflows of resources related to defined benefit pension plans, and Note 9 for additional information on deferred outflows of resources related to the total OPEB liability.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Sheriff has deferred inflows of resources related to the net pension liability in the amount of \$2,701,383 and deferred inflows of resources related to other postemployment benefits of \$800,989. See Note 8 for additional information on deferred inflows of resources related to defined benefit pension plans, and Note 9 for additional information on deferred inflows of resources related to other postemployment benefits.

O. CURRENT YEAR ADOPTION OF NEW ACCOUNTING STANDARDS

For the year ended June 30, 2018, the Sheriff adopted Government Accounting Standards Board Statement No. 75 – *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. The net effect to the entity-wide Statement of Net Position for the prior year that resulted from the adoption of GASB Statement No. 75 is as follows:

	Governmental Activities
Total Net Position, June 30, 2017 as previously reported	\$ 23,370,571
Adjustment as a result of the implementation of GASB Statement No. 75 at June 30 ,2017	<u>(10,574,152)</u>
Total Net Position, June 30, 2017	<u>\$ 12,796,419</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

P. CURRENT ACCOUNTING STANDARDS SCHEDULED TO BE IMPLEMENTED

Following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the Sheriff's financial report:

GASB Statement 83, *Certain Asset Retirement Obligations (ARO)*. This standard establishes criteria for determining the timing and pattern of recognition of an ARO liability and a corresponding deferred outflow of resources. An ARO is a legally enforceable liability associated with the sale, recycling, retirement, abandonment or disposal in some other manner of a tangible capital asset permanently removed from service. The standard is effective for annual reporting periods beginning after June 15, 2018. The Sheriff will include the requirements of this standard, as applicable, in its June 30, 2019 financial statement. The effect of this standard or its applicability to the Sheriff are unknown at this time.

GASB Statement 84, *Fiduciary Activities*. This standard defines and establishes criteria for identifying and reporting fiduciary activities. The focus of the criteria is on (1) whether the Sheriff controls the assets in a fiduciary activity and (2) there are separate identifiable beneficiaries with whom a fiduciary relationship exists. The standard is effective for annual reporting periods beginning after December 15, 2018. The Sheriff will include the requirements of this standard, as applicable, in its June 30, 2020 financial statement. The effect of this standard or its applicability to the Sheriff are unknown at this time.

GASB Statement 87, *Leases*. This standard will require all leases to be reported on the statement of net position under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases previously reported as operating leases. Both operating and capital leases will be reported under this single accounting method and reported by lessees as an intangible right to use asset and by lessors as a receivable with both reporting a deferred inflow of resources. The standard is effective for annual reporting periods beginning after December 15, 2019. The Sheriff will include the requirements of this standard, as applicable, in its June 30, 2021 financial statement. All of the Sheriff lease agreements will need to be evaluated to determine the impact of implementing this standard; however, the effect of this standard or its applicability to the Sheriff are unknown at this time.

2. LEVIED TAXES

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

The Sheriff has authorized and levied an ad valorem tax of 14.48 mills.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

3. CASH AND CASH EQUIVALENTS

At June 30, 2018, the Sheriff has unrestricted cash and cash equivalents (book balances) as follows:

General Fund:	
Petty cash	\$ 6,100
Interest-bearing demand deposits	19,368,190
Total General Fund	<u>19,374,290</u>
Fiduciary Funds:	
Interest-bearing demand deposits	2,122,329
Time	35,487
Total Fiduciary Funds	<u>2,157,816</u>
Total	<u>\$ 21,532,106</u>

Restricted cash totals \$493,977 at June 30, 2018.

These deposits are stated at cost, which approximates market.

4. CUSTODIAL CREDIT RISK

Custodial credit risk is the risk that in the event of a bank failure, the Sheriff's deposits may not be returned to it. 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 Sheriff does not have a policy for custodial credit risk. At June 30, 2018, the Sheriff has \$24,733,781 in deposits (collected) bank balance. The deposits were secured from risk by federal deposit insurance and pledged securities. As of June 30, 2018, the Sheriff's bank balance was not exposed to custodial credit risk.

5. INVESTMENT IN CERTIFICATE OF DEPOSIT

Certificate of deposit totaled \$2,256,006 at June 30, 2018. Initial maturity at purchase of this certificate of deposit is six months. The certificate of deposit currently matures on October 19, 2018. At June 30, 2018 the interest rate is 0.05% with interest accrued monthly and paid at maturity.

6. RECEIVABLES

The General Fund receivables at June 30, 2018 are as follows:

Class of Receivable

Sales and ad valorem tax	\$ 1,031,848
Fees, charges, and commissions for services	269,874
Prisoner maintenance and transport	141,396
Grants	1,366,346
Miscellaneous	39,494
Interest	4,674
State supplemental pay	1,070,718
Total	<u>\$ 3,924,350</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

7. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2018, are as follows:

	Balance, June 30, 2017	Additions	Deletions	Transfers	Balance, June 30, 2018
<u>Governmental activities:</u>					
Capital assets, not being depreciated:					
Land	\$ 1,751,800	\$ 91,000	\$ -	\$ -	\$ 1,842,800
Construction in progress	7,482,246	473,860	-	(7,956,106)	-
Total capital assets, not being depreciated	<u>9,234,046</u>	<u>564,860</u>	<u>-</u>	<u>(7,956,106)</u>	<u>1,842,800</u>
Capital assets, being depreciated:					
Buildings	5,708,896	82,500	-	7,951,842	13,743,238
Equipment	15,869,679	1,414,154	(457,763)	4,264	16,830,334
Total capital assets, being depreciated	<u>21,578,575</u>	<u>1,496,654</u>	<u>(457,763)</u>	<u>7,956,106</u>	<u>30,573,572</u>
Less accumulated depreciation for:					
Buildings	(910,107)	(280,611)	-	-	(1,190,718)
Equipment	(10,812,420)	(1,723,777)	394,074	-	(12,142,123)
Total accumulated depreciation	<u>(11,722,527)</u>	<u>(2,004,388)</u>	<u>394,074</u>	<u>-</u>	<u>(13,332,841)</u>
Total capital assets, being depreciated, net	<u>9,856,048</u>	<u>(507,734)</u>	<u>(63,689)</u>	<u>7,956,106</u>	<u>17,240,731</u>
Governmental activities capital assets, net	<u>\$ 19,090,094</u>	<u>\$ 57,126</u>	<u>\$ (63,689)</u>	<u>\$ -</u>	<u>\$ 19,083,531</u>

For the year ended June 30, 2018, depreciation expense was \$2,004,388.

At June 30, 2018 the Sheriff has no active construction contracts.

8. PENSION PLAN

The Ascension Parish Sheriff's Office is a participating employer in the Louisiana Sheriff's Pension and Relief Fund (Fund), which is a cost-sharing defined benefit pension plan. The Fund is a public corporation created in accordance with the provision of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriffs' office throughout the State of Louisiana, employees of Louisiana Sheriffs' Association and Sheriffs' Pension and Relief Fund's office. The Fund is governed by a Board of Trustees composed of 14 elected members and two legislators who serve as ex-officio members, all of whom are voting members.

The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 219-0500.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

8. PENSION PLAN (continued)

Plan Description:

The Louisiana Sheriffs' Pension and Relief Fund is the administrator of a cost-sharing, multiple employer defined benefit plan. The plan provides retirement, disability and survivor benefits to employees of sheriff's offices throughout the state of Louisiana, employees of the Louisiana Sheriff's Association and the Sheriffs' Pension and Relief Fund's office as provided for in LRS 11:2171. Eligibility for retirement benefits and the computation of retirement benefits are provided for in LRS 11:2178.

Cost of Living Provisions:

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

Funding Policy:

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 12.75%. In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended June 30, 2018.

Plan members are required by state statute to contribute 10.25 percent of their annual covered salary and the Ascension Parish Sheriff is required to contribute at an actuarially determined rate. As of April 1, 1996, the Ascension Parish Sheriff also pays the employees contribution percentage. Contributions to the Fund also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Ascension Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

The Ascension Parish Sheriff's contributions to the Fund, for the years ending June 30, 2018, 2017, and 2016 were \$2,962,970, \$3,032,512, and \$2,905,756, respectively. The Ascension Parish Sheriff's contributions paid for the employees' contribution to the Fund, for the years ending June 30, 2018, 2017, and 2016, were \$2,381,997, \$2,345,905, and \$2,166,110, respectively.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

8. PENSION PLAN (continued)

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

At June 30, 2018, the Sheriff reported a liability of \$14,308,315 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on the contribution effort of the Sheriff relative to the contribution effort of all participating employers during the measurement period. At June 30, 2017, the Sheriff's proportion was 3.3043%, which was an increase of 0.2099% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Sheriff recognized pension expense of \$2,919,590.

At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ (2,490,746)
Changes of assumptions	2,517,622	-
Net difference between projected and actual earnings on pension plan investments	-	(205,368)
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,343,386	(5,269)
Employer contributions subsequent to the measurement date	2,962,970	-
Total	<u>\$ 6,823,978</u>	<u>\$ (2,701,383)</u>

The Sheriff reported a total of \$2,962,970 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 June 30, 2019.

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

<u>Year</u>	<u>LSPRF</u>
2019	\$ (263,292)
2020	1,266,622
2021	577,306
2022	(904,571)
2023	277,890
2024	205,670
	<u>\$ 1,159,625</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

8. PENSION PLAN (continued)

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
Expected Remaining Service Lives	7 years
Investment Rate of Return	7.50% net of investment expenses
Projected salary increase	5.5% (2.775% Inflation, 2.725% Merit)
Mortality	Mortality rates were projected based on the RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Table for active members, healthy annuitants and beneficiaries; RP-2000 Disabled Lives Mortality Table.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity securities	60%	4.40%
Bonds	25%	0.70%
Alternative Investments	15%	0.60%
Total	100%	5.70%
Inflation		2.60%
Expected Arithmetic Nominal Return		8.30%

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

8. PENSION PLAN (continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.4%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

The following table presents the Sheriff's proportionate share of the net pension liability (NPL) using the discount rate of the Retirement Fund as well as what the Sheriff's proportionate share of the NPL 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 used by the Retirement Fund:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
LSPRF			
Rates	6.40%	7.40%	8.40%
APSO Share of NPL	\$ 29,478,903	\$ 14,308,315	\$ 1,544,333

Amounts Payable to Pension Plan

The Sheriff has no amounts payable to the Retirement Fund at June 30, 2018.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

9. POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

General Information about the OPEB Plan

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

Benefits Provided. Medical, dental, and life insurance benefits are made available to employees upon actual retirement. The employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: For employees prior to January 1, 2012 the earlier of attainment of 30 years of service at any age, or the attainment of 55 and 12 years of service. For employees hired on or after January 1, 2012, the earlier of attainment of age 62 and 12 years of service, age 60 and 20 years of service, or age 62 and 12 years of service, or age 55 and 30 years of service.

Life insurance coverage is continued to retirees based on a blended (active and retired). The amount of insurance coverage while active is continued after retirement, but retiree insurance coverage amounts are reduced at age 65 to 65% of the original amount, to 50% of the original amount at age 70, to 30% of the original amount at age 75, and to 20% of the original amount at age 80. The employer pays 100% of the "cost" of the retiree life insurance, but since the "cost" is based on the blended rates, there is an implicit employer subsidy to the extent that the higher retiree rates are diluted by the lower active rates.

Employees covered by benefit terms - At June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	86
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>340</u>
	<u>426</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

9. POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

Total OPEB Liability

The Sheriff's total OPEB liability of \$17,011,746 was measured as of June 30, 2018 and was determined by an actuarial valuation as of July 1, 2017.

Actuarial Assumptions and other inputs – The total OPEB liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.0%, including inflation
Discount rate	3.58% annually (beginning of year to determine ADC) 3.87% annually (as of end of year measurement date)
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of the applicable measurement date.

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

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2018.

Changes in the Total OPEB Liability

Balance at June 30, 2017, Restated	\$ 17,285,102
Changes for the year:	
Service cost	394,152
Interest	632,917
Differences between expected and actual experience	33,106
Changes in assumptions	(851,051)
Benefit payments and net transfers	(482,480)
Net changes	<u>(273,356)</u>
Balance at June 30, 2018	<u>\$ 17,011,746</u>

The amount due within one year for the total OPEB liability is estimated to be \$509,000.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

9. POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

Changes in the Total OPEB Liability (continued)

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.87%) or 1-percentage-point higher (4.87%) than the current discount rate:

	1.0% Decrease (2.87%)	Current Discount Rate (3.87%)	1.0% Increase (4.87%)
Total OPEB liability	\$ 20,316,315	\$ 17,011,746	\$ 14,407,844

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

	1.0% Decrease (4.5%)	Current Discount Rate (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 14,963,187	\$ 17,011,746	\$ 19,641,545

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

For the year ended June 30, 2018, the Sheriff recognized OPEB expense of \$978,955. At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 31,159	\$ -
Changes in assumptions	-	(800,989)
Total	\$ 31,159	\$ (800,989)

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

Years Ending June 30:	
2019	48,115
2020	48,115
2021	48,115
2022	48,115
2023	48,115
Thereafter	529,255
	\$ 769,830

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

10. DEFERRED COMPENSATION PLAN

The employees of the Ascension Parish Sheriff's Office may participate in a deferred compensation plan offered by the Ascension Parish Sheriff's Office. The Sheriff's Office is enrolled with the State of Louisiana Deferred Compensation Plan (Plan). The Plan was created in accordance with Internal Revenue Code Section 457 and is available to all employees of Ascension Parish Sheriff. The Plan permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency.

All permanent full time employees of the Sheriff's Office are eligible to participate in the voluntary matching deferred compensation program offered by the Sheriff's Office. The program provides a yearly matching contribution based on the employee's length of pension service. The maximum yearly matching contribution by the Sheriff's Office ranges from 1% to 4% of the employee's individual annual compensation, including salary and State Supplemental Pay, but not overtime, holiday, or detail wages. The Sheriff's Office contribution to the Plan for the year ended June 30, 2018 was \$387,956.

11. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others follows:

	Balance, June 30, 2017	Additions	Reductions	Balance, June 30, 2018
Agency funds:				
Civil Account	\$ 387,098	\$ 9,146,223	\$ 8,948,365	\$ 584,956
Tax Collector	58,480	135,023,342	135,045,734	36,088
Bond	1,367,701	2,365,741	2,505,163	1,228,279
Contraband	129,347	89,761	115,933	103,175
Jail Inmate	129,629	1,031,841	1,011,028	150,442
City of Donaldsonville	71,808	179,274	196,929	54,153
Town of Sorrento	673	3,600	3,550	723
Total	<u>\$ 2,144,736</u>	<u>\$ 147,839,782</u>	<u>\$ 147,826,702</u>	<u>\$ 2,157,816</u>

12. TAXES PAID UNDER PROTEST

Amounts held in escrow for protested taxes at June 30, 2018, were \$35,487, consisting of \$29,951 of taxes paid under protest, plus interest earned to date on the investment of these funds of \$5,536. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

13. LITIGATION AND CLAIMS

At June 30, 2018, the Sheriff was involved in several lawsuits. In the opinion of the Sheriff's legal counsel, the ultimate resolution of these claims would not create a liability to the Sheriff in excess of existing insurance coverage.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

14. EXPENDITURES OF THE SHERIFF'S OFFICE PAID BY THE PARISH COUNCIL

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

15. RESERVE FOR SELF INSURED HEALTH AND ACCIDENT PLAN

On August 1, 1992 the Sheriff began providing health and accident insurance coverage for his employees. The plan is funded by the General Fund for employee coverage and by employee premiums paid for dependent coverage. The office is obligated to pay all claims up to \$80,000 per person covered up to an aggregate of \$5,040,399, and the excess is insured with an insurance company up to \$1,000,000.

The claims liability of \$578,800 reported in the General Fund at June 30, 2018, is based on the requirements of Section C50 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Changes in the claims liabilities during the year ended June 30, 2018 is as follows:

Unpaid claims as of July 1, 2017	\$ 379,187
Incurred claims (including claims incurred but not reported as of June 30):	
Provision for current-year events where the Sheriff has retained risk of loss	3,182,731
Payments:	
Claims attributed to current year events where the Sheriff has retained risk of loss	<u>(2,983,118)</u>
Unpaid claims as of June 30, 2018	<u>\$ 578,800</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

16. CHANGES IN LONG-TERM DEBT

The following is a summary of long-term debt transactions for the year ended June 30, 2018:

	Balance June 30, 2017 <u>Restated</u>	<u>Additions</u>	<u>Reductions</u>	Balance June 30, 2018	Due Within One Year
Governmental activities:					
Compensated absences	\$ 2,307,357	\$ -	\$ (29,915)	\$ 2,277,442	\$ 705,145
Total OPEB liability	17,285,102	-	(273,356)	17,011,746	-
Net pension liability	19,639,368	-	(5,331,053)	14,308,315	-
Total	<u>\$ 39,231,827</u>	<u>\$ -</u>	<u>\$ (5,634,324)</u>	<u>\$ 33,597,503</u>	<u>\$ 705,145</u>

17. LEASES

The Sheriff has operating leases for building facilities, office equipment, radio towers, and storage units. Total rent and leases paid for the year was \$50,212.

The Sheriff also leases some of its vehicles under various operating lease agreements. The leases require a fixed monthly payment, maintenance, and use tax charge. The leases have various expiration dates through June 2023. Total lease expense for the year ended June 30, 2018 related to these vehicles was \$251,356.

Minimum future lease payments required under the operating lease agreements in effect as of June 30, 2018 are as follows:

<u>Year Ending June 30,</u>	<u>Vehicles</u>	<u>Towers/Facilities</u>	<u>Total</u>
2019	\$ 256,590	\$ 40,226	\$ 296,816
2020	256,590	-	256,590
2021	216,067	-	216,067
2022	109,969	-	109,969
2023	18,265	-	18,265
	<u>\$ 857,481</u>	<u>\$ 40,226</u>	<u>\$ 897,707</u>

18. RISK MANAGEMENT

The Sheriff is exposed to risks of loss in the areas of auto liability, professional law enforcement liability, group health and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

19. TAX ABATEMENT

The local government is subject to certain property tax abatements granted by the Louisiana State Board of Commerce and Industry (the "State Board"), a state entity governed by board members representing major economic groups and gubernatorial appointees. Abatements to which the government may be subject include those issued for property taxes under the Industrial Tax Exemption Program ("ITEP") and the Restoration Tax Abatement Program ("RTAP"). In addition, the local government has the authority to grant sales tax rebates to taxpayers pursuant to the Enterprise Zone Tax Rebate Program ("EZ Program"). For the year ending June 30, 2018, the government participated in the Industrial Tax Exemption Program.

Under the ITEP, as authorized by *Article 7, Section 21(F) of the Louisiana Constitution and Executive Order Number JBE 2016-73*, companies that qualify as manufacturers can apply to the State Board for a property tax exemption on all new property, as defined, used in the manufacturing process. Under the ITEP, companies are required to promise to expand or build manufacturing facilities in Louisiana, with a minimum investment of \$5 million. The exemptions are granted for a 5 year term and are renewable for an additional 5 year term upon approval by the State Board. In the case of the local government, these state-granted abatements have resulted in reductions of property taxes, which the tax assessor administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be as much as 100 percent. The local government may recapture abated taxes if a company fails to expand facilities or otherwise fail to fulfill its commitments under the agreement.

Taxes abated for the fiscal year ended June 30, 2018 were as follows:

<u>Tax Abatement/Refund Program</u>	<u>Amount of Taxes Abated During the Fiscal Year</u>
Industrial Tax Exemption Program	\$ 10,214,709

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

20. EX-OFFICIO TAX COLLECTOR

The amount of cash on hand at the end of the year was \$36,088.

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

<u>Taxing Authority</u>	<u>Taxes Assessed</u>	<u>Taxes Collected</u>
Ascension Parish School Board	\$ 74,722,926	\$ 74,711,562
Ascension Parish Government	31,942,202	31,937,525
Ascension Parish Sheriff	17,567,525	17,564,853
Pontchartrain Levee District	3,933,819	3,933,172
Ascension Parish Assessor	2,208,082	2,207,746
Amite River District	384,529	384,106
Lafourche Levee Basin	295,463	295,460
Ascension Consolidated Utilities District #1	295,966	295,958
Atchafalaya Levee District	67,327	67,327
Bayou Lafourche Water District	55,629	55,629
Louisiana Tax Commission	39,397	39,397
Louisiana Agriculture & Forestry Commission	2,097	2,097
Total	<u>\$ 131,514,962</u>	<u>\$ 131,494,832</u>

The amount of taxes assessed and uncollected by the specified taxing authority is presented below. Failure to collect these taxes is due to bankruptcies, outstanding fees, or the fact that the property is considered movable, and therefore, it cannot be sold at property tax sale.

<u>Taxing Authority</u>	<u>Uncollected Taxes</u>
Ascension Parish School Board	\$ 11,364
Ascension Parish Government	4,677
Ascension Parish Sheriff	2,672
Pontchartrain Levee District	647
Ascension Parish Assessor	336
Amite River District	423
Lafourche Levee Basin	3
Ascension Consolidated Utilities District #1	8
Atchafalaya Levee District	-
Bayou Lafourche Water District	-
Louisiana Tax Commission	-
Louisiana Agriculture & Forestry Commission	-
Total	<u>\$ 20,130</u>

REQUIRED SUPPLEMENTARY INFORMATION

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<u>REVENUES</u>			
Ad valorem taxes	\$17,781,494	\$17,983,327	\$17,986,577
Sales taxes	12,750,000	11,393,121	11,473,935
Intergovernmental revenues:			
Federal grants	83,534	919,194	407,339
State grants:			
State revenue sharing (net)	124,694	124,816	124,723
State supplemental pay	1,338,493	1,291,878	1,288,666
Other state and local grants	184,000	191,200	198,296
Fees, charges, and commissions for services:			
Civil and criminal fees	1,251,000	1,602,108	1,666,732
Court attendance	18,000	16,800	17,075
Communications district- 911	739,000	936,910	1,079,780
Transporting prisoners	36,200	53,300	53,706
Feeding and keeping prisoners	2,273,695	2,172,344	1,846,304
Municipal law enforcement fees	1,407,752	1,340,716	1,340,717
Miscellaneous commissions	560,800	775,604	802,166
Other fees and charges	487,635	499,642	494,261
Interest income	48,750	220,623	222,016
Miscellaneous	773,908	867,011	536,743
Total revenues	<u>39,858,955</u>	<u>40,388,594</u>	<u>39,539,036</u>
<u>EXPENDITURES</u>			
Public safety:			
Personal services and related benefits	28,471,635	28,223,661	28,189,103
Operating services	5,034,660	5,758,504	5,708,881
Material and supplies	4,490,783	4,164,641	3,776,456
Travel and other charges	29,500	38,100	42,220
Capital outlay	1,906,056	2,257,502	2,078,555
Total expenditures	<u>39,932,634</u>	<u>40,442,408</u>	<u>39,795,215</u>
EXCESS OF REVENUES OVER EXPENDITURES	(73,679)	(53,814)	(256,179)
Other financing sources:			
Sale of fixed assets	87,621	93,772	150,928
Total other financing sources	<u>87,621</u>	<u>93,772</u>	<u>150,928</u>
Net change in fund balance	13,942	39,958	(105,251)
FUND BALANCE AT BEGINNING OF YEAR	<u>23,805,868</u>	<u>24,140,145</u>	<u>24,140,145</u>
FUND BALANCE AT END OF YEAR	<u>\$23,819,810</u>	<u>\$24,180,103</u>	<u>\$24,034,894</u>

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF CHANGES IN TOTAL OTHER POSTEMPLOYMENT
BENEFITS LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED JUNE 30, 2018

Financial statement reporting date	June 30, 2018
Measurement date	June 30, 2018
Total OPEB Liability	
Service cost	\$ 394,152
Interest	632,917
Differences between expected and actual experience	33,106
Changes of assumptions	(851,051)
Benefit payments	(482,480)
Net change in total OPEB liability	<u>(273,356)</u>
Total OPEB liability - beginning	<u>17,285,102</u>
Total OPEB liability - ending	<u><u>\$ 17,011,746</u></u>
Covered payroll	\$ 20,717,014
Net OPEB liability as a percentage of covered payroll	82.11%

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

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
TO SHERIFFS' PENSION AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2018 (*)

<u>Pension Plan</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Employer's Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
Sheriffs' Pension and Relief Fund					
2017	3.3043%	\$ 14,308,315	\$ 22,886,870	62.5176%	88.49%
2016	3.0943%	19,639,368	21,132,766	92.9333%	82.10%
2015	3.0551%	13,618,188	20,255,844	67.2309%	86.61%
2014	2.9819%	11,808,351	19,118,783	61.7631%	87.34%

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

(*) The amounts presented have a measurement date of the June 30th for year listed.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF ASCENSION PARISH SHERIFF'S CONTRIBUTIONS
TO THE SHERIFFS' PENSION AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2018

<u>Pension Plan:</u>	<u>Contractually Required Contribution¹</u>	<u>Contributions in Relation to Contractually Required Contribution²</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll³</u>	<u>Contributions as a % of Employer's Covered Payroll</u>
Sheriffs' Pension and Relief Fund					
2018	\$ 2,962,970	\$ 2,962,970	\$ -	\$ 23,238,983	12.7500%
2017	3,032,512	3,032,512	-	22,886,870	13.2500%
2016	2,905,756	2,905,756	-	21,132,766	13.7500%
2015	2,886,457	2,886,457	-	20,255,844	14.2500%

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

For reference only:

¹ *Employer contribution rate multiplied by employer's covered payroll*

² *Actual employer contributions remitted to the Sheriffs' Pension and Relief Fund*

³ *Employer's covered payroll amount for each of the fiscal year ended June 30, 2018, 2017, 2016 and 2015*

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2018

Changes of Benefit Terms include:

Other Post-Employment Benefit Plan

There was no changes of benefit terms for the year ended June 30, 2018.

Louisiana Sheriffs' Pension and Relief Fund

There was no changes of benefit terms for the year ended June 30, 2018 and the year ended June 30, 2017.

Changes of Assumptions:

Other Post-Employment Benefit Plan

The changes in assumptions balance was a result of changes in the discount rate. The following are the discount rates used in each measurement of total OPEB liability:

Discount Rate:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2018	3.870%	0.290%
6/30/2017	6/30/2017	3.580%	

Louisiana Sheriffs' Pension and Relief Fund

The following changes in actuarial assumptions for each year are as follows:

Discount Rate:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2017	7.400%	-0.100%
6/30/2017	6/30/2016	7.500%	-0.100%
6/30/2016	6/30/2015	7.600%	-0.100%
6/30/2015	6/30/2014	7.700%	

Merit:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2017	2.725%	0.100%
6/30/2017	6/30/2016	2.625%	0.000%
6/30/2016	6/30/2015	2.625%	-0.375%
6/30/2015	6/30/2014	3.000%	

Inflation Rate:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2017	2.775%	-0.100%
6/30/2017	6/30/2016	2.875%	0.000%
6/30/2016	6/30/2015	2.875%	-0.125%
6/30/2015	6/30/2014	3.000%	

Investment rate of return:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2017	7.500%	-0.100%
6/30/2017	6/30/2016	7.600%	-0.100%
6/30/2016	6/30/2015	7.700%	0.000%
6/30/2015	6/30/2014	7.700%	

Salary Increases:

Measurement			
Year End	date	Rate	Change
6/30/2018	6/30/2017	5.500%	0.000%
6/30/2017	6/30/2016	5.500%	0.000%
6/30/2016	6/30/2015	5.500%	-0.500%
6/30/2015	6/30/2014	6.000%	

OTHER SUPPLEMENTARY INFORMATION

ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana

GENERAL DESCRIPTIONS
AGENCY FUNDS
June 30, 2018

SHERIFF'S CIVIL FUNDS

The Sheriff's Civil Funds account for funds held in civil suits, sheriff's sales, and garnishments.

TAX COLLECTOR FUND

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

BOND FUND

The Bond Fund accounts for the collection of bonds, fines, and costs and payment of these collections to the recipients in accordance with applicable laws.

CONTRABAND FUND

The Contraband Fund holds all criminally disputed funds until a decision as to ownership is decided in District Court. The monies are distributed according to court judgment.

JAIL INMATE FUND

The Jail Inmate Fund accounts for all funds received from and disbursed to the inmates as they enter and are released from the prison system.

CITY OF DONALDSONVILLE COURT FUND

The City of Donaldsonville Court Fund accounts for the collection of fines and costs, and payment of these collections to the recipients in accordance with applicable laws.

TOWN OF SORRENTO COURT FUND

The Town of Sorrento Court Fund accounts for the collection of fines and costs, and payment of these collections to the recipients in accordance with applicable laws.

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

AGENCY FUNDS
COMBINING SCHEDULE OF CHANGES IN BALANCES DUE TO TAXING BODIES AND OTHERS
YEAR ENDED JUNE 30, 2018

	<u>Sheriff's Civil</u>	<u>Tax Collector</u>	<u>Bond</u>	<u>Contraband</u>
<u>BALANCES AT BEGINNING</u>				
<u>OF YEAR</u>	\$ 387,098	\$ 58,480	\$ 1,367,701	\$ 129,347
<u>ADDITIONS</u>				
Deposits:				
Sheriff's sales and garnishments	9,133,964	-	-	88,581
Fines and costs	-	-	2,352,883	-
Receipts from inmates	-	-	-	-
Taxes, fees, etc. paid to tax collector	-	134,925,194	-	-
Interest on investments	12,259	98,148	12,858	1,180
Total additions	<u>9,146,223</u>	<u>135,023,342</u>	<u>2,365,741</u>	<u>89,761</u>
<u>REDUCTIONS</u>				
Taxes, fees, etc. distributed to taxing bodies and others	-	135,045,734	-	-
Distribution to inmates	-	-	-	-
Deposits settled	8,948,365	-	2,505,163	115,933
Total reductions	<u>8,948,365</u>	<u>135,045,734</u>	<u>2,505,163</u>	<u>115,933</u>
<u>BALANCES AT END OF YEAR</u>	<u>\$ 584,956</u>	<u>\$ 36,088</u>	<u>\$ 1,228,279</u>	<u>\$ 103,175</u>

<u>Jail Inmate</u>	<u>City of Donaldsonville Court Fund</u>	<u>Town of Sorrento Court Fund</u>	<u>Total</u>
<u>\$ 129,629</u>	<u>\$ 71,808</u>	<u>\$ 673</u>	<u>\$ 2,144,736</u>
-	-	-	9,222,545
-	178,592	3,592	2,535,067
1,030,286	-	-	1,030,286
-	-	-	134,925,194
<u>1,555</u>	<u>682</u>	<u>8</u>	<u>126,690</u>
<u>1,031,841</u>	<u>179,274</u>	<u>3,600</u>	<u>147,839,782</u>
-	-	-	135,045,734
1,011,028	-	-	1,011,028
-	196,929	3,550	11,769,940
<u>1,011,028</u>	<u>196,929</u>	<u>3,550</u>	<u>147,826,702</u>
<u>\$ 150,442</u>	<u>\$ 54,153</u>	<u>\$ 723</u>	<u>\$ 2,157,816</u>

STATE OF LOUISIANA

PARISH OF ASCENSION

AFFIDAVIT

JEFFREY F. WILEY, SHERIFF OF ASCENSION PARISH

BEFORE ME, the undersigned authority, personally came and appeared, Jeffrey F. Wiley, the sheriff of Ascension Parish, State of Louisiana, who after being duly sworn, deposed and said:

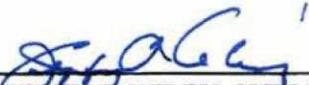
The following information is true and correct:

\$36,088 is the amount of cash on hand in the tax collector account on June 30, 2018;

He further deposed and said:

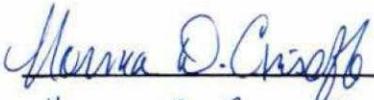
All itemized statements of the amounts of taxes collected for tax year 2017, by taxing authority, are true and correct.

All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct.



JEFFREY F. WILEY, SHERIFF

Sworn to and subscribed before me, Notary, this 24th day of October, 2018, in my office in Donaldsonville, Louisiana.

 (Signature)
Norma D. Crisoff (Print), # 135483
Notary Public
June 30th 2020 (Commission)

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD
FOR THE YEAR ENDED JUNE 30, 2018

Agency Head Name/Title: Jeffrey F. Wiley, Sheriff

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 160,332
Benefits - insurance	7,943
Benefits - life insurance	1,061
Benefits - retirement	42,282
Benefits - deferred compensation	6,414
Benefits - miscellaneous	1,323
Conference travel	4,260
Business meals	968
	<u>\$ 224,583</u>

COMPLIANCE AND INTERNAL CONTROL

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

Honorable Jeffrey F. Wiley
Ascension Parish Sheriff
Donaldsonville, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Ascension Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated December 27, 2018.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and recommendations that we consider to be significant deficiencies. [2018-001]



Compliance and Other Matters

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

Sheriff's Response to Findings

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

Purpose of this Report

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

Postlethwaite & Netterville

Donaldsonville, Louisiana
December 27, 2018

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF FINDINGS AND RECOMMENDATIONS
June 30, 2018

SECTION I - SUMMARY OF AUDIT RESULTS

Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

- Material weakness identified
- Significant deficiency identified not considered to be a material weakness?

_____ Yes X No

 X Yes _____ None reported

Noncompliance material to financial statements noted?

_____ Yes X No

ASCENSION PARISH SHERIFF
DONALDSONVILLE, LOUISIANA

SCHEDULE OF FINDINGS AND RECOMMENDATIONS
June 30, 2018

SECTION II – FINANCIAL STATEMENT FINDINGS

MATERIAL WEAKNESS

None

SIGNIFICANT DEFICIENCIES

2018-001 Internal Control over Financial Reporting

Criteria: Internal controls over financial reporting consists of policies and procedures related to an entity's ability to initiate, record, process, and report financial data consistent with the assertions embodied in the financial statements and in accordance with generally accepted accounting principles (GAAP).

Condition: General ledger accounts were not properly reconciled to the subsidiary ledgers.

Cause: During the year, accounts receivable and accounts payable reconciliations were not performed. This resulted in several adjustments to these accounts in order for them to properly reflect end of year balances. Additionally, bank reconciliations were not performed timely throughout the year.

Effect: Due to the inaccuracy of information provided to the Sheriff quarterly, the Sheriff does not have the ability to make appropriate financial decisions. Further, this renders budgetary controls ineffective.

Recommendation: Reconciliations of general ledger accounts to the subsidiary ledgers should be performed timely. These reconciliations should be reviewed by someone independent of the preparer.

View of Responsible Official: Management concurs with the finding. Controls over the reconciliation process of cash, accounts receivable, and payables will be reviewed and updated and new procedures will be implemented to address internal control deficiencies.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Not applicable

PARISH SEAT
COURTHOUSE
300 HOUMAS ST., SUITE E
P.O. BOX 268
DONALDSONVILLE, LA 70346-0268
BUS. OFFICE: 225-473-8671
FAX: 225-621-8182
DISPATCH: 225-473-8673
JAIL: 225-473-8674



GONZALES OFFICE
828 SOUTH IRMA BLVD., SUITE 101
GONZALES, LA 70737
P.O. BOX 118
GONZALES, LA 70707
BUS. OFFICE: 225-621-8340
CIVIL: 225-621-8341
DISPATCH: 225-621-8300
WARRANTS: 225-621-8308
FAX: 225-647-8156

JEFFREY F. WILEY
SHERIFF and EX-OFFICIO TAX COLLECTOR

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

AS OF June 30, 2018

A. FINDINGS – FINANCIALS STATEMENT AUDIT

None

**B. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT
DEPARTMENT OF HOMELAND SECURITY**

2017-001 Disaster Grants – Public Assistance (Presidentially Declared Disasters) – CFDA
No. 97.036; Disaster No. 4277; Grant Period – Year ended June 30, 2017

Significant Deficiency – Internal Control Over Reporting

Condition: Verification that reimbursement reports and quarterly reports are approved by someone other than the preparer is not evident on reimbursement forms and/or on the quarterly reports submitted to Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

Current Year Status: Resolved

PARISH SEAT
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WARRANTS: 225-621-8308
FAX: 225-621-8323

JEFFREY F. WILEY
SHERIFF and EX-OFFICIO TAX COLLECTOR

December 27, 2018

**Ascension Parish Sheriff
Response to Audit Findings
For the Fiscal Year Ended June 30, 2018**

Reference No. 2018-001

Description of Finding: Internal Control over Financial Reporting

Corrective Action Planned: Subsequent to the fiscal year end, management has assigned the role of Chief Financial Officer to an Accountant with experience specifically related to governmental entities. The current Chief Financial Officer along with Management, are in the process of updating and implementing procedures to address internal controls identified during the audit. We are in the process of setting up our accounting system in a manner that will enable us to better utilize the subsidiary ledgers.

Anticipated Completion Date: The completion of various items, including the proper set up of the accounting system, are expected to be completed as soon as possible and prior to 6/30/2019.

The above corrective action plan addresses the auditor's current year findings. If you require additional information concerning the corrective action plan, please contact Deputy Sara Loupe, Chief Financial Officer, P.O. Box 268, Donaldsonville, Louisiana 70346.

Sara Loupe, Deputy Sheriff
Chief Financial Officer

ASCENSION PARISH SHERIFF

**REPORT ON STATEWIDE AGREED-UPON
PROCEDURES on COMPLIANCE and CONTROL
AREAS**

FOR THE YEAR ENDED JUNE 30, 2018

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Schedule A: Agreed-Upon Procedures Performed and Associated Findings	2 - 12
Schedule B: Management's Response and Corrective Action Plan	13 - 14

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Jeffrey F. Wiley, Ascension Parish Sheriff,
and the Louisiana Legislative Auditor

We have performed the procedures enumerated in Schedule A, which were agreed to by the Ascension Parish Sheriff (Entity) and the Louisiana Legislative Auditor (LLA) (specified users) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures we performed and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those 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 control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Postlethwaite & Netterville
Donaldsonville, Louisiana
December 27, 2018

ASCENSION PARISH SHERIFF
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
June 30, 2018

Schedule A

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedures presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “no exception noted”. If not, then a description of the exception ensues. Additionally, certain procedures listed below may not have been performed in accordance with guidance provided by the Louisiana Legislative Auditor, the specified user of the report. For those procedures, “procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity” is indicated.

Written Policies and Procedures

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

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

No exception noted.

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.

No exception noted.

c) ***Disbursements***, including processing, reviewing, and approving

No exception noted.

d) ***Receipts***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management’s actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

No exception noted.

e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

No exception noted.

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 Entity does not have written policies and procedures for contracting.

ASCENSION PARISH SHERIFF
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
June 30, 2018

Schedule A

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

No exception noted.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

No exception noted.

- 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.

The Entity has written policies for Ethics; however, the policy does not contain attribute (3) system to monitor possible ethics violations or attribute (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the Entity's ethics policy.

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

The Entity has no debt and therefore has no debt service policies and procedures.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Procedure is not applicable to entities managed by a single elected official. The Sheriff is a single elected official who manages the Sheriff's Department. As such, this procedure is not applicable to the Sheriff's Department.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Procedure is not applicable to entities managed by a single elected official. The Sheriff is a single elected official who manages the Sheriff's Department. As such, this procedure is not applicable to the Sheriff's Department.

ASCENSION PARISH SHERIFF
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
June 30, 2018

Schedule A

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Procedure is not applicable to entities managed by a single elected official. The Sheriff is a single elected official who manages the Sheriff's Department. As such, this procedure is not applicable to the Sheriff's Department.

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:

A listing of bank accounts was provided and included a total of fourteen bank accounts. Management identified the entity's main operating account. A signed representation letter by management was obtained on the completeness of the listing.

From the listing provided, we selected five bank accounts (one main operating and four randomly) and obtained the bank reconciliations for the month ending October 31, 2017, resulting in five bank reconciliations obtained and subjected to the below procedures.

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

Of the five bank accounts tested, one reconciliation was not prepared within 2 months of the related statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

The five bank reconciliations tested lacked evidence that someone had reviewed them.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Of the five bank accounts tested, three had reconciling items that have been outstanding for more than 12 months from the statement closing date. Management did not have documentation that the items were researched for proper disposition.

ASCENSION PARISH SHERIFF
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
June 30, 2018

Schedule A

Collections

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

A listing of deposit sites was provided and included at total of 4 deposit sites. A signed representation letter by management was obtained on the completeness of the listing.

From the listing provided, we selected all 4 deposit sites and performed the procedures below.

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

A listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 8 collection locations. A signed representation letter by management was obtained on the completeness of the listing.

From each of the listings provided, we randomly selected one collection location for each deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

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

Of the five cash collection locations selected, two share cash drawers/registers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

No exception noted.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

No exception noted.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

No exception noted.

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

No exception noted.

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

We randomly selected two deposit dates for each of the five bank accounts selected in procedure #3. We obtained supporting documentation for each of the ten deposits and performed the procedures below.

- a) Observe that receipts are sequentially pre-numbered.

No exception noted.

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

No exception noted.

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

No exception noted.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

One of the ten deposits that were tested was not made within one business day of receipt. Additionally, five of the deposits that were tested lacked an indication of when funds were received. Therefore, we were unable to determine if the deposit was made timely.

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

No exception noted.

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

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

The listing of locations that process payments for the fiscal year was provided. A signed representation letter by management was obtained on the completeness of the listing.

From the listing provided, we selected all four locations and performed the procedures below.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.

Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

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

No exception noted.

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

Employees at two of the locations are responsible for processing and approving disbursements.

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

The person responsible for processing payments at three of the four locations is not prohibited from modifying vendors.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

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

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

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A listing of non-payroll disbursements for each payment processing location selected in procedure #8 was provided related to the reporting period. A signed representation letter by management was obtained on the completeness of the listing.

From each of the listings provided, we randomly selected five disbursements and performed the procedures below.

- a) Observe that the disbursement matched the related original invoice/billing statement.

The Entity was unable to provide support for two of the twenty disbursements selected for testing.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

The Entity was unable to provide support for two of the twenty disbursements selected for testing. Thirteen of the twenty disbursements selected for testing were processed and approved by the same person approving the payment. For fifteen of the twenty disbursements selected for testing, the payment processor is not prohibited from adding/modifying vendor files. For nineteen of the twenty disbursements tested, the payment processor mails the check.

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

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [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.]]

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

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Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Payroll and Personnel

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

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Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

- 18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

- 19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

Ethics

- 20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

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Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the Entity.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Not applicable – Entity has no debt.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Not applicable – Entity has no debt.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Not applicable – there were no instances of misappropriations of public funds and assets during the fiscal period as asserted by the Entity.

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

No exception noted.

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JEFFREY F. WILEY
SHERIFF and Ex-OFFICIO TAX COLLECTOR

December 27, 2018

**Ascension Parish Sheriff
Management's Response to Agreed-Upon Procedures Report
For the Fiscal Year Ended June 30, 2018**

Written Policies and Procedures

1. f.) Management is currently in the process of updating and implementing a new electronic policy manual which will include a contracting policy.
- i.) APSO follows state guidelines and employees take the required ethics training each year. Additionally, Management is currently in the process of updating and implementing a new electronic policy manual which will include our ethics policy and a requirement for the acknowledgement each year by each employee. Management will also devise a system for monitoring any possible violations.

Bank Reconciliations

3. a.) Management will devise a process to ensure that bank reconciliations are prepared and reviewed within two months of the related statement closing date.
- b.) Management will include evidence of review on each bank reconciliation.
- c.) Management will devise a process to research and review outstanding items greater than 12 months old from the statement date for the determination of proper disposition.

Collections

5. a.) Management will review the current procedures to determine if it is feasible to maintain separate cash drawers based on the size of the staff and other determining factors for each collection site.
7. d.) Management strives to minimize the amount of time between collections and the date of the deposit at the bank. However, based on the size of our staff, it is currently not feasible for all deposits to be made within one business day. Management will continue to review the procedures to determine if it may become feasible for deposits to be made within one business day in the future.

Non-payroll Disbursements

9. **b.)** Management will review the current procedures to determine if it is feasible separate the approving and processing functions based on the size of the staff.
c.) Management will review the current procedures to determine if it is feasible to determine a way to separate this function or to create a mitigating control if it is not feasible.
d.) Based on the size of staff, it is currently not feasible to separate these functions. Management will continue to review the procedures to determine if it may become feasible for these functions to be separated in the future
10. **a. & b.)** Management will review the current procedures to determine if it is feasible separate the approving and processing, adding/modifying vendors, and create separation between the person that prepares payments and mails payments based on the size of the staff. Additionally, Management will also devise procedures to ensure that all supporting documentation is kept according to our record retention policy.

Respectfully Submitted,



Sara Loupe, Deputy Sheriff
Chief Financial Officer



215 Saint Patrick St. – Donaldsonville, LA 70346
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pncpa.com

A Professional Accounting Corporation

Honorable Jeff Wiley
Ascension Parish Sheriff's Office
Ex-Officio Tax Collector
Donaldsonville, Louisiana 70346

We have audited the financial statements of the Ascension Parish Sheriff for the year ended June 30, 2018, and have issued our report thereon dated December 27, 2018. As part of our audit, we made a study and evaluation of internal accounting control to the extent we considered necessary to evaluate the system as required by auditing standards generally accepted in the United States of America. Under these standards, the purposes of such evaluation are to establish a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control.

The objective of internal control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of the financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

No matter how good a system, there are inherent limitations that should be recognized in considering the potential effectiveness of internal accounting. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management either with respect to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the degree of compliance with the procedures may deteriorate. We say this simply to suggest that any system needs to be constantly reviewed and improved where necessary.

However, during the course of our audit, we became aware of several matters that are opportunities for strengthening internal controls or operating efficiency. Our comments and suggestions regarding those matters are set forth below. This letter does not affect our reports dated December 27, 2018, on the financial statements of the Ascension Parish Sheriff or the Sheriff's internal control over financial reporting.

ML-2018-001 Bank Reconciliations – Outstanding Items

Findings: Bank reconciliation procedures should include an investigation of outstanding items that are older than one year. The preparer should also ensure that voided items are not included as outstanding.

Recommendations: We recommend that the Sheriff initiate/improve the process of reconciling bank statements by including procedures to review outstanding items and to understand why the outstanding items have not cleared the bank.



ML-2018-002 Capital Assets Inventory

Findings: The Sheriff is not currently completing a capital asset inventory count and reconciling the capital asset inventory counts to the accounting records.

Recommendations: Management should design and implement a formal process and establish procedures to ensure that periodic capital asset inventory counts are taken, and those counts should be reconciled to the accounting records in order to assist in the proper safeguarding of assets of the Sheriff.

ML-2018-003 Payroll Processes

Findings: There was no evidence of approval for two employees' salaries. Additionally, two payroll registers lacked evidence of review by an individual other than the one preparing the payroll.

Recommendations: Management should design and implement a formal process and establish procedures to ensure that employees are being paid at the approved rate. Additionally, the Sheriff should perform a review of the payroll register to ensure that no changes were made to employees' salaries that were unauthorized. Employees' files should contain documentation for all approved pay increases.

This information is intended solely for the use of the Sheriff and management of the Ascension Parish Sheriff and should not be used for any other purpose.

Postlethwaite & Netterville

Donaldsonville, Louisiana
December 27, 2018

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JEFFREY F. WILEY
SHERIFF and EX-OFFICIO TAX COLLECTOR

December 27, 2018

Ascension Parish Sheriff
Response to Management Letter Comments
For the Fiscal Year Ended June 30, 2018

Reference No. ML-2018-001

Description of Finding: Bank Reconciliations – Outstanding Items

Corrective Action Planned: Management will devise a process to research and review outstanding items greater than 12 months old from the statement date to ensure that items are properly accounted for.

Anticipated Completion Date: This process will be completed beginning in January 2019.

Reference No. ML-2018-002

Description of Finding: Capital Assets Inventory

Corrective Action Planned: Management will develop procedures to update and maintain the capital asset inventory counts and develop an ongoing process to continuously maintain the counts on an ongoing basis in the future.

Anticipated Completion Date: The development and implementation of these processes are expected to take place over the next year.

Reference No. 2018-003

Description of Finding: Payroll Process

Corrective Action Planned: Management will develop procedures to ensure that the approval of employee salaries and the review of payroll registers are documented.

Anticipated Completion Date: This process will be completed beginning with the next payroll.

The above corrective action plan addresses the auditor's current year findings. If you require additional information concerning the corrective action plan, please contact Deputy Sara Loupe, Chief Financial Officer, P.O. Box 268, Donaldsonville, Louisiana 70346.


Sara Loupe, Deputy Sheriff
Chief Financial Officer