

**JEFFERSON PARISH CORONER'S OFFICE
ANNUAL FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

JEFFERSON PARISH CORONER'S OFFICE

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INDEPENDENT AUDITORS' REPORT

Gerald A. Cvitanovich, M.D.
Jefferson Parish Coroner's Office
Harvey, Louisiana

We have audited the accompanying financial statements of the Jefferson Parish Coroner's Office (the Coroner), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Coroner's 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 an opinion 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Coroner, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information on pages 4 through 9 and 31 through 35 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the 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 inquires of management about the methods of preparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtain during our audit of the 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 Coroner's financial statements. The schedule of compensation, benefits, and other payments to agency heads is presented for purposes of additional analysis and is not a required part of the financial statements.

The schedule of compensation, benefits, and other payments to agency heads is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments paid to agency heads is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued our report dated June 24, 2020, on our consideration of the Coroner'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 or on compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coroner's internal control over financial reporting and compliance.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
June 24, 2020

JEFFERSON PARISH CORONER'S OFFICE

MANAGEMENT'S DISCUSSION AND ANALYSIS

Within this section of the Jefferson Parish Coroner's Office (the Coroner) annual financial report, the Coroner's management is pleased to provide this narrative discussion and analysis of the financial activities of the Coroner for the year ended December 31, 2019. The Coroner's financial activities and condition are discussed and analyzed within the context of the accompanying basic financial statements and footnote disclosures following this section.

Management's Discussion and Analysis (MD&A) is a part of the Required Supplementary Information required by the Governmental Accounting Standards Board's (GASB) Statement No. 34 – *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*.

FINANCIAL HIGHLIGHTS

- The Coroner's assets and deferred outflows exceeded its liabilities and deferred inflows by \$17,618,453 (net position) as of December 31, 2019, and by \$16,957,420 as of December 31, 2018.
- Total 2019 revenues of \$6,926,849 exceeded total expenditures of \$6,265,816, resulting in an excess of revenues over expenditures of \$661,033. For 2018, the Coroner had revenues exceeding expenditures in the amount of \$456,948.
- Total net position as of December 31, 2019 and 2018 are comprised of the following:
 - Net investment in capital assets, of \$4,072,847 and \$4,257,890, respectively, consisting of property and equipment, net of accumulated depreciation and related debt.
 - Unrestricted net position of \$13,545,605 and \$12,699,530, respectively.
 - The Coroner's general fund reported a total fund balance of \$13,376,888 and, \$12,359,778 for 2019 and 2018, respectively.

The above financial highlights are explained in more detail in the "Financial Analysis" section to follow.

OVERVIEW OF THE FINANCIAL STATEMENTS

This Management's Discussion and Analysis section introduces the Coroner's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Coroner also includes in this report additional information to supplement the basic financial statements. Comparative data for the prior year is only available on a limited basis.

JEFFERSON PARISH CORONER'S OFFICE

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

OVERVIEW OF THE FINANCIAL STATEMENTS - Continued

Government-Wide Financial Statements

The Coroner's annual financial report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Coroner's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting.

The first of these government-wide financial statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Coroner's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Coroner as a whole is improving or deteriorating.

The other government-wide financial statement is the Statement of Activities, which reports how the Coroner's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when the cash is received or paid.

The government-wide financial statements present governmental activities of the Coroner. The government-wide financial statements are presented on pages 10 and 11 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Coroner uses funds to ensure and demonstrate compliance with finance-related laws and regulations.

Governmental funds are reported in the fund financial statements and encompass the same function as governmental activities in the government-wide financial statements. However, the focus is very different with fund financial statements providing a distinctive view of the Coroner's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between the two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives.

The Coroner has only one governmental fund which is the general fund and the basic governmental fund financial statements are presented on pages 12 and 14-15 of this report.

Notes to the Basic Financial Statements

The accompanying notes to the basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes begin on page 17 of this report.

JEFFERSON PARISH CORONER'S OFFICE
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

OVERVIEW OF THE FINANCIAL STATEMENTS - Continued

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Coroner's budget presentations. Budgetary comparison statements are included as "Required Supplementary Information" for the General Fund. This schedule demonstrates compliance with the Coroner's adopted and final revised budget. This Required Supplementary Information schedule can be found on pages 32-33 of this report.

FINANCIAL ANALYSIS OF THE CORONER AS A WHOLE

The Coroner's net position was \$17,618,453 and \$16,957,420 as of December 31, 2019 and 2018, respectively. The following table provides a summary of the Coroner's net position:

Condensed Statements of Net Position
as of December 31, 2019 and 2018

	<u>2019</u>	<u>Percentage</u>	<u>2018</u>	<u>Percentage</u>
ASSETS:				
Current assets	14,181,575	77%	\$ 12,901,152	73%
Other asset	56,359	1%	433,021	3%
Capital assets, net of accumulated depreciation	<u>4,072,848</u>	22%	<u>4,257,890</u>	24%
TOTAL ASSETS	<u>18,310,782</u>	100%	<u>17,592,063</u>	100%
DEFERRED OUTFLOWS	<u>1,608,480</u>		<u>720,178</u>	
LIABILITIES:				
Current liabilities	383,353	18%	420,106	100%
Noncurrent liabilities	<u>1,793,991</u>	82%	-	0%
TOTAL LIABILITIES	<u>2,177,344</u>	100%	<u>420,106</u>	100%
DEFERRED INFLOWS	<u>123,465</u>		<u>934,715</u>	
NET POSITION:				
Net investment in capital assets	4,072,848		4,257,890	
Unrestricted	<u>13,545,605</u>		<u>12,699,530</u>	
TOTAL NET POSITION	<u>\$ 17,618,453</u>		<u>\$ 16,957,420</u>	

JEFFERSON PARISH CORONER'S OFFICE
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

FINANCIAL ANALYSIS OF THE CORONER AS A WHOLE - Continued

The following table provides a summary of the Coroner's changes in net position for the years ended December 31, 2019 and 2018.

Condensed Statements of Activities
For the Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>Percentage</u>	<u>2018</u>	<u>Percentage</u>
REVENUES:				
Program:				
Charges for services	\$ 699,611	10%	\$ 531,252	8%
Operating grants and contributions	<u>194,758</u>	3%	<u>269,263</u>	4%
Total program revenues	894,369	13%	800,515	13%
General:				
Ad valorem taxes	5,780,938	83%	5,260,233	83%
State revenue sharing	97,185	2%	102,905	2%
Other	<u>154,357</u>	2%	<u>149,259</u>	2%
Total general revenues	<u>6,032,480</u>	87%	<u>5,512,397</u>	87%
Total Revenues	6,926,849	100%	6,312,912	100%
EXPENSES:				
Program:				
Health and welfare	<u>6,265,816</u>	100%	<u>5,855,964</u>	100%
Total Expenses	<u>6,265,816</u>		<u>5,855,964</u>	
CHANGES IN NET POSITION	661,033	10%	456,948	7%
BEGINNING NET POSITION	<u>16,957,420</u>		<u>16,500,472</u>	
ENDING NET POSITION	<u>\$ 17,618,453</u>		<u>\$ 16,957,420</u>	

Total expenditures increased \$409,852 from prior year primarily due to increased miscellaneous expenditures incurred in renewing the millage.

**JEFFERSON PARISH CORONER'S OFFICE
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED**

FINANCIAL ANALYSIS OF THE CORONER AS A WHOLE - Continued

Governmental Revenues

The Coroner is heavily reliant on ad valorem tax revenue to support its operations, which provided \$5,780,938 or 83% of the Coroner's total revenues in 2019. Charges for services accounted for \$699,611 or 10% of revenues in 2019.

Ad valorem tax revenue was \$5,260,233 or 83% of the Coroner's total revenues in 2018. Charges for services accounted for \$531,252 or 9% of revenues in 2018.

Governmental Functional Expenses

The legally mandated duties of the Coroner include, but are not limited to, death investigation to determine cause and manner of death, involuntary civil commitments of those suspected of being a danger to self, and danger to others or gravely disabled, and the examination of all alleged sexual assault victims in cases.

FINANCIAL ANALYSIS OF THE CORONER'S FUND

Governmental Fund

As discussed, governmental funds are reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. The general fund is the Coroner's only fund and reported an ending fund balance of \$13,376,888 and \$12,359,778 at December 31, 2019 and 2018, respectively. The fund balance increased by \$1,017,110 from the previous year. For December 31, 2019, the Coroner committed \$6,639,000 of the fund balance for emergency and disaster provisions.

JEFFERSON PARISH CORONER'S OFFICE
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

CAPITAL ASSETS

The Coroner's investment in capital assets, net of accumulated depreciation, as of December 31, 2019 was \$4,072,848. There was a decrease of \$185,042 in net capital assets. See Note 7 in the financial statement footnote disclosures for additional information about changes in capital assets during the fiscal year and the balance at the end of the year.

The following table provides a summary of capital assets as of the years ended December 31:

	<u>2019</u>	<u>2018</u>
Land	\$ 722,460	\$ 722,460
Depreciable assets:		
Buildings and improvements	6,347,865	6,385,079
Furniture and equipment	<u>1,426,033</u>	<u>1,390,362</u>
Total depreciable assets	7,773,898	7,775,441
Less accumulated depreciation	<u>(4,423,510)</u>	<u>(4,240,011)</u>
Net capital assets	<u>\$ 4,072,848</u>	<u>\$ 4,257,890</u>
Percentage depreciated	57%	55%

At December 31, 2019, the depreciable capital assets for governmental activities were 57% depreciated. The book value is at 43% of the original cost.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The 2020 budget of the Jefferson Parish Coroner's Office was estimated based on the revenues and expenditures of 2019. On May 4, 2019, the voters of Jefferson Parish voted to renew the 1-mill tax that funds the Coroner's operating budget for a period of 10 years.

CONTACTING THE CORONER'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Coroner's finances, comply with finance-related laws and regulations, and demonstrate the Coroner's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Coroner's office, Gerald Cvitanovich, M.D., Jefferson Parish Forensic Center, 2018 8th Street, Harvey, Louisiana, 70058 at (504) 365-9100.

JEFFERSON PARISH CORONER'S OFFICE

STATEMENT OF NET POSITION

December 31, 2019

CURRENT ASSETS	
Cash and cash equivalents	\$ 7,981,615
Accounts receivable, net	5,785,122
Accounts receivable – other	27,156
Due from other governments	184,465
Prepaid expenses	<u>203,217</u>
TOTAL CURRENT ASSETS	14,181,575
CAPITAL ASSETS, net	4,072,848
OTHER ASSETS	
Prepaid lease asset, long-term	<u>56,359</u>
TOTAL ASSETS	18,310,782
DEFERRED OUTFLOWS OF RESOURCES	
Post measurement date contributions	293,356
Changes of assumptions	448,556
Net difference between projected and actual investment earnings on pension plan investments	858,789
Changes in proportion and differences between the Coroner's contributions and proportionate share of contributions	<u>7,779</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	1,608,480
LIABILITIES	
Accounts payable and accrued expenses	288,451
Accrued salaries and benefits	94,902
Noncurrent liability:	
Net pension liability	<u>1,793,991</u>
TOTAL LIABILITIES	2,177,344
DEFERRED INFLOWS OF RESOURCES	
Difference between expected and actual experience	109,294
Changes in proportion	<u>14,171</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	123,465
NET POSITION	
Net investment in capital assets	4,072,848
Unrestricted	<u>13,545,605</u>
TOTAL NET POSITION	<u>\$ 17,618,453</u>

JEFFERSON PARISH CORONER'S OFFICE

STATEMENT OF ACTIVITIES

For the year ended December 31, 2019

	<u>PROGRAM REVENUES</u>			Net (Expenses)
	<u>Expenses</u>	<u>Charges</u>	<u>Operating</u>	Revenues and
		<u>for Services</u>	<u>Grants and</u>	Changes in
			<u>Contributions</u>	Net Position-
				Governmental
				Unit
<u>FUNCTIONS/PROGRAMS:</u>				
Governmental activities:				
Health and welfare	\$ 6,265,816	\$ 699,611	\$ 194,758	\$ (5,371,447)
Total Governmental Activities	\$ 6,265,816	\$ 699,611	\$ 194,758	(5,371,447)
GENERAL REVENUES:				
Ad valorem taxes				5,780,938
Intergovernmental revenues:				
State revenue sharing				97,185
Court fines				27,441
Interest income				123,589
Other				<u>3,327</u>
TOTAL GENERAL REVENUES				<u>6,032,480</u>
CHANGE IN NET POSITION				661,033
NET POSITION - Beginning of year				<u>16,957,420</u>
NET POSITION - End of year				<u>\$ 17,618,453</u>

JEFFERSON PARISH CORONER'S OFFICE

BALANCE SHEET - GENERAL FUND

December 31, 2019

ASSETS

Cash and cash equivalents	\$ 7,981,615
Accounts receivable, net	5,363,788
Accounts receivable – other	27,156
Due from other governments	184,465
Prepaid expenses	<u>203,217</u>

TOTAL ASSETS \$ 13,760,241

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable and accrued expenses	\$ 288,451
Accrued salaries and benefits	<u>94,902</u>

TOTAL LIABILITIES 383,353

FUND BALANCE

Nonspendable	203,217
Committed	6,639,000
Unassigned	<u>6,534,671</u>

TOTAL FUND BALANCE 13,376,888

TOTAL LIABILITIES AND FUND BALANCE \$ 13,760,241

JEFFERSON PARISH CORONER'S OFFICE
RECONCILIATION OF THE BALANCE SHEET - GENERAL FUND
TO THE STATEMENT OF NET POSITION
December 31, 2019

FUND BALANCE - GENERAL FUND \$ 13,376,888

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

Capital assets used in governmental activities are not
financial resources and therefore are not reported
in the funds. 4,072,848

Prepaid lease asset, long-term and other assets
that do not provide a benefit in the current
period and therefore are not reported in the funds. 477,693

In accordance with Government Accounting Standards
Board Statements No. 68 and No. 71, the net pension asset
related to the pension plans, deferred outflows of resources
and deferred inflows of resources are not recorded in
governmental funds:

Net pension liability (1,793,991)

Deferred outflows of resources:

Post measurement date contributions 293,356

Changes of assumptions 448,556

Net difference between projected and actual
investment earnings on pension plan investments 858,789

Changes in proportion and differences between the
Coroner's contributions and proportionate share of
contributions 7,779

Deferred inflows of resources:

Changes in proportion (14,171)

Differences between expected and actual experience (109,294)

NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 17,618,453

JEFFERSON PARISH CORONER'S OFFICE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GENERAL FUND
For the Year Ended December 31, 2019

REVENUES

Ad valorem taxes	\$ 5,480,871
Intergovernmental - state revenue sharing	97,185
Charges for services	699,611
Grants and agreements	194,758
Interest income	123,589
Court fines	27,441
Other revenues	<u>3,327</u>
 Total revenues	 6,626,782

EXPENDITURES

Salaries and benefits	2,857,824
Insurance	648,751
Contract services	587,853
Deductions from ad valorem	24,352
Legal and professional fees	183,359
Automobile expenses	150,948
Morgue supplies	63,925
Autopsies and laboratory testing	157,220
Dental, x-ray and anthropology	19,902
Grants	123,461
Computer expenses	69,001
Miscellaneous	260,091
Office expenses	56,950
Repairs and maintenance	207,223
Seminars and training	32,516
Communications	43,802
Utilities	67,062
Capital outlay	<u>116,057</u>
 Total expenditures	 <u>5,670,297</u>

EXCESS OF REVENUES
OVER EXPENDITURES

956,485

JEFFERSON PARISH CORONER'S OFFICE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GENERAL FUND - CONTINUED
For the Year Ended December 31, 2019

OTHER FINANCING SOURCE

Current year benefit from prepayment of long-term leases	<u>60,625</u>
NET CHANGE IN FUND BALANCE	1,017,110
FUND BALANCE - Beginning of year	<u>12,359,778</u>
FUND BALANCE - End of year	<u>\$ 13,376,888</u>

JEFFERSON PARISH CORONER'S OFFICE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - GENERAL FUND TO
THE STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

NET CHANGE IN FUND BALANCE - GENERAL FUND \$ 1,017,110

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

Other revenues not available for governmental activities. 300,066

Governmental funds report capital outlays as expenditures. In the statement of activities, the costs of those assets are allocated over the estimated useful lives as depreciation expense. This is the amount of depreciation and loss on asset disposal over capital outlay. (185,042)

Benefit recognized in the fund financial statements for prepayment of lease expenses. (60,625)

In accordance with Governmental Accounting Standards Board Statements No. 68 and No. 71, the net pension liability related to pension plans is not required to be reported in the governmental fund financial statements. Adjustments to pension expense related to changes in deferred outflows of resources and deferred inflows of resources are reflected in the statement of activities:

Net change in pension expense (410,476)

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 661,033

JEFFERSON PARISH CORONER'S OFFICE

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Formation and Operations

As provided by Chapter 3 of Title 33 of the Louisiana Revised Statutes of 1950, the voters of Jefferson Parish elect the Jefferson Parish Coroner (the Coroner) for a four-year term. The Coroner investigates all deaths, performs autopsies, furnishes death certificates, and examines other cases for other crimes under police investigation.

Reporting Entity

The basic financial statements of the Coroner include the general fund and activities that are within the oversight responsibility of the Coroner as an independently elected parish official. The Coroner is solely responsible for the operations of his office and, accordingly, is a separate governmental reporting entity. Certain units of local government, over which the Coroner exercises no oversight responsibility such as the parish council, parish school board, other independently elected parish officials, and municipalities within the Parish, are excluded from the accompanying basic financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Coroner.

Basis of Presentation and Accounting

The Governmental Accounting Standards Board (GASB) promulgates accounting principles generally accepted in the United States of America and reporting standards for state and local governments. These principles are found in the *Codification on Governmental Accounting and Financial Reporting Standards*, published by the GASB. The accompanying basic financial statements of the Coroner have been prepared in conformity with such principles.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Coroner. The Coroner's activities are financed through taxes, intergovernmental revenues, service fees and other non-exchange transactions. 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. The Statement of Activities presents a comparison between direct expenses and program revenues for the activities of the Coroner. Direct expenses are those that are clearly identifiable with a specific function or segment.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Government-Wide Financial Statements - Continued

Program revenues consist of charges for services, which are revenues from exchanges or exchange-like transactions with external parties that purchase, use or directly benefit from the program's goods, services, or privileges. Program revenues also consist of operating grants and contributions, which are resources restricted for operating purposes of a program. These include grants and contributions with restrictions that permit the resources to be used for a program's operating or capital needs at the recipient government's discretion. Other items not properly included among program revenues are reported instead as general revenues.

Assets used in operations with an initial useful life that extends beyond one year are capitalized. Equipment, furniture and fixtures, leasehold improvements, and buildings are depreciated over their estimated useful lives. Depreciation is not calculated on land or construction in progress. Capital assets are recorded net of depreciation in the Statement of Net Position.

Measurement Focus

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

For this purpose, the Coroner considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Those revenues susceptible to accrual are ad valorem taxes, state revenue sharing, interest income, and fees charged for autopsies, death certificates, and criminal investigations. Grants associated with the current fiscal period are all considered susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available when the Coroner receives cash.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Financial Statement Presentation

The Coroner uses funds to report on its financial position and the result of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund has a self-balancing set of accounts. Funds of the Coroner are classified as governmental funds. Governmental funds account for the Coroner's general activities, including the collection and disbursement of specific or legally restricted monies. The only fund in 2019 for the Coroner is the General Fund which is the operating fund. The General Fund accounted for all of the financial resources.

Use of Estimates

The preparation of the Coroner's financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Adjustments to the reported amounts of assets and liabilities may be necessary in the future to the extent that future estimates or actual results are different from the estimates used in the 2019 financial statements.

Budget and Budgetary Accounting

Formal budgetary accounting is employed as a management control device during the year for the General Fund. The budget is adopted for the General Fund on a basis consistent with generally accepted accounting principles (GAAP). All appropriations, which are not expended, lapse at year-end.

Cash and Cash Equivalents

Cash includes amounts in demand deposits and certificates of deposits. For presentation in the financial statements, investments with an original maturity of three months or less at the time they are purchased by the Coroner are considered to be cash equivalents.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Capital Assets

Capital assets are recorded as expenditures in the General Fund at the time of purchase, and the related assets are capitalized. All purchased capital assets are valued at cost where historical records are available and at estimated historical cost where no historical records exist. Donated capital assets, if any, are valued at their estimated fair market value on the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Assets over \$500 are capitalized.

Depreciation is computed using the straight-line method over the following estimated lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings and improvements	5 - 40 years
Furniture and equipment	3 - 10 years

Prepaid Expenses

Prepaid expenses record payments to vendors that benefit future reporting periods. As of December 31, 2019, prepaid expenses represent the unused portion of insurance policies in effect at year-end and the prepaid portion of leased assets.

Allowance for Uncollectible Receivables

The Coroner's primary revenue source, ad valorem taxes, becomes delinquent if not paid by March 1 following the year of assessment. Unpaid taxes attach as an enforceable lien on property. The Coroner has determined, based on prior historical information, that current uncollectible amounts are approximately 3% of the tax levy. At December 31, 2019, the amount of allowance for uncollectible receivables was \$173,428.

Ad Valorem Taxes

Ad valorem taxes are normally levied in November and billed in December. These taxes are due in January of the following year. Any unpaid taxes are collected in connection with an auction held in May. The Sheriff's department bills and collects the Coroner's ad valorem taxes. Ad valorem taxes are levied based on property values determined by the Jefferson Parish Assessor (a separate entity).

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund Balance

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, fund balances are classified as follows:

Nonspendable — This component consists of amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted — This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributors, or laws or regulations of other governments) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Coroner to assess, levy, change or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.

Committed — This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Coroner. Those committed amounts cannot be used for any other purpose unless the Coroner removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed previously to commit those amounts.

Assigned — This component consists of amounts that are constrained by the Coroner's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned — This component consists of amounts that have not been restricted, committed or assigned to specific purposes within the General Fund.

Nonspendable amounts as of December 31, 2019 consisted of the following:

Prepaid lease asset	\$ 80,721
Prepaid Insurance	<u>122,496</u>
 TOTAL	 <u>\$ 203,217</u>

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 1 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund Balance – Continued

Committed fund balance as of December 31, 2019, consists of amounts committed by formal action of the Coroner for emergency and disaster provisions.

The Coroner considers restricted fund balances to be spent for governmental expenditures first when both restricted and unrestricted resources are available. The Coroner also considers committed fund balances to be spent first when other unrestricted fund balance classifications are available for use.

Net Position

Net position represents the difference between assets and liabilities. Net position that is invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any debt proceeds used for the acquisition, construction, or improvements of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by district legislation or external restrictions by creditors, grantors, laws or regulations of other governments.

Pension Plan and Compensated Absences

The Coroner contributes to a pension plan for its full-time employees (Note 10). Employees of the Coroner's office earn twenty-six days of vacation and sick leave each year. Vacation and sick leave must be taken in the year earned. Upon termination of employment, all unused vacation and sick leave is forfeited; therefore, no liability has been recorded at December 31, 2019.

Accounts Payable and Accrued Expenses

Accounts payable represent amounts incurred and billed for materials, supplies, and services purchased by the Coroner. Accrued expenses such as interest, payroll and related taxes, and other consist of expenses and obligations which have been incurred but not yet invoiced as of December 31, 2019.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 2 — STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

In accordance with the Louisiana Local Government Budget Act, the procedures used by the Coroner in establishing the budgetary data reflected in the financial statements include public notices of the proposed budget, public inspections, and public hearings. The Coroner then legally adopts the budget.

The accompanying Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund presents a comparison of the legally adopted budget with actual data.

NOTE 3 — CONCENTRATION OF CREDIT RISK

At December 31, 2019, the carrying amount of the Coroner's cash and cash equivalent deposits was \$7,981,615 and the related bank balance was \$8,152,579. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance and/or the pledge of securities owned by the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. As of December 31, 2019, these deposits are secured from risk by \$250,000 in federal deposit insurance and \$11,800,000 of pledged securities held by the custodial banks in the name of the fiscal agent bank.

NOTE 4 — CONCENTRATION OF REVENUES

Of the Coroner's revenues, \$5,780,938 (83%) of revenues were obtained through a single source, ad valorem taxes, for the year ended December 31, 2019.

NOTE 5 — ACCOUNTS RECEIVABLE

Accounts receivable at December 31, 2019 were comprised of the following:

Ad valorem taxes	\$ 5,958,550
Other	<u>27,156</u>
Total receivables	5,985,706
Less allowance for uncollectible receivables	<u>(173,428)</u>
Total receivables, net	<u>\$ 5,812,278</u>

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 6 — DUE FROM OTHER GOVERNMENTAL ENTITIES

Amounts due from other governmental entities consist of the following as of December 31, 2019:

State of Louisiana	\$ 44,964
St. Bernard Parish	15,875
Assumption Parish	3,703
Grant Parish	13,741
Orleans Parish	79,450
St. Mary Parish	2,702
Tangipahoa Parish	3,819
Other Parishes	<u>20,211</u>
 Total	 <u>\$ 184,465</u>

NOTE 7 — CHANGES IN CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended December 31, 2019:

	<u>Beginning</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u>
Land	\$ 722,460	\$ -	\$ -	\$ 722,460
Depreciable assets:				
Buildings and improvements	6,385,079	29,290	(66,504)	6,347,865
Furniture and equipment	<u>1,390,362</u>	<u>86,767</u>	<u>(51,096)</u>	<u>1,426,033</u>
Total depreciable assets	7,775,441	116,057	(117,600)	7,773,898
Less accumulated depreciation	<u>(4,240,011)</u>	<u>(279,612)</u>	<u>96,113</u>	<u>(4,423,510)</u>
Net capital assets	<u>\$ 4,257,890</u>	<u>\$ (163,555)</u>	<u>\$ (21,487)</u>	<u>\$4,072,848</u>

NOTE 8 — LEASE OBLIGATIONS AND NOTES PAYABLE

The Coroner has various operating leases for automobiles and copy machines. During 2019, the Coroner entered into some leases for automobiles and prepaid the leases in full.

NOTE 9 — AD VALOREM TAXES

The Coroner's office is authorized to levy up to a 1.56 mill ad valorem tax. This millage will be up for renewal in 2029.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 10 — PENSION PLAN

Plan Description

The Parochial Employees' Retirement System Board of Trustees (The "Board") administers the Parochial Employees' Retirement System (the "System"). Employees of the Coroner's Office are eligible for participation in the System – a cost-sharing, multiple-employer defined benefit pension plan established as of January 1, 1953, by Act 205 of the 1952 Regular Session of the Louisiana Legislature. The System was revised by Act No. 765 of 1979, effective January 1, 1980, to create the Plan A and Plan B fund to replace the "regular plan" and the "supplemental plan". The Plan is operating pursuant to LA R.S. 11:1901 through 11:2015. The System covers employees who were hired subsequent to December 15, 1979. Substantially all employees of the Coroner's Office are members of Plan A. The System issues a publicly available financial report that can be obtained at www.persla.org. The report may also be obtained by writing to the Parochial Employees' Retirement System of Louisiana, 7905 Wrenwood Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 928-1361.

Benefits Provided

The System provides retirement, disability, and death benefits. Retirement benefits are determined as 3.0% of the employee's final compensation multiplied by the employee's years of creditable service. Employees who retire at or after age 65 with at least 7 years of creditable service, age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3.0% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Under state law, cost of living increases to benefits are allowable only if sufficient funds are available from investment income in excess of normal requirements. Cost of living increases cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement.

Contributions

Per Act 765 of the 1979 Regular Session of the Louisiana Legislature, contribution rates for employees are established by state law and employer contribution rates are actuarially determined each year by the System's Board of Trustees. Employees are required to contribute 9.50% of their annual pay. The Coroner's contractually required contribution rate was 11.50% for the year ended December 31, 2019.

Contributions to the System from the Coroner were \$293,356 for the year ended December 31, 2019.

JEFFERSON PARISH CORONER'S OFFICE
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 December 31, 2019

NOTE 10 — PENSION PLAN - CONTINUED

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

At December 31, 2019, the Coroner reported a liability of \$1,793,991 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Coroner's proportion of the net pension liability was based on a projection of the Coroner's December 31, 2019 contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2018, the Coroner's proportion was 0.404201%, which was a decrease of 0.036604% from its proportion measured as of December 31, 2017. For the year ended December 31, 2019, the Coroner recognized pension expense of \$681,023. At December 31, 2019, the Coroner 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>
Difference between expected and actual experience	\$ -	\$ 109,294
Net difference between projected and actual investment earnings on pension plan investments	858,789	-
Changes of assumptions	448,556	-
Changes in proportion and differences between the Coroner's contributions and proportionate share of contributions	7,779	14,171
Post measurement date contributions	<u>293,356</u>	<u>-</u>
	<u>\$ 1,608,480</u>	<u>\$ 123,465</u>

\$293,356 reported as deferred outflows of resources related to pensions resulting from the Coroner's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

For the year ending:

December 31, 2020	\$ 410,973
December 31, 2021	223,251
December 31, 2022	178,064
December 31, 2023	379,371

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 10 — PENSION PLAN - CONTINUED

Actuarial Assumptions

The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary Increases	4.75% (2.40% Inflation, 2.35% Merit)
Investment Rate of Return	6.50%, net of Investment Expense
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up), and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.43% for the year ended December 31, 2018.

JEFFERSON PARISH CORONER'S OFFICE
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 December 31, 2019

NOTE 10 — PENSION PLAN – CONTINUED

Actuarial Assumptions - Continued

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	35.00%	1.22%
Equity	52.00%	3.45%
Alternatives	11.00%	0.65%
Real Assets	<u>2.00%</u>	<u>0.11%</u>
Total	<u>100.00%</u>	5.43%
Inflation		<u>2.00%</u>
Expected Arithmetic Nominal Return		7.43%

The mortality rate assumption used in the December 31, 2018, valuation was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

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

The following presents the Coroner's proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Coroner's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.00% Decrease <u>(5.50%)</u>	Current Discount Rate <u>(6.50%)</u>	1.00% Increase <u>(7.50%)</u>
The Coroner's Proportionate Share of the Net Pension Liability	\$ 3,809,955	\$ 1,793,991	\$ 108,820

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 10 — PENSION PLAN – CONTINUED

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued System financial report.

Payables to the Pension Plan – As of December 31, 2019, the Coroner did not have any payables due to the System.

NOTE 11 — CONTINGENCIES

The Coroner is exposed to various risks of loss related to limited torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Coroner carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the current year.

NOTE 12 — INTERGOVERNMENTAL AGREEMENTS

Jefferson Parish and the Coroner verbally agreed for Jefferson Parish to provide payroll services for the Coroner. The Coroner is charged a flat fee for each employee on a monthly basis.

NOTE 13 — FEDERAL AND STATE GRANTS

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

NOTE 14 — HEALTH CARE COVERAGE

Effective January 1, 2013, the Coroner provides health insurance to its employees exclusively through health-maintenance organizations (HMO's) and point-of-service organizations (PPO's). Prior to this the Coroner was self-insured. Medical insurance expense, including premiums and claims paid, for the year ended December 31, 2019 was \$478,750. Unpaid claims including those incurred but not recorded related to the Coroner's self-insurance plan as of December 31, 2019 were \$1,715.

NOTE 15 – STABILIZATION ARRANGEMENT

Effective December 31, 2012, the Coroner established a stabilization account for the purpose of committing funds for emergency and disaster recover purposes. All expenditures from the account must be approved by the Coroner and for the specific purpose of emergency or disaster recovery. As of December 31, 2019, the account had a balance of \$6,639,000.

JEFFERSON PARISH CORONER'S OFFICE
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
December 31, 2019

NOTE 16 — SUBSEQUENT EVENTS

Subsequent to year end, the world has encountered a global pandemic (COVID-19 virus) that has significantly affected the economy and operations of many businesses. While the disruption is currently expected to be temporary, the potential financial impacts are unknown at this time.

Subsequent events were evaluated through the date of the auditors' report, which is the date the financial statements were available to be issued. No other material subsequent events have occurred since December 31, 2019 that required recognition or disclosure in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

JEFFERSON PARISH CORONER'S OFFICE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended December 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance: Favorable (Unfavorable)
REVENUES				
Ad valorem taxes	\$ 5,200,000	\$ 5,200,000	\$ 5,480,871	\$ 280,871
Intergovernmental				
- state revenue sharing	75,000	75,000	97,185	22,185
Charges for services	396,125	396,125	699,611	303,486
Grants and agreements	334,500	334,500	194,758	(139,742)
Interest income	90,000	90,000	123,589	33,589
Court fines	10,000	10,000	27,441	17,441
Other revenues	<u>500</u>	<u>500</u>	<u>3,327</u>	<u>2,827</u>
Total revenues	6,106,125	6,106,125	6,626,782	520,657
EXPENDITURES				
Salaries and benefits	2,954,500	2,954,500	2,857,824	96,676
Insurance	683,500	683,500	648,751	34,749
Contract services	942,000	942,000	587,853	354,147
Deductions from ad valorem	18,000	18,000	24,352	(6,352)
Legal and professional fees	230,000	230,000	183,359	46,641
Automobile expenses	128,500	128,500	150,948	(22,448)
Morgue supplies	58,000	58,000	63,925	(5,925)
Autopsies and laboratory testing	200,000	200,000	157,220	42,780
Dental, x-ray and anthropology	60,000	60,000	19,902	40,098
Grants	2,500	2,500	123,461	(120,961)
Computer expenses	54,500	54,500	69,001	(14,501)
Miscellaneous	272,500	272,500	260,091	12,409
Office expenses	62,200	62,200	56,950	5,250
Repairs and maintenance	200,000	200,000	207,223	(7,223)
Seminars and training	21,000	21,000	32,516	(11,516)
Communications	43,600	43,600	43,802	(202)
Utilities	75,000	75,000	67,062	7,938
Interest	500	500	-	500
Capital outlay	<u>92,500</u>	<u>92,500</u>	<u>116,057</u>	<u>(23,557)</u>
Total expenditures	<u>6,098,800</u>	<u>6,098,800</u>	<u>5,670,297</u>	<u>428,503</u>
EXCESS OF REVENUES OVER EXPENDITURES	7,325	7,325	956,485	949,160
OTHER FINANCING SOURCE				
Current year benefit from prepayment of long-term leases	<u>-</u>	<u>-</u>	<u>60,625</u>	<u>60,625</u>

JEFFERSON PARISH CORONER'S OFFICE
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE-GENERAL FUND-BUDGET AND ACTUAL - CONTINUED
 For the Year Ended December 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance: Favorable (Unfavorable)
NET CHANGE IN FUND BALANCE	7,325	7,325	1,017,110	1,009,785
FUND BALANCE - Beginning of year	<u>12,359,778</u>	<u>12,359,778</u>	<u>12,359,778</u>	<u>-</u>
FUND BALANCE - End of year	<u>\$ 12,367,103</u>	<u>\$ 12,367,103</u>	<u>\$ 13,376,888</u>	<u>\$ 1,009,785</u>

JEFFERSON PARISH CORONER'S OFFICE
SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
For the Years Ended December 31, 2019 Through 2014

<u>Fiscal Year</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-Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a % of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a % of the Total Pension Liability</u>
12/31/2014	0.397580%	\$ 28,254	\$ 2,165,768	1.30%	99.77%
12/31/2015	0.389994%	106,627	2,222,140	4.80%	99.15%
12/31/2016	0.413850%	1,089,307	2,321,250	45.85%	99.15%
12/31/2017	0.374996%	772,325	2,513,685	30.72%	94.15%
12/31/2018	0.425778%	(316,037)	2,690,332	(11.75)%	101.98%
12/31/2019	0.404201%	1,793,991	2,585,537	69.39%	88.86%

This schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous calendar year.

JEFFERSON PARISH CORONER'S OFFICE

SCHEDULE OF EMPLOYER'S PENSION CONTRIBUTIONS

For the Years Ended December 31, 2019 Through 2014

<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Excess (Deficiency)</u>	<u>Employer's Covered- Employee Payroll</u>	<u>Contributions as a Percentage of Covered- Employee Payroll</u>
12/31/2014	\$ 362,766	\$ 362,766	\$ -	\$ 2,165,768	17.0%
12/31/2015	355,553	355,553	-	2,222,140	16.0%
12/31/2016	344,492	344,492	-	2,321,250	14.5%
12/31/2017	289,495	289,495	-	2,513,685	11.52%
12/31/2018	309,388	309,388	-	2,690,332	11.50%
12/31/2019	293,356	293,356	-	2,585,537	11.50%

This schedule is intended to report information for 10 years. Additional years will be displayed as they become available. The amounts presented have a measurement date of the previous calendar year.

OTHER SUPPLEMENTAL INFORMATION

JEFFERSON PARISH CORONER'S OFFICE
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEADS
December 31, 2019

Agency Head Name: *Gerald A. Cvitanovich, M.D.*

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 74,254
Benefits – insurance	25,972
Benefits – retirement	8,539
Vehicle allowance	8,340
Cell phone	<u>480</u>
Total	<u>\$ 117,585</u>

OTHER INDEPENDENT AUDITORS' REPORT



**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**

Gerald A. Cvitanovich, M.D.
Jefferson Parish Coroner's Office
Harvey, 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 Jefferson Parish Coroner's Office (the Coroner) as of and for the year ended December 31, 2019, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2020.

Internal Control over Financial Reporting

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

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

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. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings as item 2019-001 that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Coroner'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*.

The Coroner's Response to Findings

The Coroner's response to the finding identified in our audit is described in the accompanying schedule of findings. The Coroner'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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

KUSHNER LAGRAIZE, L.L.C.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
June 24, 2020

JEFFERSON PARISH CORONER'S OFFICE
SCHEDULE OF FINDINGS
For The Year Ended December 31, 2019

SECTION I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:		UNMODIFIED
Internal control over financial reporting:		
Material weaknesses identified?	_____yes	___X___no
Significant deficiencies identified not considered to be material weaknesses?	___X___yes	_____none reported
Noncompliance material to financial statements noted?	_____yes	___X___no

SECTION II – FINANCIAL STATEMENT FINDINGS

Significant Deficiencies:

2019-001

Criteria:

Management is responsible for developing internal controls related to the preparation of financial statements as well as preparing financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Condition:

Management has chosen to engage the auditor to prepare the annual financial statements in accordance with GAAP. Under GAAP, this condition represents a significant deficiency in internal controls. AU-C Section 265 requires that we report the above condition as a control deficiency. This section does not provide exceptions to reporting deficiencies that are adequately mitigated with non-audit services rendered by the auditor of deficiencies for which the remedy would be cost prohibitive or otherwise impractical.

JEFFERSON PARISH CORONER'S OFFICE
SCHEDULE OF FINDINGS - CONTINUED
For The Year Ended December 31, 2019

Cause:

As is common in small organizations, management has chosen to engage the auditor to propose certain year-end adjusting entries and to prepare the Coroner's annual financial statements. This condition is intentional by management based upon the cost effectiveness of acquiring the ability to prepare financial statements in accordance with generally accepted accounting principles. Consistent with this decision, internal controls over the preparation of year-end adjusting entries and annual financial statements, complete with notes, in accordance with generally accepted accounting principles, have not been established.

Effect:

Engaging the auditor to prepare the annual financial statements in accordance with GAAP is a significant deficiency in internal control.

Recommendation:

As mentioned above, whether or not it would be cost effective to cure a control deficiency is not a factor in applying AU-C 265's reporting requirements. Because prudent management requires that the potential benefit from an internal control should exceed its costs, it may not be practical to correct all the deficiencies an auditor reports under AU-C 265. As such, we do not believe that any corrective action is necessary.

Management's Response:

Management concurred with the recommendation. See management's corrective action plan.

JEFFERSON PARISH CORONER'S OFFICE
SCHEDULE OF PRIOR YEAR FINDINGS
December 31, 2019

SECTION I – FINANCIAL STATEMENT FINDINGS

2018 – 001 – Financial Statement Preparation – Unresolved see 2019-001.

SECTION II – MANAGEMENT LETTER COMMENTS

None.



GERRY CVITANOVICH, M.D.
Coroner

**CORRECTIVE ACTION PLAN
INTERNAL CONTROL AND COMPLIANCE
SCHEDULE OF FINDINGS
For the Year Ended December 31, 2019**

Louisiana State Legislative Auditor

The Jefferson Parish Coroner's Office respectfully submits the corrective action plan for the advisory comments for the year ended December 31, 2019.

Independent Public Accounting Firm
Kushner LaGraize, LLC
3330 W. Esplanade Ave.
Suite 100
Metairie, LA 70002

Audit Period: January 1, 2019 thru December 31, 2019

2019-001

Condition:

Management has chosen to engage the auditor to prepare the annual financial statements in accordance with GAAP. Under GAAP, this condition represents a significant deficiency in internal controls. AU-C Section 265 requires that we report the above condition as a control deficiency. This section does not provide exceptions to reporting deficiencies that are adequately mitigated with non-audit services rendered by the auditor of deficiencies for which the remedy would be cost prohibitive or otherwise impractical.



Recommendation:

As mentioned above, whether or not it would be cost effective to cure a control deficiency is not a factor in applying AU-C 265's reporting requirements. Because prudent management requires that the potential benefit from an internal control should exceed its costs, it may not be practical to correct all the deficiencies an auditor reports under AU-C 265. As such, we do not believe that any corrective action is necessary.

Management's Response:

Proper management of public funds is essential. After careful analysis it is apparent that is more effective and thus a more prudent business decision, to engage the auditor to prepare the annual financial statements in accordance with GAAP.



**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To Dr. Gerry Cvitanovich, M.D., and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Jefferson Parish Coroner's Office (the Coroner) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. 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 below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Collections

1. 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).

Management provided the listing showing all deposit sites and their representation that the listing is complete. We noted only 1 location that prepares deposits.

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

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

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

Per discussion with management, the entity does not have a policy covering theft of cash by employees responsible for cash collections. However, cash payments are not accepted methods of payment, only checks or money orders are accepted. Therefore, management does not consider a theft of cash policy to be necessary.

- 4. Randomly select two deposit dates for 5 bank accounts, select all bank accounts if less than 5 (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). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the deposits and:

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

The Coroner utilizes sequentially pre-numbered receipts and computer-generated receipts, without exception.

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

Examined collection documentation for 2 deposits tracing each to the deposit slip, without exception.

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

Examined deposit slips for 2 deposits tracing each to the bank statement, without exception.

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

Examined 2 deposits noting the number of days from receipt to deposit ranged from 4 to 5 business days. Per discussion with management, deposits are made weekly on Fridays. Due to the small volume of collections received by the entity, management does not deem it necessary to make daily deposits.

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

Examined 2 deposits per the bank statements tracing each to recording in the general ledger, without exception.

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.

Kushner LaGraize, L.L.C.

June 24, 2020
Metairie, Louisiana



GERRY CVITANOVICH, M.D.
Coroner

**CORONER RESPONSE TO AUDIT REPORT ON
APPLYING AGREED-UPON STANDARDS**
For the Year Ended December 31, 2019

Louisiana Legislative Auditor

The Jefferson Parish Coroner's Office respectfully submits the following response to the comment regarding 4(d) for the year ended December 31, 2019.

Independent Public Accounting Firm
Kushner LaGraize, LLC
3330 W. Esplanade Ave.
Suite 100
Metairie, LA 70002

Audit Period January 1, 2019-December 31, 2019

ITEM 4(D) Re: COLLECTIONS

As reviewed in the audit, the Jefferson Parish Coroner's Office (JPCO) receives numerous, sporadic payments of checks and money orders. JPCO has a definite "NO CASH" POLICY. These payments, due to volume and frequency, are reconciled and deposited weekly.

We trust our current policy to be practical and that it provides the appropriate checks and balances desired by the SAUP.

