

**JEFFERSON DAVIS PARISH SHERIFF
Jennings, Louisiana**

**Basic Financial Statements
As of and for the Year Ended June 30, 2019
With Supplemental Information Schedules**

JEFFERSON DAVIS PARISH SHERIFF
 Jennings, Louisiana
 Basic Financial Statements
 As of and for the Year Ended June 30, 2019
 With Supplemental Information Schedules

TABLE OF CONTENTS

| | <u>Statement</u> | <u>Schedule</u> | <u>Page</u> |
|--|------------------|-----------------|-------------|
| Independent Auditor's Report | - | - | 1-2 |
| Basic Financial Statements: | | | 3 |
| Government-wide Financial Statements (GWFS): | | | |
| Statement of Net Position | A | - | 4 |
| Statement of Activities | B | - | 5 |
| Fund Financial Statements (FFS): | | | 6 |
| Governmental Funds: | | | |
| Balance Sheet | C | - | 7 |
| Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position | D | - | 8 |
| Statement of Revenues, Expenditures, and Changes in Fund Balances Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities | E | - | 9 |
| Fiduciary Funds: | | | |
| Statement of Fiduciary Net Position | F | - | 10 |
| Statement of Fiduciary Net Position | G | - | 11 |
| Notes to the Financial Statements | - | - | 12-34 |
| Required Supplemental Information | | | 35 |
| Budgetary Comparison Schedule- General Fund | - | 1A | 36 |
| Notes to Budgetary Comparison Schedule | - | - | 37 |
| Schedule of Changes in OPEB Liability and Related Ratios | - | 1B | 38 |
| Additional Pension/ Retirement Information | | 1C - 1E | 39-41 |
| Other Supplemental Information | | | 42 |
| Agency Funds: | | | |
| Description of Fiduciary Funds- Agency Funds | - | - | 43 |
| Combining Balance Sheet | - | 2 | 44 |
| Combining Schedule of Changes in Unsettled Balances | - | 3 | 45 |
| Information Required by State of Louisiana: | | | |
| Schedule of Compensation, Benefits and Other Payments to Agency Head of Chief Executive Officer | | 4 | 46 |
| Other Reports Required by Governmental & State Auditing Standards: | | | 47 |
| Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i> | - | - | 48-49 |
| Schedule of Findings and Responses | - | - | 50 |
| Management's Status of Prior Year Audit Findings | - | - | 51 |
| Management's Corrective Action Plan for Current Year Audit Findings | - | - | 52 |
| Affidavit -Sworn Statement of the Amounts of Cash on Hand and Taxes Collected for the Current Year | - | - | 53 |

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INDEPENDENT AUDITOR'S REPORT

Honorable Ivy J. Woods
Jefferson Davis Parish Sheriff
Jennings, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Jefferson Davis Parish Sheriff (Sheriff), as of and for the year ended June 30, 2019, 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 the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We 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 *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and aggregate fund information of the Sheriff, as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Accounting principles generally accepted in the United States of America require that the budgetary comparison information (pages 36 to 37), schedule of changes in OPEB liability and related ratios (page 38), and the additional pension/ retirement information (pages 39 to 41) 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 accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements.

The accompanying other supplementary information, as listed in the table of contents (pages 44 to 46 and 53), 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 accompanying other supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the 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 31, 2019, 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 results of that testing, and not to provide an opinion on the 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.

Mike B. Gillespie, CPA, APAC

Jennings, Louisiana
December 31, 2019

BASIC FINANCIAL STATEMENTS

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

JEFFERSON DAVIS PARISH SHERIFF
Statement of Net Position
June 30, 2019

Statement A

ASSETS

| | |
|--|------------|
| Cash | \$ 618,258 |
| Investments | 6,158,512 |
| Receivables (net of allowance for uncollectibles of \$4,405) | 662,099 |
| Capital assets: | |
| Land | 69,265 |
| Exhaustible capital assets, net of depreciation | 2,156,933 |

| | |
|---------------------|------------------|
| TOTAL ASSETS | <u>9,665,067</u> |
|---------------------|------------------|

DEFERRED OUTFLOWS OF RESOURCES

| | |
|--|-----------|
| Deferred outflows-pension | 1,148,860 |
| Deferred outflows-other post employment benefits | 346,100 |

| | |
|---|------------------|
| TOTAL DEFERRED OUTFLOWS OF RESOURCES | <u>1,494,960</u> |
|---|------------------|

LIABILITIES

| | |
|--|-----------|
| Accounts payable | 30,301 |
| Payroll deductions, withholdings, and accrued salaries payable | 153,345 |
| Long-term obligations: | |
| Compensated absences: | |
| Due within one year | 95,180 |
| Due in more than one year | 130,139 |
| Other post employment benefit payable | 4,251,955 |
| Net pension liability | 1,827,394 |

| | |
|--------------------------|------------------|
| TOTAL LIABILITIES | <u>6,488,314</u> |
|--------------------------|------------------|

DEFERRED INFLOWS OF RESOURCES

| | |
|--------------------------|---------|
| Deferred inflows-pension | 744,458 |
|--------------------------|---------|

| | |
|--|----------------|
| TOTAL DEFERRED INFLOWS OF RESOURCES | <u>744,458</u> |
|--|----------------|

NET POSITION

| | |
|----------------------------------|-----------|
| Net investment in capital assets | 2,226,198 |
| Restricted for: | |
| Drug Enforcement | 78,357 |
| Sex offender compliance | 14,621 |
| Unrestricted | 1,608,079 |

| | |
|---------------------------|---------------------|
| TOTAL NET POSITION | <u>\$ 3,927,255</u> |
|---------------------------|---------------------|

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH SHERIFF
Statement of Activities
For the Year Ended June 30, 2019

Statement B

| Functions/Programs | Expenses | Program Revenues | | Net (Expense) Revenue and Changes in Net Position |
|-------------------------------|--------------|-------------------------|--|---|
| | | Charges for Services | Operating Grants and Contributions | |
| Governmental Activities: | | | | |
| Public safety | \$ 7,692,700 | \$ 982,991 | \$ 661,146 | \$ (6,048,563) |
| Total Governmental Activities | \$ 7,692,700 | \$ 982,991 | \$ 661,146 | (6,048,563) |

General Revenues:

| | |
|---|---------------------|
| Property taxes, levied for general purposes | 2,623,613 |
| Parish contribution to retirement fund | 300,811 |
| Sales taxes, levied for general purposes | 2,435,464 |
| State revenue sharing | 67,354 |
| State supplemental pay | 318,399 |
| Interest and investment earnings | 85,214 |
| Gain on sale of real estate | 235,122 |
| Miscellaneous | 93,826 |
| Total General Revenues | <u>6,159,803</u> |
| Change in Net Position | 111,240 |
| Net Position -Beginning | <u>3,816,015</u> |
| Net Position -Ending | <u>\$ 3,927,255</u> |

The accompanying notes are an integral part of this statement.

BASIC FINANCIAL STATEMENTS
FUND FINANCIAL STATEMENTS (FFS)

**JEFFERSON DAVIS PARISH SHERIFF
Balance Sheet
June 30, 2019**

Statement C

| | <u>General Fund</u> |
|--|----------------------------|
| ASSETS | |
| Cash | \$ 618,258 |
| Investments | 6,158,512 |
| Receivables (net of allowance for uncollectibles of \$4,405) | 662,099 |
| TOTAL ASSETS | <u><u>7,438,869</u></u> |
| LIABILITIES AND FUND BALANCES | |
| Accounts payable | 30,301 |
| Payroll deduction, withholdings, and accrued salaries payable | 153,345 |
| Total Liabilities | <u>183,646</u> |
| DEFERRED INFLOWS OF RESOURCES | |
| Deferred revenues | 153,957 |
| Total Deferred Inflows of Resources | <u>153,957</u> |
| FUND BALANCES | |
| Restricted: | |
| Drug enforcement | 78,357 |
| Sex offender compliance | 14,621 |
| Unassigned | 7,008,288 |
| Total Fund Balances | <u>7,101,266</u> |
| TOTAL LIABILITIES, DEFFERED INFLOWS OF RESOURCES, & FUND BALANCES | <u><u>\$ 7,438,869</u></u> |

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH SHERIFF
GOVERNMENTAL FUNDS
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2019**

Statement E

| | <u>General Fund</u> |
|--|---------------------|
| REVENUES | |
| Taxes: | |
| Property taxes | \$ 2,623,613 |
| Sales taxes | 2,435,464 |
| Parish contribution to retirement fund | 106,259 |
| Intergovernmental revenues: | |
| Federal sources: | |
| Federal grants | 81,959 |
| State sources: | |
| State grants | 50,692 |
| State supplemental pay | 318,399 |
| State revenues sharing | 67,354 |
| Other | 53,612 |
| Local sources: | |
| Parish - 911 District | 324,628 |
| Parish - Corrections/Jail salary | 203,867 |
| Fees, charges, and commissions for services: | |
| Commissions on licenses, taxes, etc. | 96,358 |
| Civil and criminal fees | 189,761 |
| Court attendance | 10,570 |
| Transporting prisoners | 18,053 |
| Feeding and keeping prisoners | 116,567 |
| Commissary commissions | 24,302 |
| Commissions on fines and other forfeitures | 84,669 |
| Security detail services | 142,829 |
| Other | 103,046 |
| Fines and Forfeitures: | |
| Bond, fines and other forfeitures | 6,074 |
| Use of money and property: | |
| Interest | 85,214 |
| Commissions on phones | 36,805 |
| Miscellaneous | 22,457 |
| Total Revenues | <u>7,202,552</u> |
| EXPENDITURES | |
| Current: | |
| Personal services and related benefits | 5,589,345 |
| Operating services | 646,967 |
| Materials and supplies | 570,736 |
| Other | 66,856 |
| Intergovernmental: | |
| Retirement deducted from tax collections | 40,778 |
| Capital outlay | 406,912 |
| Total Expenditures | <u>7,321,594</u> |
| EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES | <u>(119,042)</u> |
| OTHER FINANCING SOURCES (USES): | |
| Proceeds from sales of fixed assets | 281,110 |
| Compensation for loss or damage of assets | 17,757 |
| Total Other Financing Sources (uses) | <u>298,867</u> |
| NET CHANGE IN FUND BALANCE | 179,825 |
| FUND BALANCES BEGINNING OF YEAR | <u>6,921,441</u> |
| FUND BALANCES END OF YEAR | <u>\$ 7,101,266</u> |

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH SHERIFF
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and
Changes in Fund Balance of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2019

Statement F

| | |
|---|---------------------------------|
| Total Net Change in Fund Balance - Governmental Funds (Statement E) | \$ 179,825 |
| <p>Amounts reported for governmental activities in the statement of activities are different because:</p> | |
| <p>In statement of activities pension expense is based on proportionate share computation based on changes in total net pension liability, and in governmental funds pension expense is measured by the amount of financial resources used (essentially employer contribution paid).</p> | 120,215 |
| <p>Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeds capital outlays in the period:</p> | |
| Depreciation expense | (484,454) |
| Capital outlays | <u>406,912</u> |
| | (77,542) |
| <p>The net effect of various transaction involving capital assets (ie., sales, trade-ins, and contributions) is to decrease net assets</p> | |
| | (45,988) |
| <p>Long-term debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. Post-employment benefits are not reported in governmental fund financial statements. The net amount of these transactions for the current year were as follows:</p> | |
| Change in other post employment benefit liability | (201,488) |
| <p>In the statement of activities, certain operating expenses - compensated absences (vacations and other absences) - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid):</p> | |
| Change in compensated absences payable | (17,739) |
| <p>Revenues in statement of activities that do not provide current financial resources are not reported as revenues in the funds.</p> | |
| | 153,957 |
| Change In Net Position of Governmental Activities (Statement B) | \$ <u><u>111,240</u></u> |

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH SHERIFF
FIDUCIARY FUNDS
Statement of Fiduciary Net Position
June 30, 2019**

Statement G

| | <u>Total Agency Funds</u> |
|--------------------------|-------------------------------|
| ASSETS | |
| Cash | \$ 460,002 |
| Due from general fund | - |
| TOTAL ASSETS | <u>\$ 460,002</u> |
| LIABILITIES | |
| Deposits due others | \$ 460,002 |
| TOTAL LIABILITIES | <u>\$ 460,002</u> |

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

INTRODUCTION

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

As the chief law enforcement officer of the parish, the Sheriff has the responsibility for enforcing state and local laws and ordinances within the territorial boundaries of the parish. The Sheriff provides protection to the residents of the parish through on-site patrols 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, fines, costs, and bond forfeitures imposed by the district court.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Jefferson Davis Parish Sheriff have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

B. REPORTING ENTITY

GASB Statement 14, *The Financial Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Sheriff is considered a primary government, since it is a special purpose government, the Sheriff is independently elected, is a legally separate entity, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent entity is defined as being able to determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt without the approval or consent of another governmental entity. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the Parish Police Jury as required under Louisiana law, the Sheriff is financially independent. The Sheriff also has no component units, defined by GASB Statement 14 as other legally separate organizations for which the Sheriff is financially accountable.

C. FUND ACCOUNTING

The Sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Sheriff. The following are the Sheriff's governmental funds:

General Fund – the primary operating fund of the Sheriff and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Sheriff policy.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The only funds accounted for in this category by the Sheriff are agency funds. The agency funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections) and for deposits held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

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

The amounts reflected in the General Fund, of Statements C and E, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Sheriff considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures.

Revenues

Property taxes are recorded as revenues in the year for which they are levied under the susceptible to accrual concept. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year. Sales taxes are recorded as revenues in the same period the assets are recognized, which is when the exchange transaction on which the tax is imposed occurs or when the resources are received. Grants are recorded when the Sheriff is entitled to the funds. Other intergovernmental revenues and fees, charges, and commissions for services are recorded when the Sheriff is entitled to the funds. Interest

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

earnings on time deposits are recorded as earned since they are measurable and available. Substantially all other revenues are recorded when received.

Expenditures

Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Other Financing Sources

Proceeds from the sale of fixed assets are accounted for as other financial sources and are recognized when received. Fixed assets acquired through capital leases are recorded as expenditures and other financing sources at the time of acquisition.

Government-Wide Financial Statements (GWFS)

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the Sheriff as a whole. These statements include all the financial activities of all of the funds of the Sheriff, except the fiduciary funds. For the most part, the effect of interfund activity has been removed from these statements. The Sheriff does not allocate indirect expenses. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

Program revenues included in the Statement of Activities (Statement B) are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Sheriff's general revenues.

E. CASH

Cash includes amounts in demand deposits and interest-bearing demand deposits. Under state law, the Sheriff may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

F. CAPITAL ASSETS

Capital assets are recorded at historical cost or estimated historical cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$500 or more for capitalizing assets.

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

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

| | |
|-------------------------------------|--------------|
| Buildings and building improvements | 5 – 40 years |
| Furniture and fixtures | 5 – 15 years |
| Vehicles | 5 years |
| Software | 10 years |

G. COMPENSATED ABSENCES

All employees who have completed twelve months of service receive ten (10) days vacation leave each year. Vacation leave does not accumulate or vest. Employees can accumulate compensatory time in lieu of payment for overtime. The Sheriff’s standard policy is that sick leave does not accumulate or vest. However, each instance of sick leave is handled on an individual basis at the discretion of the Sheriff. No liability is reported for unpaid accumulated sick leave.

In the FFS, vacation and compensatory time that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the general fund. The amount not expected to be paid with current resources is not reported in the FFS. The entire compensated absence liability is reported in the GWFS.

H. NET POSITION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS

For government-wide statement of net position, net position is classified into three components. These classifications are defined as follows:

Invested in capital assets, net of related debt – This component of net position consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any related debt that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets, net of related debt. Instead, that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints placed on net position through external restrictions imposed by creditors (e.g., debt covenants), grantors, contributors, or laws, or regulations of other governments. This component would also include constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”. Generally, these net position represent those financial resources that are available to meet any future obligations that might arise.

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.

I. FUND EQUITY OF FUND FINANCIAL STATEMENTS

In the FFS, funds can report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form- prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

The spendable portion of the fund balance can be comprised of the remaining four classifications: restricted, committed, assigned, and unassigned defined as follows:

Restricted fund balance - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance - These amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the Sheriff's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Sheriff passes a motion that removes or changes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned fund balance - This classification reflects the amounts constrained by the organization's "intent" to be used for specific purposes, but are neither restricted or committed. The Sheriff has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance - This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

Flow Assumptions – When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the Sheriff's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Sheriff's policy to use fund balance in the following order: (1) Committed, (2) Assigned, (3) Unassigned.

J. USE OF 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.

K. INTERFUND TRANSACTIONS

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as operating transfers in the FFS.

L. SALES TAX

Sales taxes will be collected on a monthly basis by the Jeff Davis Parish School Board's Sales Tax Department. The Sheriff's Office will receive sales tax revenue from the following sales taxes:

An ordinance dated July 21, 2007, which was approved by the voters of the parish authorizes the Sheriff's Office to collect, for an indefinite period beginning January 1, 2008, a 1/2% sales and use tax to be dedicated and used for the purposes of (a) paying the salaries and benefits of deputies, (b)

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

acquiring, operating and maintaining vehicles and communications equipment, and (c) providing additional funding for operations and training.

M. PENSION/ RETIREMENT

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Louisiana Sheriffs Pension and Relief Fund (LSPRF), and additions to/deductions from LSPRFs' and fiduciary net position have been determined on the same basis as they are reported by LSPRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. LSPRF uses the accrual basis of accounting.

N. DEFERRED OUTFLOW/ INFLOW 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 periods(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. All of the items that qualify for reporting in this category are related to pension amounts. See pension/ retirement footnote for further details of these items. No deferred outflows of resources affect the governmental funds financial statements in the current year.

In addition to liabilities, the statement of net position and or balance sheet 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 (revenue or reduction in expense) until that time. All of the items that qualify for reporting in this category in the statement of net position are related to pension amounts. See pension/ retirement footnote for further details of these items. The governmental funds has only one item that qualifies for reporting in this category. Accordingly, the item, deferred revenue, is reported only in the governmental funds balance sheet. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following funds had actual expenditures over budgeted appropriations for the year ended June 30, 2019:

| <u>Fund</u> | <u>Original Budget</u> | <u>Final Budget</u> | <u>Actual</u> | <u>Unfavorable Variance</u> |
|-------------|----------------------------|-------------------------|---------------|---------------------------------|
| None | - | - | - | - |

3. LEVIED TAXES

The Sheriff levies taxes on real and business personal property located within Jefferson Davis Parish's boundaries. Property taxes are levied by the Sheriff on property values at January 1 assessed by the Jefferson Davis Parish Tax Assessor and approved by the State of Louisiana Tax Commission upon submission of the tax roll.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

The Jefferson Davis Parish Sheriff Tax Collector’s Office bills and collects property taxes for the Sheriff.

| | <u>Property Tax Calendar</u> |
|----------------------------------|---------------------------------------|
| Assessment date | January 1 st |
| Levy date | Not later than June 1 st |
| Tax bills mailed | On or about November 15 th |
| Due date | December 31 st |
| Penalties and interest are added | January 1 st |
| Lien date | January 1 st |
| Tax sale – delinquent property | During June |

Assessed values are established by the Jefferson Davis Parish Tax Assessor each year on a uniform basis at the following ratios of assessed value to fair market value:

| | |
|------------------------------|---|
| 10% land | 15% machinery |
| 10% residential improvements | 15% commercial improvements |
| 15% industrial improvements | 25% public service properties, excluding land |

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2016. Total assessed value was \$272,616,389 for the calendar year 2018. Louisiana State law exempts the first \$75,000 of assessed value of a taxpayer’s primary residence from parish property taxes. This homestead exemption was \$51,144,456 of the assessed value in calendar year 2018.

The following is a summary of authorized and levied (tax rate per \$1,000 assessed value) ad valorem taxes:

| | <u>Authorized Millage</u> | <u>Levied Millage</u> | <u>Expiration Date</u> |
|------------------|-------------------------------|---------------------------|----------------------------|
| Law enforcement: | | | |
| Legislative | 6.20 | 6.20 | NONE |
| Special | 5.95 | 5.95 | 2020 |

4. DEPOSITS AND INVESTMENTS

Bank Deposits

At June 30, 2019, the Sheriff has deposits (book balances) as follows:

| | |
|-------------------------------|---------------------|
| Cash on hand | \$ 1,800 |
| Checking-non-interest bearing | 260,072 |
| Checking- interest bearing | 762,035 |
| Savings deposits | 32,980 |
| Certificates of deposits | 21,371 |
| | <u>\$ 1,078,259</u> |

Cash and cash equivalents are reported in the basic financial statements as follows:

| | |
|--------------------|---------------------|
| Governmental Funds | \$ 565,350 |
| Fiduciary Funds | 512,909 |
| | <u>\$ 1,078,259</u> |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk is the risk that in the event of a bank failure, the Sheriff’s deposits may not be returned to the Sheriff. The Sheriff’s deposit policy for custodial credit risk requires that all uninsured deposits must be secured with acceptable collateral as defined in LRS 39:1221 valued at market. As of June 30, 2019, the Sheriff had deposits (collected bank balances) totaling \$1,114,019 which includes \$481,418 in fiduciary funds. As of yearend all deposits were either insured by FDIC coverage or collateralized by securities held by the pledging financial institution’s agent in the name of the Sheriff’s Office.

Investments

At June 30, 2019, the Sheriff had the following investments and maturities:

| <u>Investment Type</u> | <u>Fair Value</u> | <u>Investment Maturities (in Years) Less Than 1</u> |
|--|---------------------|---|
| Louisiana Asset Management Pool (LAMP) | \$ 6,158,512 | \$ 6,158,512 |
| Totals | <u>\$ 6,158,512</u> | <u>\$ 6,158,512</u> |

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor’s.
- Custodial credit risk: LAMP participants’ investments in the pool are evidenced by shares of the pool.
- Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity’s investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 98 days as of June 30, 2019.
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130 or on its website at www.lamppool.com .

5. RECEIVABLES

The receivables at June 30, 2019, consisted of the following:

| Class of Receivable | General Fund | Total |
|------------------------------|--------------|---------|
| Intergovernmental : | | |
| State | \$ 30,437 | 30,437 |
| Local | 464,075 | 464,075 |
| Other | 171,992 | 171,992 |
| Allowance for uncollectibles | (4,405) | (4,405) |
| Total | \$ 662,099 | 662,099 |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

6. CAPITAL ASSETS

A summary of changes in capital assets is as follows:

| | Balance Beginning | Reclasses/ Adjustments | Additions | Dispositions | Balance Ending |
|---|----------------------|---------------------------|-----------------|------------------|-------------------|
| Capital assets not being depreciated: | | | | | |
| Land | \$ 25,000 | 46,582 | \$ - | (2,317) | \$ 69,265 |
| Construction in Progress | 1,225,702 | (1,225,702) | - | - | - |
| Total capital assets not being depreciated | <u>1,250,702</u> | <u>(1,179,120)</u> | <u>-</u> | <u>(2,317)</u> | <u>69,265</u> |
| Capital assets being depreciated: | | | | | |
| Buildings and improvements | 184,990 | 1,179,120 | 61,256 | (43,671) | 1,381,695 |
| Furniture and equipment | 2,941,056 | - | 178,128 | - | 3,119,184 |
| Vehicles | 1,822,369 | - | 142,439 | (318,226) | 1,646,582 |
| Software | 245,693 | - | 25,089 | - | 270,782 |
| Total capital assets being depreciated | <u>5,194,108</u> | <u>1,179,120</u> | <u>406,912</u> | <u>(361,897)</u> | <u>6,418,243</u> |
| Less accumulated depreciation for: | | | | | |
| Buildings and improvements | 60,857 | - | 36,183 | - | 97,040 |
| Furniture and equipment | 2,529,427 | - | 185,651 | - | 2,715,078 |
| Vehicles | 1,322,509 | - | 213,306 | (318,226) | 1,217,589 |
| Software | 182,289 | - | 49,314 | - | 231,603 |
| Total accumulated depreciation | <u>4,095,082</u> | <u>-</u> | <u>484,454</u> | <u>(318,226)</u> | <u>4,261,310</u> |
| Total capital assets being depreciated, net | <u>1,099,026</u> | <u>1,179,120</u> | <u>(77,542)</u> | <u>(43,671)</u> | <u>2,156,933</u> |
| Capital assets, net | <u>\$ 2,349,728</u> | <u>-</u> | <u>(77,542)</u> | <u>(45,988)</u> | <u>2,226,198</u> |

7. PENSION/ RETIREMENT

General Information about the Pension Plan

Plan Description

The Louisiana Sheriffs Pension and Relief Fund (LSPRF) is a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office.

Benefits Provided

The following is a description of the plan and its benefits and is provided for general informational purposes only. LSPRF provides normal retirement, disability benefits, survivor's benefits, deferred benefits, and back deferred retirement option plan (DROP) benefits. Participants should refer to the appropriate statutes for more complete information.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

Retirement Benefits:

A. Normal Retirement

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

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

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

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

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

B. Disability Benefits

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

C. Survivor Benefits

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic Option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving Option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-two, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

D. Deferred Benefits

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

E. Back Deferred Retirement Option Plan (Back-DROP)

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

Cost of Living Adjustments

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

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2019, the actual employer contribution rate was 12.75% with an additional 0% allocated from the Funding Deposit Account. Employer contributions for the year ended June 30, 2019 were \$418,429.

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, 201. Non-employer contributions for the year ended June 30, 2019 were \$194,552.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

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

At June 30, 2019, the Sheriff reported a liability of \$1,827,394 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Obligation was determined by an actuarial valuation as of that date. The Sheriff's proportion of the Net Pension Liability was based on the employer's projected contribution effort to the plan for the next fiscal year as compared to the total of all employers' projected contribution effort to the plan for the next fiscal year. At June 30, 2018 (the measurement date), the Sheriff's proportion was .476548%, which was a decrease of .0176604 from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Sheriff recognized pension expense of \$489,725 plus/(less) employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$60,337.

At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflow of Resources |
|--|---|---|
| Differences between expected and actual experience | \$ - | \$ 512,980 |
| Changes of assumptions | 540,203 | - |
| Net difference between projected and actual earnings on pension plan investments | - | 108,480 |
| Changes in proportion and difference between Employer contributions and proportionate share of contributions | 190,228 | 122,998 |
| Employer contribution subsequent to the measurement date | 418,429 | - |
| Total | \$ 1,148,860 | \$ 744,458 |

\$418,429 reported as deferred outflows of resources related to the pension resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| | |
|---------------------|------------|
| Year ended June 30: | |
| 2020 | \$ 166,045 |
| 2021 | 48,222 |
| 2022 | (192,174) |
| 2023 | (21,637) |
| 2024 | (14,483) |
| Thereafter | - |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

Deferred outflow/inflow resource amounts, except for net difference between projected and actual earnings on pension plan investments, are being recognized in employer's pension expense/(benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Deferred amounts related to net difference between projected and actual earnings on pension plan investments is being recognized in pension expense/(benefit) using the straight-line method amortization method over a closed five-year period.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 are as follows:

| | |
|---|---|
| Valuation Date | June 30, 2018 |
| Actuarial cost method | Entry Age Normal |
| Actuarial assumptions: | |
| Investment rate of return | 7.25% net of investment expenses |
| Discount Rate | 7.25% |
| Projected salary increases | 5.5% (2.6% Inflation, 2.9% Merit) |
| Mortality Rates | RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Table for active members, healthy annuitant, and beneficiaries RP-2000 Disabled Lives Mortality Table for disabled annuitants |
| Expected Remaining Service Lives | 2018 6 years; 2017 -7 years; 2016 -7 years; 2015-6 years; 2014-6 years |
| Cost-of-living adjustments | The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic. |

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2018 were as follows:

| Asset Class | Target Asset Allocation | | Expected Rate of Return | | Long-term Expected Portfolio Real Rate of Return | |
|------------------------------------|-------------------------|---|------------------------------|---|--|---|
| | | | Real Return Arithmetic Basis | | | |
| Equity Securities | 62 | % | 6.9 | % | 4.3 | % |
| Fixed Income | 23 | | 3.2 | | 0.7 | |
| Alternative Investments | 15 | | 4.5 | | 0.7 | |
| Totals | 100 | % | | | 5.7 | % |
| Inflation | | | | | 2.5 | |
| Expected Arithmetic Nominal Return | | | | | 8.2 | % |

The discount rate used to measure the total pension liability was 7.25% for the measurement period ending June 30, 2018. In the prior period this rate 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 presents the Sheriff's net pension liability calculated using the discount rate of 7.25%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate as of June 30, 2018:

| | 1% Decrease 6.25% | Current Discount Rate 7.25% | 1% Increase 8.25% |
|-------------------------------|----------------------|-----------------------------------|----------------------|
| Net Pension Liability (Asset) | \$ 4,135,637 | \$ 1,827,394 | \$ (115,882) |

Pension Plan Fiduciary Net Position

The Sheriffs' Pension and Relief Fund has issued a stand-alone audit report on their financial statements for the year ended June 30, 201. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.gov. The plan's basis of accounting is accrual basis. The plan's fiduciary net position was also determined using the accrual basis of accounting.

Payables to the Pension Plan

As of June 30, 2019, the Sheriff owed \$78,890 in legally required contributions to LSPRF.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

8. LONG-TERM OBLIGATIONS

Summary of the long-term liability transactions during the year:

| | Balance | | | Balance | Due |
|--------------------------------|---------------------|------------------|-------------------|------------------|-----------------|
| | <u>Beginning</u> | <u>Additions</u> | <u>Reductions</u> | <u>Ending</u> | <u>Within</u> |
| | | | | | <u>One Year</u> |
| Other Obligations: | | | | | |
| Compensated absences | \$ 207,580 | 107,862 | 90,123 | 225,319 | 95,180 |
| Net pension liability | 2,140,056 | - | 312,662 | 1,827,394 | - |
| Other post-employment benefits | 3,736,220 | 515,735 | - | 4,251,955 | - |
| Total long-term liabilities | <u>\$ 6,083,856</u> | <u>623,597</u> | <u>402,785</u> | <u>6,304,668</u> | <u>95,180</u> |

9. RESTRICTED FUND BALANCE

A portion of the fund balance of the General Fund, \$92,978 has been restricted for specific use. A portion of the restricted fund balance, \$78,357 has been restricted for drug law enforcement. This balance represents seizures from criminal activities. Louisiana Revised Statute 40:2616.B(3.a) requires such proceeds to be used in drug law enforcement. The other portion of the restricted fund balance of the General Fund, \$14,621 has been restricted for sex offender registration and compliance. The Code of Criminal Procedure 895.1(F) provides funding that is to be used to improve the overall effectiveness and efficiency of the sex offender and child predator registration process.

10. CONTINGENCIES

Litigation. The Sheriff is involved in various lawsuits and pending claims. Management believes the ultimate resolution of these suits would not create a material liability to the Sheriff in excess of existing insurance coverage. Accordingly, no provision for losses, exceeding available insurance coverage, has been recorded in the accompanying financial statements.

Grant Disallowances. The Sheriff participates in a number of state and federal financial assistance programs. These programs are subject to further financial and compliance audits by grantor agencies. The amount, if any, of expenditures which may be disallowed by granting agencies cannot be determined at this time. Based on prior experience the Sheriff feels such amounts, if any, to be immaterial to the financial statements.

11. EXPENDITURES OF THE SHERIFF’S OFFICE PAID BY THE PARISH POLICE JURY

Certain operating expenditures of the Sheriff’s office are paid by the parish police jury, as required under Louisiana law, and are not included in the accompanying financial statements. Specifically the police jury maintains and operates the parish courthouse in which the Sheriff’s office is located and occasionally provides funds for equipment and furniture of the Sheriff’s office. The total amount of these expenditures were not available for disclosure.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

12. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

Retirement plan payments in the amount of \$106,259 were made by the Sheriff, acting in his capacity as Ex-Officio Tax Collector, to the Louisiana Sheriff's Pension and Relief Retirement System of the State of Louisiana on behalf of the Sheriff's Office. These remittances represent a portion of the ad valorem taxes and state revenue sharing collections which are statutorily set aside for payment to the Louisiana Sheriff's Pension and Relief Retirement System on behalf of the Sheriff. These on-behalf payments have been recorded in the accompanying financial statements as revenues and expenditures in the General Fund.

13. TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 2019, includes \$109,713 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$515. These funds, totaling \$110,228, are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

14. RISK MANAGEMENT

The Sheriff is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Effective September 1, 1998, the Sheriff's Office became a participant in the Louisiana Sheriff's Law Enforcement Program (LSLEP), a public entity risk pool currently operating as a common risk management and insurance program for approximately 45 Louisiana Sheriffs. The Sheriff pays an annual premium to the LSLEP for its law enforcement professional liability insurance coverage. The Sheriff is allowed to select the level of coverage during the process of annual enrollment. The risk retained by LSLEP is managed with the intent to be self-sustaining through participant member premiums. Varying levels of excess coverage, if requested by the Sheriff during the enrollment period, are reinsured through commercial insurance companies. As of June 30, 2019, the Sheriff is covered for individual claims and up to \$2,900,000 with an annual aggregate cap of \$2,900,000. The Sheriff has retained the risk in excess of this limit. The Sheriff estimates claims, for risk retained, based on the requirements of GASB Statement 10, *Accounting and Financial Reporting for Risk Financing and Related Insurance Issues*, 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. As of June 30, 2019, the Sheriff has no carrying amount recorded in the financial statements of liabilities for unpaid claims and there are no outstanding amounts of claims liabilities for which annuity contracts have been purchased. No payments for claims were made during fiscal year ending June 30, 2019.

The Sheriff also participates in the Louisiana Sheriff's Association Group Benefits Plan (LSAGP) which provides employee health and life insurance benefits. Neither the LSAGP nor the Sheriff assumes any liability for charges not meeting the Plan's definitions of covered expenses. Health insurance claims are administered by a major health insurance company while the life insurance is underwritten with a commercial life insurance company.

The Sheriff continues to carry commercial insurance for risk of loss concerning auto liability and collision. Risk of loss for Courthouse and Jail building contents and equipment is covered principally by the Police Jury through a commercial insurance company. The Sheriff does not maintain insurance coverage for risk of loss related to a building owned separately in the name of the Law Enforcement District which is used to house the Criminal Investigative Division. Under Louisiana Revised Statutes 23:1034, the Sheriff is exempt from workers compensation coverage and any risk of loss with respect to himself and commissioned deputies. Settled claims resulting from the aforementioned risks have not exceeded commercial insurance coverage in any of the past three years.

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

15. POST-EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

General Information about the OPEB Plan

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

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

Life insurance coverage is continued to retirees and the employer pays 100% of the cost of the first \$10,000 of life insurance after retirement. The retiree may elect to continue additional voluntary insurance amounts in force at time of retirement, subject to an age-related reduction formula (reducing to 75% at age 65 and 50% at age 70. The retiree pays for the additional voluntary insurance but both that cost and the employer cost are based on the blended active/retired rate and there is thus an implied subsidy. We have assumed that 60% of currently active employees will elect to continue the voluntary additional life insurance after retirement.

Employees covered by benefit terms – At June 30, 2019, the following employees were covered by the benefit terms:

| | |
|--|-----------|
| Inactive employees or beneficiaries currently receiving benefit payments | 13 |
| Inactive employees entitled to but not yet receiving benefit payments | - |
| Active employees | <u>77</u> |
| | <u>90</u> |

Total OPEB Liability

The Sheriff’s total OPEB liability of \$4,251,955 was measured as of June 30, 2019 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the June 30, 2019 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 |
| Prior Discount rate | 3.62% |
| Discount rate | 3.50% |
| Healthcare cost trend rates | Flat 5.5% annually |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2019, the end of the applicable measurement period.

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

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2019.

Changes in the Total OPEB Liability

| | |
|--|----------------------------|
| Balance at June 30, 2018 | \$ 3,736,220 |
| Changes for the year: | |
| Service cost | 149,839 |
| Interest | 137,963 |
| Differences between expected and actual experience | 257,342 |
| Changes in assumptions | 73,386 |
| Benefit payments and net transfers | (102,795) |
| Net changes | <u>515,735</u> |
| Balance at June 30, 2019 | <u><u>\$ 4,251,955</u></u> |

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 (2.50%) or 1-percentage-point higher (4.50%) than the current discount rate:

| | 1.0% Decrease (2.50%) | Current Discount Rate (3.50%) | 1.0% Increase (4.50%) |
|----------------------|----------------------------------|--|----------------------------------|
| Total OPEB liability | <u>\$ 5,046,356</u> | <u>\$ 4,251,955</u> | <u>\$ 3,630,169</u> |

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 Trend (5.5%) | 1.0% Increase (6.5%) |
|----------------------|---------------------------------|---------------------------------|---------------------------------|
| Total OPEB liability | <u>\$ 3,628,344</u> | <u>\$ 4,251,955</u> | <u>\$ 5,040,733</u> |

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

For the year ended June 30, 2019, the Sheriff recognized OPEB expense of \$304,283. At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|--|-----------------------------------|----------------------------------|
| Differences between expected and actual experience | \$ 276,050 | \$ - |
| Changes in assumptions | 70,050 | - |
| Total | <u>\$ 346,100</u> | <u>\$ -</u> |

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: | |
|-----------------------|---------|
| 2020 | 16,481 |
| 2021 | 16,481 |
| 2022 | 16,481 |
| 2023 | 16,481 |
| 2024 | 16,481 |
| Thereafter | 263,695 |

16. TAXES COLLECTED ON BEHALF OF OTHERS

Ad Valorem Taxes Collected

The amount of cash on hand at year-end was \$185,228, of which \$110,228 was held under protest (\$109,713 on taxes, and \$515 in interest earnings). The amount of taxes collected for the current year by taxing authority was:

| | Unprotected Taxes Collected | Protested Taxes Collected | Total Collected |
|---|--------------------------------|------------------------------|-------------------|
| Jefferson Davis Parish Government | \$ 3,091,560 | - | 3,091,560 |
| Jefferson Davis Parish Library | 1,246,590 | - | 1,246,590 |
| Jefferson Davis Parish Mosquito Abatement | 1,693,019 | - | 1,693,019 |
| Jefferson Davis Parish Law Enforcement | 2,620,425 | - | 2,620,425 |
| Jefferson Davis Parish Assessor | 541,337 | - | 541,337 |
| Jefferson Davis Parish School Board | 8,514,601 | - | 8,514,601 |
| Jefferson Davis Parish Water and Sewer | 432,206 | - | 432,206 |
| Jefferson Davis Parish Fire Districts | 1,873,847 | - | 1,873,847 |
| Jefferson Davis Parish Drainage Districts | 1,164,676 | - | 1,164,676 |
| City of Jennings | 1,327,398 | - | 1,327,398 |
| Town of Welsh | 109,806 | - | 109,806 |
| Village of Fenton | 9,300 | - | 9,300 |
| Department of Agriculture and Forestry | 4,597 | - | 4,597 |
| Louisiana Tax Commission | 28,457 | - | 28,457 |
| | <u>\$ 22,657,819</u> | <u>-</u> | <u>22,657,819</u> |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

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

| | Supplemental Homestead Exemptions | LTC Reductions (Additions) | Adjudica- tions | No Property Found | Bank- ruptcy | Unpaid |
|--|---|----------------------------------|--------------------|----------------------|-----------------|----------------|
| Jefferson Davis Parish Government | \$ 5,091 | 33,135 | 682 | - | 12 | 57,625 |
| Jefferson Davis Parish Library | 2,485 | 10,067 | 547 | - | 3 | 20,426 |
| Jefferson Davis Parish Mosquito Abatement | 3,374 | 13,672 | 743 | - | 5 | 27,741 |
| Jefferson Davis Parish Law Enforcement | 5,223 | 21,161 | 1,150 | - | 7 | 42,936 |
| Jefferson Davis Parish Tax Assessor | 1,079 | 4,372 | 238 | - | 2 | 8,870 |
| Jefferson Davis Parish School Board | 17,593 | 72,777 | 3,967 | - | 26 | 134,163 |
| Jefferson Davis Parish Water & Sewer | 395 | 1,492 | 89 | - | - | 4,019 |
| Jefferson Davis Parish Fire Districts | 2,432 | 19,840 | 245 | - | 11 | 36,856 |
| Jefferson Davis Parish Drainage Districts | 2,253 | 11,042 | 209 | - | 5 | 21,803 |
| City of Jennings | - | 1,371 | 14,427 | - | - | 9,595 |
| Town of Welsh | - | 231 | 66 | - | - | 1,007 |
| Village of Fenton | - | (3) | - | - | - | 375 |
| LA Dept of Ag and Forestry | - | - | 4 | - | - | - |
| Louisiana Tax Commission | - | - | - | - | - | - |
| | <u>\$ 39,925</u> | <u>189,157</u> | <u>22,367</u> | <u>-</u> | <u>71</u> | <u>365,416</u> |

Other Taxes Collected

Act 711 of the 2010 Louisiana Legislative Session amended LRS24:51(B) to provide required footnote disclosure in the financial statements for local governments that collect tax for other taxing jurisdictions. Listed below are current year State Revenue Sharing and parish license collections and distributions to parish governmental agencies during the fiscal year:

| | State Revenue Sharing | Parish Licenses |
|--|-----------------------------|--------------------|
| Beginning balance due taxing authorities | \$ 0 | 7,600 |
| Additions: | | |
| State revenue sharing | 615,538 | |
| Insurance licenses collections | | 152,019 |
| Occupational licenses collections | | 105,863 |
| Alcohol licenses collections | | 2,930 |
| Interest, penalties, and other collections | | 9 |
| Total additions | 615,538 | 260,821 |
| Reductions: | | |
| Taxes distributed to others | | |
| Jefferson Davis Parish Government | 129,803 | 222,371 |
| Jefferson Davis Parish Library | 30,202 | |
| Jefferson Davis Parish Tax Assessor | 10,000 | |
| Jefferson Davis Parish School Board | 300,679 | |
| Jefferson Davis Parish Fire Districts | 2,200 | |
| Jefferson Davis Parish Gravity Drainage | 10,655 | |
| City of Jennings | 24,489 | |
| Town of Welsh | 9,224 | |
| Village of Fenton | 2,919 | |
| Town of Elton | 4,537 | |
| Town of Lake Arthur | 8,211 | |
| Pension Funds | 15,265 | |
| Jefferson Davis Parish Sheriff's Office General Fund | 67,354 | 39,123 |
| Total reductions | 615,538 | 261,494 |
| Ending balance due taxing authorities | \$ 0 | 6,927 |

JEFFERSON DAVIS PARISH SHERIFF
Notes to the Financial Statements
As of and for the Year Ended June 30, 2019

The ending balance due taxing authorities represents unpaid amounts pending distribution for subsequent month.

17. SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 31, 2019, the date which the financial statements were available to be issued.

18. OPERATING LEASES

The Sheriff leases office equipment such as a postage machine and various copies under noncancelable leases. Although all office equipment operating leases contain fiscal funding (cancellation) clauses, the likelihood of that clause being invoke is considered remote. Therefore, the future minimum lease payments for these leases are as follows:

| <u>Year Ending June 30,</u> | <u>Total</u> |
|-----------------------------|--------------|
| 2020 | 12,510 |
| 2021 | 10,573 |
| 2022 | 9,927 |
| 2023 | 8,677 |
| 2024 | 1,154 |
| Thereafter | - |

18. RELATED PARTY TRANSACTIONS

On September 19, 2018 the Sheriff sold excess real estate to the Jefferson Davis Parish Police Jury for \$275,000 to be used to house the 911 dispatch operations.

During fiscal year ending in June 30, 2019 the Jefferson Davis Police Jury paid the Sheriff’s Office the following for services provided:

| <u>Service Provided</u> | <u>Amount</u> |
|-------------------------------|---------------|
| 911 Dispatch Services | \$ 299,927 |
| Jail and Correction Services | 203,867 |
| Prisoner Feed and Maintenance | 57,169 |
| Prisoner Transport | 16,096 |
| Court Attendance | 9,835 |

REQUIRED SUPPLEMENTAL INFORMATION

**JEFFERSON DAVIS PARISH SHERIFF
GENERAL FUND
Budgetary Comparison Schedule
For the Year Ended June 30, 2019**

Schedule 1A

| | Budgeted Amounts | | Actual Amounts | Variance With Final Budget Positive (Negative) |
|--|---------------------|---------------------|---------------------|---|
| | Original | Final | | |
| REVENUES | | | | |
| Property taxes | \$ 2,510,000 | \$ 2,550,000 | \$ 2,623,613 | \$ 73,613 |
| Sales taxes | 2,200,000 | 2,328,000 | 2,435,464 | 107,464 |
| Parish contribution to retirement fund | | | 106,259 | 106,259 |
| Intergovernmental revenues: | | | | |
| Federal sources: | | | | |
| Federal grants | - | - | 81,959 | 81,959 |
| State sources: | | | | |
| State grants | - | 70,442 | 50,692 | (19,750) |
| State supplemental pay | 300,000 | 300,000 | 318,399 | 18,399 |
| State revenue sharing | | | 67,354 | 67,354 |
| Other | 146,000 | 151,300 | 53,612 | (97,688) |
| Local sources: | | | | |
| District attorney - LACE | | | - | - |
| Parish - 911 District | 208,000 | 296,000 | 324,628 | 28,628 |
| Parish - Corrections/Jail salary | | 200,000 | 203,867 | 3,867 |
| Fees, charges, and commissions for services: | | | | |
| Commissions on licenses, taxes, etc. | 81,000 | 85,000 | 96,358 | 11,358 |
| Civil and criminal fees | 140,000 | 140,000 | 189,761 | 49,761 |
| Court attendance | 7,000 | 7,500 | 10,570 | 3,070 |
| Transporting prisoners | 12,000 | 12,000 | 18,053 | 6,053 |
| Feeding and keeping prisoners | 90,000 | 90,000 | 116,567 | 26,567 |
| Commissary commissions | 25,000 | 25,000 | 24,302 | (698) |
| Commissions on fines and other forfeitures | 35,000 | 55,000 | 84,669 | 29,669 |
| Security detail services | - | - | 142,829 | 142,829 |
| Other | 138,500 | 141,300 | 103,046 | (38,254) |
| Fines and Forfeitures: | | | | |
| Drug related fines and forfeitures | 1,500 | 1,500 | - | (1,500) |
| Bond, fines and other forfeitures | 3,500 | 5,000 | 6,074 | 1,074 |
| Use of money and property: | | | | |
| Interest | 10,000 | 75,000 | 85,214 | 10,214 |
| Commissions on phones | 30,000 | 35,000 | 36,805 | 1,805 |
| Miscellaneous | 40,000 | 490,000 | 22,457 | (467,543) |
| Total Revenues | <u>5,977,500</u> | <u>7,058,042</u> | <u>7,202,552</u> | <u>144,510</u> |
| EXPENDITURES | | | | |
| Current: | | | | |
| Public safety: | | | | |
| Personal services and related benefits | 5,511,500 | 5,744,500 | 5,589,345 | 155,155 |
| Operating services | 667,200 | 729,200 | 646,967 | 82,233 |
| Materials and supplies | 615,000 | 620,000 | 570,736 | 49,264 |
| Other | 95,000 | 80,000 | 66,856 | 13,144 |
| Intergovernmental: | | | | |
| Retirement deducted from tax collections | 40,000 | 41,000 | 40,778 | 222 |
| Capital outlay | 700,000 | 527,000 | 406,912 | 120,088 |
| Total Expenditures | <u>7,628,700</u> | <u>7,741,700</u> | <u>7,321,594</u> | <u>420,106</u> |
| EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES | <u>(1,651,200)</u> | <u>(683,658)</u> | <u>(119,042)</u> | <u>564,616</u> |
| OTHER FINANCING SOURCES (USES): | | | | |
| Operating transfers in | - | - | - | - |
| Operating transfers out | - | - | - | - |
| Proceeds from sales of fixed assets | - | 17,000 | 281,110 | 264,110 |
| Compensation for loss or damage of assets | - | - | 17,757 | 17,757 |
| Total Other Financing Sources (uses) | <u>-</u> | <u>17,000</u> | <u>298,867</u> | <u>281,867</u> |
| NET CHANGE IN FUND BALANCE | (1,651,200) | (666,658) | 179,825 | 846,483 |
| FUND BALANCES BEGINNING OF YEAR | <u>5,655,732</u> | <u>6,921,441</u> | <u>6,921,441</u> | <u>-</u> |
| FUND BALANCES END OF YEAR | <u>\$ 4,004,532</u> | <u>\$ 6,254,783</u> | <u>\$ 7,101,266</u> | <u>\$ 846,483</u> |

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH SHERIFF
Notes to Budgetary Comparison Schedule
For the Year Ended June 30, 2019

A. BUDGETARY PRACTICES

General Budget Practices The Sheriff follows the following procedures in establishing budgetary data reported in the accompanying budgetary comparison schedule:

Pursuant to the Louisiana Government Budget Act (LSA-RS 39:1301-1314), the Sheriff is required to adopt an annual budget no later than fifteen days prior to the beginning of each fiscal year.

Each year prior to June 15th, the Director of Finance and the Sheriff develop a proposed annual budget for the general fund and all special revenue funds. The operating budget includes proposed expenditures and the means of financing them. The proposed budget is advertised as available for public inspection at least 10 days prior to final adoption simultaneously with a notice of the date of public hearing. The public hearing is conducted during a finance committee meeting in order to obtain public input. The budget is subsequently adopted by the Sheriff through a formal budget resolution.

General fund appropriations (unexpended budget balances) lapse at end of fiscal year.

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

Formal budget integration (within the accounting records) is employed as a management control device. All budgets are controlled at the object level. Budget amounts included in the accompanying financial statements include the original budget and all subsequent amendments. All budget revisions are approved by the Sheriff.

Budget Basis of Accounting All governmental funds budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Legally, the Sheriff cannot budget total expenditures and other financing uses which would exceed total budgeted revenues and other financing sources including beginning fund balance. State statutes require the Sheriff to amend the budgets to prevent overall projected revenues, expenditures, or beginning fund balance from causing an adverse budget variance of five percent or more in an individual fund. The Sheriff approves budgets at the object level and management is allowed to transfer amounts between line items within an object.

B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN INDIVIDUAL MAJOR FUNDS

The following budgeted major funds had actual expenditures over budgeted expenditures for the fiscal year:

| Major Fund | Final Budget | Actual | Unfavorable Variance |
|------------|-----------------|--------|-------------------------|
| None | \$ - | \$ - | \$ - |

Reason for unfavorable variance: Not applicable.

**JEFFERSON DAVIS PARISH SHERIFF
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN OPEB LIABILITY AND RELATED RATIOS
YEAR ENDED JUNE 30,**

| | <u>2019</u> | <u>2018</u> |
|--|---------------------|------------------|
| Total OPEB Liability: | | |
| Service cost | \$ 149,839 | 154,449 |
| Interest | 137,963 | 132,767 |
| Changes of benefit terms | - | - |
| Differences between expected and actual experience | 257,342 | 33,301 |
| Changes of assumptions | 73,386 | - |
| Benefit payments | (102,795) | (97,436) |
| Net change in total OPEB liability | <u>515,735</u> | <u>223,081</u> |
| Total OPEB liability- beginning | <u>3,736,220</u> | <u>3,513,139</u> |
| Total OPEB liability- ending | <u>\$ 4,251,955</u> | <u>3,736,220</u> |

| | | |
|--------------------------|--------------|-----------|
| Covered-employee payroll | \$ 2,919,913 | 2,834,867 |
|--------------------------|--------------|-----------|

| | | |
|--|---------|---------|
| Net OPEB liability as a percentage of covered-employee payroll | 145.62% | 131.80% |
|--|---------|---------|

Notes to Schedule:

| | | |
|-----------------|-------|-------|
| Benefit Changes | None | None |
| Discount Rate | 3.50% | 3.62% |

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

**JEFERSON DAVIS PARISH SHERIFF
 REQUIRED SUPPLEMENTARY INFORMATION
 ADDITIONAL PENSION/ RETIREMENT INFORMATION
 Schedule of Employer’s Proportionate Share of Net Pension Liability
 For the Year Ended June 30,**

Louisiana Sheriffs’ Pension and Relief Fund:

| Measurement Date Year Ending June 30th | Employer’s proportion of net pension liability (asset) | Employer’s proportionate share of the net pension liability (asset) | Employer’s covered-employee payroll | Employer’s proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll | Plan fiduciary net position as a percentage of the total pension liability |
|--|--|---|-------------------------------------|---|--|
| 2018 | 0.476548% | 1,827,394 | 3,279,948 | 55.71% | 90.41% |
| 2017 | 0.494208% | 2,140,056 | 3,369,310 | 63.52% | 88.49% |
| 2016 | 0.510874% | 3,242,464 | 3,490,463 | 92.89% | 82.10% |
| 2015 | 0.480554% | 2,142,078 | 3,186,147 | 67.23% | 86.61% |
| 2014 | 0.443431% | 1,755,989 | 2,969,653 | 59.13% | 87.34% |

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

**JEFFERSON DAVIS PARISH SHERIFF
 REQUIRED SUPPLEMENTARY INFORMATION
 ADDITIONAL PENSION/ RETIREMENT INFORMATION
 Schedule of Employer Contributions
 For the Year Ended June 30,**

Louisiana Sheriffs’ Pension and Relief Fund:

| Financial Statement Year Ending Date | Contractually Required Contribution | Contributions in Relation to Contractually Required Contribution | Contribution Deficiency (Excess) | Employer's Covered Employee Payroll | Contributions as a % of Covered Employee Payroll |
|--------------------------------------|-------------------------------------|--|----------------------------------|-------------------------------------|--|
| 2019 | \$ 418,429 | \$ 418,429 | \$ - | \$ 3,415,738 | 12.25% |
| 2018 | \$ 418,193 | \$ 418,193 | \$ - | \$ 3,279,948 | 12.75% |
| 2017 | \$ 446,434 | \$ 446,434 | \$ - | \$ 3,369,310 | 13.25% |
| 2016 | \$ 479,740 | \$ 479,740 | \$ - | \$ 3,490,463 | 13.75% |
| 2015 | \$ 454,026 | \$ 454,026 | \$ - | \$ 3,186,147 | 14.25% |

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

**JEFFERSON DAVIS PARISH SHERIFF
REQUIRED SUPPLEMENTARY INFORMATION
ADDITIONAL PENSION/ RETIREMENT INFORMATION
Notes to Required Supplementary Information
For the Year Ended June 30, 2019**

Louisiana Sheriffs' Pension and Relief Fund:

Changes of Benefit Terms. None.

Changes of Assumptions. The Discount Rate changed from 7.4% to 7.25% for the year ended June 30, 2018, the measurement period. The investment rate of return changed from 7.5% to 7.25%

OTHER SUPPLEMENTAL INFORMATION

**JEFFERSON DAVIS PARISH SHERIFF
Jennings, Louisiana**

COMBINING FINANCIAL STATEMENTS

FIDUCIARY FUNDS-AGENCY FUNDS

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, licenses and fees. The Tax Collector Fund is used to collect and distribute these taxes, licenses and fees to the appropriate taxing bodies.

SHERIFF'S FUND:

CIVIL FUND

The Civil Fund accounts for funds held in civil suits, Sheriff's sales, and garnishments and payments of these collections to the recipients in accordance with applicable law.

CLEARING FUND

The Clearing Fund accounts for miscellaneous funds collecting pending distribution to various interested parties.

BONDS AND FINES FUND

The Bonds and Fines Fund accounts are for the collection of bonds, fines, costs and payments of these collections to the Sheriff's General Fund and other recipients in accordance with applicable law.

OTHER AGENCY FUNDS:

INMATE FUND

The Inmate Fund accounts for individual prisoner account balances. Funds are deposited in the name of the prisoner and are payable upon request. Balances in the individual prisoner accounts are returned upon completion of their jail sentences.

PRISONER WORK RELEASE FUND

The Prisoner Work Release Fund accounts for the collection of inmate wages and the disbursement of those collections in accordance with R.S. 15:711 to 15:711.1.

EVIDENCE ROOM FUND

The Evidence Room Fund accounts for the collection of cash confiscated during arrests that is being held as evidence in a trial.

**JEFFERSON DAVIS PARISH SHERIFF
 AGENCY FUNDS
 Combining Balance Sheet
 June 30, 2019**

Schedule 2

| | Tax Collector Fund | | | Sheriff's Fund | | | Inmate | Prisoner Work Release | Evidence Room | Total |
|------------------------------------|--------------------|-----------------------------|--------------------|----------------|--------------|-----------------------|---------------|-----------------------------|------------------|----------------|
| | Ad Valorem | State Revenue Sharing | Parish Licenses | Civil | Clearing | Bonds and Fines | | | | |
| ASSETS | | | | | | | | | | |
| Cash | \$ 185,228 | 0 | 6,927 | 311 | 1,075 | 220,639 | 14,139 | 2147 | 29,536 | 460,002 |
| TOTAL ASSETS | <u>\$ 185,228</u> | <u>0</u> | <u>6,927</u> | <u>311</u> | <u>1,075</u> | <u>220,639</u> | <u>14,139</u> | <u>2,147</u> | <u>29,536</u> | <u>460,002</u> |
| LIABILITIES | | | | | | | | | | |
| Due to taxing bodies and others | \$ 185,228 | 0 | 6,927 | 311 | 1,075 | 220,639 | 14,139 | 2147 | 29,536 | 460,002 |
| TOTAL LIABILITIES | <u>\$ 185,228</u> | <u>0</u> | <u>6,927</u> | <u>311</u> | <u>1,075</u> | <u>220,639</u> | <u>14,139</u> | <u>2,147</u> | <u>29,536</u> | <u>460,002</u> |

**JEFFERSON DAVIS PARISH SHERIFF
AGENCY FUNDS
Combining Schedule of Changes in Unsettled Balances
For the Year Ended June 30, 2019**

Schedule 3

| | Tax Collector Fund | | | Sheriff's Fund | | | | Prisoner Work Release | Evidence Room | Total |
|---|--------------------|-----------------------------|--------------------|----------------|-----------|-----------------------|---------|-----------------------------|------------------|------------|
| | Ad Valorem | State Revenue Sharing | Parish Licenses | Civil | Clearing | Bonds and Fines | Inmate | | | |
| BALANCES AT BEGINNING OF YEAR | \$ 405,355 | 0 | 7,600 | 667 | 1,452 | 118,504 | 20,581 | 2,147 | 34,286 | 590,592 |
| INCREASES | | | | | | | | | | |
| Deposits: | | | | | | | | | | |
| Sheriff's sales, suits, and seizures | 0 | 0 | 0 | 308,372 | 0 | 0 | 0 | 0 | 0 | 308,372 |
| Fines | 0 | 0 | 0 | 0 | 0 | 1,053,688 | 0 | 0 | 0 | 1,053,688 |
| Cash bonds | 0 | 0 | 0 | 0 | 0 | 51,900 | 0 | 0 | 0 | 51,900 |
| Bond fees | 0 | 0 | 0 | 0 | 0 | 113,318 | 0 | 0 | 0 | 113,318 |
| Interest | 0 | 0 | 0 | 0 | 0 | 575 | 0 | 0 | 0 | 575 |
| Garnishments | 0 | 0 | 0 | 87,499 | 0 | 0 | 0 | 0 | 0 | 87,499 |
| Other deposits | 0 | 0 | 0 | 58,186 | 1,389,708 | 6 | 111,937 | | 2,994 | 1,562,831 |
| Taxes, fees, etc., paid to tax collector | 22,853,670 | 615,538 | 260,821 | 0 | 0 | 0 | 0 | 0 | 0 | 23,730,029 |
| Total additions | 22,853,670 | 615,538 | 260,821 | 454,057 | 1,389,708 | 1,219,487 | 111,937 | 0 | 2,994 | 26,908,212 |
| DECREASES | | | | | | | | | | |
| Deposits settled to: | | | | | | | | | | |
| State of Louisiana | 33,615 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33,615 |
| Pension funds | 613,824 | 15,265 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 629,089 |
| Sheriff's general fund | 2,636,970 | 67,354 | 39,123 | 6,429 | 0 | 139,428 | 0 | 0 | 0 | 2,889,304 |
| Police jury and districts | 9,295,164 | 172,860 | 222,371 | 0 | 0 | 365,438 | 0 | 0 | 0 | 10,055,833 |
| School board | 8,334,731 | 300,679 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,635,410 |
| Assessor | 547,326 | 10,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 557,326 |
| Municipalities | 1,453,426 | 49,380 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,502,806 |
| District attorney | 0 | 0 | 0 | 0 | 0 | 145,144 | 0 | 0 | 0 | 145,144 |
| District court expense funds | 0 | 0 | 0 | 0 | 0 | 17,485 | 0 | 0 | 0 | 17,485 |
| Clerk of court | 0 | 0 | 0 | 64,790 | 0 | 81,053 | 0 | 0 | 0 | 145,843 |
| Indigent defender board | 0 | 0 | 0 | 0 | 0 | 175,272 | 0 | 0 | 0 | 175,272 |
| Attorneys, appraisers, litigants, etc. | 0 | 0 | 0 | 383,194 | 0 | 0 | 0 | 0 | 0 | 383,194 |
| Coroner | 0 | 0 | 0 | 0 | 0 | 18,782 | 0 | 0 | 0 | 18,782 |
| Other settlements | 158,741 | 0 | 0 | 0 | 1,390,085 | 174,750 | 118,379 | 0 | 7,744 | 1,849,699 |
| Protested taxes & interest distributed to taxing bodies & others | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total decreases | 23,073,797 | 615,538 | 261,494 | 454,413 | 1,390,085 | 1,117,352 | 118,379 | 0 | 7,744 | 27,038,802 |
| BALANCES AT END OF YEAR | \$ 185,228 | 0 | 6,927 | 311 | 1,075 | 220,639 | 14,139 | 2,147 | 29,536 | 460,002 |

JEFFERSON DAVIS PARISH SHERIFF
Schedule of Compensation, Benefits and Other Payments to Agency Head
or Chief Executive Officer
For the Year Ended June 30, 2019

Schedule 4

Agency Head Name: Ivy J. Woods, Sheriff

| | | |
|----------------------------|----|----------------|
| Salary | \$ | 160,338 |
| Benefits- health insurance | | 9,491 |
| Benefits- retirement | | 19,641 |
| Benefits- life insurance | | 764 |
| Cell Phone | | 1,035 |
| Dues | | 16,196 |
| Travel | | 5,535 |
| Registration fees | | 750 |
| Other (gas) | | 2,655 |
| | \$ | <u>216,405</u> |

**OTHER REPORTS REQUIRED BY
GOVERNMENTAL AUDITING STANDARDS**

Mike B. Gillespie
Certified Public Accountant
A Professional Accounting Corporation

Mike B. Gillespie, CPA, CGMA

Eric C. Gillespie, CPA

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

Honorable Ivy J. Woods
Jefferson Davis Parish Sheriff
Jennings, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and aggregate fund information of the Jefferson Davis Parish Sheriff (Sheriff), as of and for the year ended June 30, 2019, 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 31, 2019.

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 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. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sheriff's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an

objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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 Sheriff's internal control or on compliance. The report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Mike B. Gillespie, CPA, APAC

Certified Public Accountant
Jennings, Louisiana
December 31, 2019

JEFFERSON DAVIS PARISH SHERIFF
Jennings, Louisiana
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2019

Section I Summary of Auditor's Results

Financial Statements

1. Type of report issued: unmodified opinion on the basic financial statements
2. Internal control over financial reporting:
 - Material weakness(es) identified? - No
 - Significant deficiencies identified that are not considered to be material weakness(es)? - No
3. Noncompliance material to financial statements noted? - No
4. Was a management letter issued? - No

Federal Awards

5. Internal control over major programs:
 - Material weakness(es) identified? - No
 - Significant deficiencies identified that are not considered to be material weakness(es)? - No
6. Type of auditor's report issued on compliance for major programs: N/A
7. Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? - No
8. The programs tested as major programs included:

| <u>CFDA No.</u> | <u>Cluster Title or Program Name</u> |
|-----------------|--------------------------------------|
| N/A | N/A |

9. The dollar threshold used for distinguishing between Type A and B programs was: N/A
10. Did auditee qualify as a low-risk auditee? - N/A

Section II Financial Statement Findings

No findings reported.

Section III Federal Award Findings and Questioned Costs

No findings reported.

Section III Management Letter Findings

No findings reported.

**JEFFERSON DAVIS PARISH SHERIFF
MANAGEMENT'S STATUS OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 2019**

SECTION I – FINANACIAL STATEMENT FINDINGS

No findings reported.

SECTION II – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No findings reported.

SECTION III – MANAGEMENT LETTER FINDINGS

No findings reported.

* * * * *

THIS STATUS OF PRIOR YEAR FINDINGS HAS BEEN PREPARED BY MANAGEMENT

**JEFFERSON DAVIS PARISH SHERIFF
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR
CURRENT YEAR AUDIT FINDINGS
For the Year Ended June 30, 2019**

SECTION I – FINANACIAL STATEMENT FINDINGS

No findings reported.

SECTION II – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No findings reported.

SECTION III – MANAGEMENT LETTER FINDINGS

No findings reported.

* * * * *

THIS CORRECTIVE ACTION PLAN HAS BEEN PREPARED BY MANAGEMENT

STATE OF LOUISIANA, PARISH OF Jefferson Davis

AFFIDAVIT

Ivy J. Woods (Sheriff's Name), Sheriff of Jefferson Davis (Parish)

BEFORE ME, the undersigned authority, personally came and appeared, Ivy J. Woods (Name), the sheriff of Jefferson Davis Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$ 185,228 is the amount of cash on hand in the tax collector account on 06/30/2019 (Date);

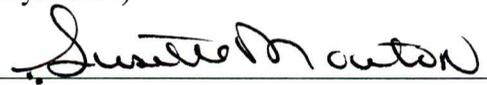
He further deposed and said:

All itemized statements of the amount of taxes collected for tax year 2018, 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.


Signature
Sheriff of Jefferson Davis
(Parish)

SWORN to and subscribed before me, Notary, this 30th day of December 2019, in my office in the Terrace, Louisiana.
(City/Town)

 (Signature)
JOSETTE MOUTON (Print), # 13207
Notary Public
Expires at death (Commission)

Mike B. Gillespie
Certified Public Accountant
A Professional Accounting Corporation

Mike B. Gillespie, CPA, CGMA

414 East Nezpique Street
P.O. Box 1347
Jennings, LA 70546
Telephone: (337) 824-7773
Fax: (337) 824-7774

Eric C. Gillespie, CPA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Ivy J. Woods,
Jefferson Davis Parish Sheriff
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the management of Jefferson Davis Parish Sheriff (JDPSO) 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 July 1, 2018 through June 30, 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:

Written Policies and Procedures – Procedures 1 (a-j) were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving
 - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) 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.

Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Board or Finance Committee – Procedures 2 (a-c) were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) 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.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Bank Reconciliations – Procedures 3 (a-c) were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

- 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) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
- 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
- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Collections (excluding EFTs) – Procedures 4 to 7 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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:
Employees that are responsible for cash collections do not share cash drawers/registers.
 - a) 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.
 - b) 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.
 - c) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
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:
 - a) Observe that receipts are sequentially pre-numbered.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases) – Procedures 8 to 10 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

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

Credit Cards/Debit Cards/Fuel Cards/P-Cards – Procedures 11 to 13 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each

card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

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

Travel and Travel-Related Expense Reimbursements (excluding card transactions) – Procedure 14 was not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts – Procedure 15 was not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

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

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel – Procedures 16 to 19 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

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.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
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.
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.

Ethics – Procedure 20 was not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe 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.

Debt Service – Procedures 21 to 22 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

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.
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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Other – Procedures 23 to 24 were not performed as the entity did not have exceptions in these categories in the prior year, or mitigating controls exist as asserted by management.

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.
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.

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.

Mike B. Gillespie, CPA, APAC

Mike B. Gillespie, CPA, APAC
Jennings, Louisiana
December 31, 2019