

**IBERVILLE PARISH SHERIFF**

Plaquemine, Louisiana

Financial Report

Year Ended June 30, 2018

## TABLE OF CONTENTS

	Page
Independent Auditors' Report	1-3
 BASIC FINANCIAL STATEMENTS	
 GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of net position	6
Statement of activities	7
 FUND FINANCIAL STATEMENTS (FFS)	
Balance sheet - governmental funds	10
Reconciliation of the governmental funds balance sheet to the statement of net position	11
Statement of revenues, expenditures, and changes in fund balances - governmental funds	12
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities	13
Statement of fiduciary net position	14
Notes to basic financial statements	15-43
 REQUIRED SUPPLEMENTARY INFORMATION	
General Fund:	
Budgetary comparison schedule	45
Special Revenue Fund:	
Budgetary comparison schedule - L.E.A.D. Task Force	46
Schedule of changes in the sheriff's total OPEB liability and related ratios	47
Schedule of employer's share of net pension liability	48
Schedule of employer contributions	49
Notes to required supplementary information	50
 OTHER SUPPLEMENTARY INFORMATION	
General Fund:	
Budgetary comparison schedule - expenditures	52
Agency Funds:	
Combining balance sheet	54
Combining statement of changes in assets and liabilities	55
Affidavit	56
 INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	58-59
Summary schedule of current and prior year audit findings and corrective action plan	60-61

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## INDEPENDENT AUDITORS' REPORT

The Honorable Brett Stassi  
Iberville Parish Sheriff  
Plaquemine, Louisiana

### **Report on the Financial Statements**

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

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

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

### ***Opinions***

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

### ***Emphasis of Matter***

As described in Note 2 to the financial statements, in 2018, the Iberville Parish Sheriff adopted new accounting guidance, *GASBS No. 75, Accounting and Financial Report for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of changes in sheriff's total OPEB liability and related ratios, schedule of employer's share of net pension liability, schedule of employer contributions, and notes to the required supplementary information on pages 45 through 50 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.

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

#### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Iberville Parish Sheriff's basic financial statements. The other supplementary information on pages 52 through 56 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2018, on our consideration of the Iberville Parish Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Iberville Parish Sheriff's internal control over financial reporting and compliance.

***Champagne & Company, LLC***  
Certified Public Accountants

Breaux Bridge, Louisiana  
December 6, 2018

**BASIC FINANCIAL STATEMENTS**

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Statement of Net Position  
June 30, 2018

	Governmental Activities
<b>ASSETS</b>	
Current assets:	
Cash and interest-bearing deposits	\$ 13,634,552
Due from other governmental units	193,918
Prepaid items	179,537
Total current assets	14,008,007
Noncurrent assets:	
Capital assets, net	2,463,088
Total assets	16,471,095
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred amount on pension	1,797,669
Deferred amount on post-employment benefit plan	7,278
Total deferred outflows of resources	1,804,947
<b>LIABILITIES</b>	
Current liabilities:	
Accounts and other accrued payables	241,937
Total current liabilities	241,937
Noncurrent liabilities:	
Capital lease payable	494,469
Compensated absences	643,671
Net pension liability	4,257,118
Postemployment benefit obligation payable	13,970,896
Total noncurrent liabilities	19,366,154
Total liabilities	19,608,091
<b>DEFERRED INFLOWS OF RESOURCES</b>	
	935,802
<b>NET POSITION</b>	
Net investment in capital assets	2,463,088
Unrestricted (deficit)	(4,730,939)
Total net position	\$ (2,267,851)

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Statement of Activities  
Year Ended June 30, 2018

Activities	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities:					
Public safety	\$ 14,561,098	\$ 527,095	\$ 1,981,621	\$ -	\$ (12,052,382)
General revenues:					
Taxes -					
Property taxes, levied for general purposes					12,431,503
Nonemployer pension contributions					390,246
Interest and investment earnings					15,656
Miscellaneous					382,930
Total general revenues					13,220,335
Change in net position					1,167,953
Net position - July 1, 2017, as restated					(3,435,804)
Net position - June 30, 2018					\$ (2,267,851)

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

**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTIONS**

### **General Fund**

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

### **Special Revenue Fund**

#### **L.E.A.D. Task Force -**

To account for funds administered by a multi-jurisdictional drug enforcement task force. The task force includes the Iberville Parish Sheriff's office and the Plaquemine Police Department. The Iberville Parish Sheriff's office has accepted responsibility for the project management.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Balance Sheet - Governmental Funds  
June 30, 2018

	General Fund	Special Revenue Fund	Total
<b>ASSETS</b>			
Cash and interest-bearing deposits	\$ 13,600,823	\$ 33,729	\$ 13,634,552
Receivables:			
Due from other governmental units	193,918	-	193,918
Due from other funds	13,069	-	13,069
Prepaid expenditures	179,537	-	179,537
Total assets	<u>\$ 13,987,347</u>	<u>\$ 33,729</u>	<u>\$ 14,021,076</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 207,549	\$ 13,068	\$ 220,617
Other accrued payables	21,320	-	21,320
Due to other funds	-	13,069	13,069
Total liabilities	<u>228,869</u>	<u>26,137</u>	<u>255,006</u>
Fund balances:			
Nonspendable	179,537	-	179,537
Restricted	-	-	-
Committed	-	7,592	7,592
Assigned	-	-	-
Unassigned	13,578,941	-	13,578,941
Total fund balances	<u>13,758,478</u>	<u>7,592</u>	<u>13,766,070</u>
Total liabilities and fund balances	<u>\$ 13,987,347</u>	<u>\$ 33,729</u>	<u>\$ 14,021,076</u>

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Position  
June 30, 2018

Total fund balances for governmental funds at June 30, 2018 \$ 13,766,070

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

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:

Construction in progress	\$ 27,800	
Office, equipment and furniture, net of \$2,225,394 accumulated depreciation	1,615,536	
Vehicles, net of \$1,746,764 accumulated depreciation	<u>819,752</u>	2,463,088

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

Pension plan	1,797,669	
Post employment benefit obligation	<u>7,278</u>	1,804,947

General long-term debt of governmental activities is not payable from current resources and, therefore, not reported in the funds. This debt is:

Capital lease payable	(494,469)	
Net pension liability	(4,257,118)	
Net OPEB obligation payable	(13,970,896)	
Compensated absences payable	<u>(643,671)</u>	(19,366,154)

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

Pension plan		<u>(935,802)</u>
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Total net position of governmental activities at June 30, 2018 \$ (2,267,851)

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Governmental Funds  
Year Ended June 30, 2018

	General Fund	Special Revenue Fund	Total
Revenues:			
Ad valorem taxes	\$ 12,431,503	\$ -	\$ 12,431,503
Intergovernmental revenues -			
Federal grants	242,630	6,534	249,164
State revenue sharing (net)	226,691	-	226,691
State supplemental pay	447,591	-	447,591
State - video poker	149,644	-	149,644
State grants	1,800	-	1,800
Local government	906,731	-	906,731
Fees, charges, and commissions for services -			
Fines, bonds, sales and seizures	300,322	-	300,322
Civil and criminal fees	97,703	-	97,703
Court attendance	24,820	-	24,820
Transporting prisoners	75	-	75
Feeding and keeping prisoners	104,175	-	104,175
Interest income	15,649	7	15,656
Miscellaneous	395,144	42	395,186
Total revenues	15,344,478	6,583	15,351,061
Expenditures:			
Current -			
Public safety:			
Personal services and related benefits	8,576,989	6,534	8,583,523
Operating services	1,848,866	12,686	1,861,552
Operations and maintenance	2,850,858	-	2,850,858
Travel and other charges	61,056	-	61,056
Capital outlay	1,251,862	-	1,251,862
Total expenditures	14,589,631	19,220	14,608,851
Excess (deficiency) of revenues over expenditures	754,847	(12,637)	742,210
Other financing sources (uses):			
Proceeds from capital lease	494,469	-	494,469
Transfers in (out)	(10,000)	10,000	-
Total other financing sources (uses)	484,469	10,000	494,469
Net change in fund balances	1,239,316	(2,637)	1,236,679
Fund balances, beginning	12,519,162	10,229	12,529,391
Fund balances, ending	\$ 13,758,478	\$ 7,592	\$ 13,766,070

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
Year Ended June 30, 2018

Total net changes in fund balances for the year ended June 30, 2018 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 1,236,679
The change in net position reported for governmental activities in the statement of activities is different because:		
<p style="margin-left: 40px;">Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 1,251,862	
Depreciation expense for the year ended June 30, 2018	<u>(473,200)</u>	778,662
<p style="margin-left: 40px;">Because governmental funds do not record fixed assets and accumulated depreciation, any assets disposed of with no selling price do not affect the statement of revenues, expenditures, and changes in fund balance. However, in the statement of activities, a gain or loss is shown on assets that are not fully depreciated.</p>		
		(12,256)
Expenses not requiring the use of current financial resources and therefore, are not reported as expenditures in the governmental funds:		
Net change in capital lease payable	(494,469)	
Net change in compensated absences payable	(53,728)	
Net change in post employment benefit obligation payable and related deferrals	(813,491)	
Net change in net pension liability and related deferrals	<u>526,556</u>	<u>(835,132)</u>
Total changes in net position at June 30, 2018 per Statement of Activities		<u>\$ 1,167,953</u>

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Statement of Fiduciary Net Position  
Fiduciary Funds  
June 30, 2018

	<u>Agency Funds</u>
<b>ASSETS</b>	
Cash and interest-bearing deposits	<u>\$ 266,764</u>
<b>LIABILITIES</b>	
Due to taxing bodies, prisoners and others	<u>\$ 266,764</u>

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the Iberville Parish Sheriff (Sheriff) have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed below.

The accounting and reporting policies of the Sheriff conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures conform to the requirements of the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Iberville 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, state revenue sharing funds, and fines, costs, and bond forfeitures imposed by the district court.

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

For financial reporting purposes, the Sheriff includes all funds, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish council as required by Louisiana law, the Sheriff is financially independent.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Accordingly, the Sheriff is a separate governmental reporting entity. Certain units of local government, over which the Sheriff exercises no oversight responsibility, such as the parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish sheriff.

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

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

Fund Financial Statements (FFS)

The accounts of the Sheriff are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistently with legal and managerial requirements.

The various funds of the Sheriff are all classified as governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the Sheriff or meets the following criteria:

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

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

The funds of the Sheriff which are considered to be major funds are described below:

Governmental Funds –

General Fund

The General Fund is the primary operating fund and is used to account 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 the Sheriff's policy.

Special Revenue Fund -

L.E.A.D. Task Force Special Revenue Fund

The L.E.A.D. Task Force Special Revenue Fund is used to account for funds administered by a multi-jurisdictional drug enforcement task force. The task force includes the Iberville Parish Sheriff's office and the Plaquemine Police Department.

The Sheriff also reports the following fund type:

Fiduciary Funds -

Fiduciary fund reporting focuses on net position and changes in net position. 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, but use the modified accrual basis of accounting.

C. Measurement Focus/Basis of Accounting

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Measurement Focus

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

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

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

Basis of Accounting

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

Governmental fund financial statements are reported using the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days, excluding the FEMA grant program. For the FEMA grant program, the government uses 18 months as the availability period. All other grant revenues are recognized in the same period as the underlying expenditures. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

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

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

Expenditures

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

Other Financing Sources (Uses)

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

Unearned Revenues

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

D. Cash and Interest-Bearing Deposits

Cash and interest-bearing deposits include amounts in demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost, which approximates market.

E. Investments

Under state law, the Sheriff may deposit funds with a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Sheriff may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana Law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

authorized to invest in the Louisiana Asset Management Pool (LAMP), a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

F. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

G. Prepaid Expenditures

Payments made to vendors for services that will benefit periods beyond June 30, 2018 are recorded as prepaid items. The prepaid items that existed at June 30, 2018 were insurance and maintenance contracts.

H. Inventory

Inventory of the Sheriff's General Fund consists of commodities granted by the United States Department of Agriculture through the Louisiana Department of Agriculture and Forestry. The commodities are recorded as revenues when received; however, all inventory items are recorded as expenditures when consumed. All purchased inventory items are stated at cost, which is determined by the first-in, first-out method and commodities are assigned values based on information provided by the United States Department of Agriculture and Forestry. There was no inventory at June 30, 2018.

I. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Sheriff maintains a threshold level of \$1,500 or more for capitalizing capital assets.

Capital assets are recorded in the 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:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Office, equipment, and furniture	5-20
Vehicles	5

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

J. Compensated Absences

Employees of the Sheriff's office earn from 12 to 18 days of personal leave each year, depending on their length of service. Personal leave may be carried over into bank days. Bank days and personal leave are compensable if an employee leaves the service of the Iberville Parish Sheriff. Additional sick leave without pay is allowed at the discretion of the Sheriff. At June 30, 2018, employees of the Sheriff have accumulated and vested \$643,671 of compensated absence benefits. This amount is included in long-term liabilities due after one year in the statement of net position.

K. Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

L. Equity Classifications

In the government-wide statements, net position is displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

In the fund financial statements, governmental fund equity is classified as fund balance.

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Sheriff, which is the highest level of decision-making authority.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Sheriff's adopted policy, only the Sheriff may assign amounts for specific purposes.
- e. Unassigned – all other spendable amounts.

When an expenditure is incurred for the purposes for which restricted and unrestricted fund balance is available, the Sheriff considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Sheriff considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Sheriff has provided otherwise in its committed or assignment actions.

M. 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 transfers.

N. 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 financial statements and the reported amounts of revenues, expenditures, and

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

expenses during the reporting period. Actual results could differ from those estimates.

(2) Restatement of Net Position

During the year ended June 30, 2018, the Sheriff implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. As a result of the implementation, net position was restated as follows:

Net position at June 30, 2017	\$	720,983
Restatement due to implementation of GASB 75		<u>(4,156,787)</u>
Net position at June 30, 2017, restated	\$	<u>(3,435,804)</u>

(3) Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2018, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$13,901,316, of which \$266,764 is attributable to fiduciary funds, which are not presented in the statement of net position.

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Sheriff's deposits may not be recovered or will not be able to recover the collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2018 are secured as follows:

Bank Balances		<u>\$14,184,861</u>
At June 30, 2018 the deposits are secured as follows:		
Federal deposit insurance	\$	1,527,155
Pledged securities		<u>12,657,706</u>
Total		<u>\$14,184,861</u>

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Deposits in the amount of \$12,657,706 were exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Sheriff's name. The Sheriff does not have a policy for custodial credit risk.

(4) Due from Other Governmental Units

Amounts due from other governmental units of \$193,918 at June 30, 2018 consisted of the following:

	<u>General Fund</u>	<u>L.E.A.D. Task Force</u>	<u>Total</u>
Federal government	\$ 10,598	\$ -	\$ 10,598
State of Louisiana	94,947	-	94,947
Local governments	71,752	-	71,752
Other	<u>16,621</u>	<u>-</u>	<u>16,621</u>
Total	<u>\$ 193,918</u>	<u>\$ -</u>	<u>\$ 193,918</u>

(5) Accounts and Other Accrued Payables

The accounts and other accrued payables balance of \$241,937 consisted of the following at June 30, 2018:

	<u>General Fund</u>	<u>L.E.A.D. Task Force</u>	<u>Total</u>
Accounts	\$ 207,549	\$ 13,068	\$ 220,617
Other	<u>21,320</u>	<u>-</u>	<u>21,320</u>
Total	<u>\$ 228,869</u>	<u>\$ 13,068</u>	<u>\$ 241,937</u>

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

(6) Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance 7/1/2017	Additions	Deletions	Balance 6/30/2018
Governmental activities:				
Assets not being depreciated:				
Construction in progress	\$ -	\$ 27,800	\$ -	\$ 27,800
Assets being depreciated:				
Office, equipment, and furniture	3,083,949	381,581	(119,070)	3,346,460
Equipment - capital lease	-	494,469	-	494,469
Vehicles	2,541,383	406,620	(381,487)	2,566,516
Total	5,625,332	1,310,470	(500,557)	6,435,245
Less: accumulated depreciation				
Office, equipment, and furniture	2,152,742	155,091	(82,439)	2,225,394
Equipment - capital lease	-	-	-	-
Vehicles	1,775,908	318,109	(347,254)	1,746,763
Total	3,928,650	473,200	(429,693)	3,972,157
Governmental activities, capital assets, net	\$ 1,696,682	\$ 837,270	\$ (70,864)	\$ 2,463,088

Depreciation expense in the amount of \$473,200 was charged to public safety.

(7) Operating Lease

The Sheriff had the following lease agreement in effect during the year ended June 30, 2018:

Description	Balance Term	Expiration Date	Payment Frequency	Lease Amount
Mail Machine	4 years	07/2022	quarterly	\$ 1,709

Rental expense for the year ended June 30, 2018 was \$11,807. The minimum future lease payments are as follows:

2019	\$ 6,836
2020	6,836
2021	6,836
2022	6,836
Totals	\$ 27,344

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

(8) Compensated Absences

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

	<u>Compensated Absences</u>
Compensated absences payable at June 30, 2017	\$ 589,943
Additions	390,387
Reductions	<u>(336,659)</u>
Compensated absences payable at June 30, 2018	<u>\$ 643,671</u>

(9) Ad Valorem Taxes

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

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended June 30, 2018, law enforcement taxes applicable to the Sheriff's General Fund, were levied at the rate of 22 mills on property with net assessed valuations totaling \$572,147,130.

Total law enforcement taxes levied during 2018 were \$12,587,237.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

(10) Changes in Agency Fund Balances

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

	<u>Civil Fund</u>	<u>Tax Collector Fund</u>	<u>Fines Fund</u>	<u>Inmate Deposit Fund</u>
Balances, June 30, 2017	\$ 87,194	\$ 105,595	\$ 47,994	\$ 37,550
Additions	842,852	60,623,709	641,283	101,162
Reductions	<u>(823,002)</u>	<u>(60,658,542)</u>	<u>(631,483)</u>	<u>(107,548)</u>
Balances, June 30, 2018	<u>\$ 107,044</u>	<u>\$ 70,762</u>	<u>\$ 57,794</u>	<u>\$ 31,164</u>

(11) Long-Term Debt

The following is a summary of long-term debt transactions of the Iberville Parish Sheriff for the year ended June 30, 2018. The capital leases relate to governmental activities, and the payments are made from the general fund.

	<u>Capital Lease</u>
Long-term debt at June 30, 2017	\$ -
Debt assumed	494,469
Debt retired	<u>-</u>
Long-term debt at June 30, 2018	<u>\$ 494,469</u>

Long-term debt at June 30, 2018 is comprised of the following:

\$494,469 capital lease on mobile radio equipment due in annual installments of \$139,348; from July 31, 2019 to July 31, 2022; interest rate of 4.793 percent.	<u>\$ 494,469</u>
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IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

The annual requirements to amortize all debt outstanding at June 30, 2018 are all follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 113,511	\$ 25,837	\$ 139,348
2020	121,090	18,258	139,348
2021	126,893	12,455	139,348
2022	<u>132,975</u>	<u>6,373</u>	<u>139,348</u>
Totals	<u>\$ 494,469</u>	<u>\$ 62,923</u>	<u>\$ 557,392</u>

(12) Pension Plan / GASB 68

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

Summary of Significant Accounting Policies:

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

Basis of Accounting:

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Fund Employees:

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

Plan Fiduciary Net Position:

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

Plan Description:

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

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement Benefits:

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

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.

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.

Survivor's Benefits:

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic Option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving Option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-three, if the child is a full-time student in good standing enrolled at a board approved or accredited school, college, or university.

Deferred Benefits:

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

Back Deferred Retirement Option Plan (Back-DROP):

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may 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.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Employer Contributions:

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2017, the actual employer contribution rate was 13.25% with an additional 0.00% allocated from the Funding Deposit Account.

In accordance with state statute, the Fund also receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$390,246 and excluded from pension expense for the year ended June 30, 2017.

Schedule of Employer Allocations:

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

The allocation method used in determining each employer's proportion was based on each employer's contributions to the Fund during the fiscal year ended June 30, 2017 as compared to the total of all employers' contributions received by the Fund during the fiscal year ended June 30, 2017.

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

At June 30, 2018, the Sheriff reported a liability of \$4,257,118 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2017, the Sheriff's proportion was 0.983106%, which was an increase of .034577% from its proportion measured as of June 30, 2016.

For the year ended June 30, 2018, the Sheriff recognized pension expense of \$770,202 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$982.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ -	\$ 741,066
Changes of assumptions	749,062	-
Net difference between projected and actual earnings on pension plan investments	-	61,103
Change in proportion and differences between employer contributions and proportionate share of contributions	143,077	133,633
Employer contributions subsequent to the measurement date	905,530	-
Total	\$ 1,797,669	\$ 935,802

Deferred outflows of resources of \$905,530 related to pensions resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ended	
2019	\$ (177,766)
2020	277,413
2021	89,632
2022	(313,162)
2023	38,652
2024	41,578

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Actuarial Assumptions:

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

Valuation Date	June 30, 2017
Actuarial Cost Method	Entry Age Normal Method

Actuarial Assumptions:

Investment Rate of Return	7.5%, net of investment expense
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Discount Rate	7.4%
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Projected Salary Increases	5.5% (2.775% Inflation, 2.725% Merit)
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Mortality Rates	RP-2000 Combined Health with Blue Collar Adjustment Sex Distinct Table for active members, healthy annuitants, and beneficiaries RP-2000 Disabled Lives Mortality Table for disabled annuitants
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Expected Remaining Service Lives	2017 - 7 years 2016 - 7 years 2015 - 6 years 2014 - 6 years
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Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.
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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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2017 were as follows:

<u>Asset Class</u>	<u>Expected Rate of Return</u>		
	<u>Target Asset Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-term Expected Portfolio Real Rate of Return</u>
Equity Securities	60%	7.4%	4.4%
Bonds	25%	2.6%	0.7%
Alternative Investments	15%	4.2%	0.6%
Totals	<u>100%</u>		<u>5.7%</u>
Inflation			<u>2.6%</u>
Expected Arithmetic Nominal Return			<u>8.3%</u>

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

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

The following presents the employer's proportionate share of the net pension liability using the discount rate of 7.4, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.4%) or one percentage-point higher (8.4%) than the current rate as of June 30, 2017:

	Changes in Discount Rate		
	1.0% Decrease 6.4%	Current Discount Rate 7.4%	1.0% Increase 8.4%
Employer's proportionate share of the net pension liability	<u>\$ 8,770,786</u>	<u>\$ 4,257,118</u>	<u>\$ 459,482</u>

Change in Net Pension Liability:

The changes in the net pension liability for the year ended June 30, 2017 were recognized in the current reporting period except as follows:

- a. Differences between Expected and Actual Experience: Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The differences between expected and actual experience resulted in a deferred inflow of resources in the amount of \$741,066 for the year ended June 30, 2017.
- b. Changes of Assumptions: Changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions resulted in a deferred outflow of resources in the amount of \$749,062 for the year ended June 30, 2017.
- c. Differences between Projected and Actual Investment Earnings: Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The differences between projected and actual investment earnings resulted in a deferred inflow of resources in the amount of \$61,103 for the year ended June 30, 2017.
- d. Change in Proportion: Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

of resources since the prior measurement date were recognized in the employer's pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The change in proportion resulted in a deferred outflow of resources in the amount of \$143,077 and a deferred inflow of resources in the amount of \$133,633 for the year ended June 30, 2017.

Contributions – Proportionate Share:

Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

Estimates:

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

Retirement Fund Audit Report:

The Sheriffs' Pension and Relief Fund has issued a stand-alone audit report on their financial statements for the year ended June 30, 2017. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov).

(13) Other Postemployment Healthcare and Life Insurance Benefits / GASB 75

*Plan description* – The Iberville Parish Sheriff's Office adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans Other than Pensions*. The Iberville Parish Sheriff's provides certain continuing health care and life insurance benefits for its retired employees. The Iberville 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 paragraph 4 of Governmental Accounting Standards Board (GASB) Statement No. 75. The Sheriff does not issue a separate financial report.

*Benefits Provided* – Medical and dental benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. The retirement eligibility (D.R.O.P. entry) provisions are as follows: For employees whose membership in the retirement system began prior to January 1, 2012, retirement eligibility is 30 years of service at any age or, age 55 and 15 years of service. For employees whose membership in the retirement system began on or

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

after January 1, 2012, retirement eligibility is 30 years of service and age 55 or, age 60 and 20 years of service, or age 62 and 12 years of service.

Life insurance coverage is continued to retirees and the employer pays 100% of the cost of the retiree's life insurance after retirement for employees who retired prior to April 1, 2008. For employees who retired on and after April 1, 2008, the employer pays for the first \$10,000 of coverage and the retiree may elect to pay the coverage in excess of \$10,000, but both based on the blended active/retired rates and there is thus an additional implied subsidy. The amount of life insurance after retirement is reduced to 65% of pre-retirement coverage at age 65.

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

Inactive employees or beneficiaries currently receiving benefit payments	46
Inactive members entitled to but not yet receiving benefit payments	-
Active employees	<u>138</u>
	<u>184</u>

**Total OPEB Liability**

The Sheriff's total OPEB liability of \$13,970,896 was measured as of June 30, 2018 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.0%, including inflation
Discount rate	3.62%, net of OPEB plan investment expense, including inflation
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2018, 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, 2018 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2018.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

**Changes in the Total OPEB Liability**

Balance at June 30, 2017	<u>\$ 13,513,022</u>
Changes for the year:	
Service cost	320,013
Interest	500,756
Differences between expected and actual experience	(7,661)
Benefit payments and net transfers	<u>(355,234)</u>
Net changes	<u>457,874</u>
 Balance at June 30, 2018	 <u>\$ 13,970,896</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 (2.62%) or 1-percentage-point higher (4.62%) than the current discount rate:

	<u>1.0% Decrease</u> 2.62%	<u>Current</u> <u>Discount Rate</u> 3.62%	<u>1.0% Increase</u> 4.62%
Total OPEB liability	<u>\$ 16,675,147</u>	<u>\$ 13,970,896</u>	<u>\$ 11,856,388</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:

	<u>1.0% Decrease</u> 4.5%	<u>Current</u> <u>Discount Rate</u> 5.5%	<u>1.0% Increase</u> 6.5%
Total OPEB liability	<u>\$ 11,864,430</u>	<u>\$ 13,970,896</u>	<u>\$ 16,640,179</u>

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

For the year ended June 30, 2018, the Sheriff recognized OPEB expense of \$820,386. At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	\$ 7,278	\$ -
Total	\$ 7,278	\$ -

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

Fiscal Year Ending June 30	
2019	\$ 383
2020	383
2021	383
2022	383
2023	383
Thereafter	5,363

(14) Taxes Paid Under Protest

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 2018, include \$28,536 of taxes paid under protest plus interest earned to date on the investment of these funds. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

(15) Litigation and Claims

At June 30, 2018, the Sheriff is involved in four claims and/or lawsuits asserting damages. The Sheriff has insurance coverage on all four matters. As such, no liability has been recorded as of June 30, 2018.

(16) Risk Management

The Sheriff is exposed to risks of loss in the areas of auto liability, and professional law enforcement liability. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the current fiscal year, nor have settlements exceeded coverage for the past three years.

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

(17) Ambulance Service Agreement

On November 1, 2003, the Iberville Parish Sheriff entered into an agreement with Acadian Ambulance Service, Inc., to provide ambulance service to the residents of Iberville Parish. The original term was for a four-year period ending October 31, 2007. Within the contract, there is an automatic renewal option for two additional three-year terms. The contract was renewed on November 1, 2007 under the terms of the original contract; however, an amendment to the contract was agreed to on August 27, 2008 effective January 1, 2009, increasing monthly ambulance fees from \$47,500 per month to \$84,224 per month, with a 5% automatic annual increase for each following year of any renewal term over the amount paid for the previous year. A new contract was entered into for calendar year 2014 with monthly fees of \$100,523. The contract will remain in effect until June 30, 2016 and automatically renews for two additional 4-year terms. The contract was renewed on July 1, 2016 under the terms of the 2014 contract; however, an amendment to the contract was agreed to on May 3, 2016 effective July 1, 2016, increasing monthly ambulance fees from \$100,523 per month to \$104,141 per month.

Financing for the ambulance service comes from a parish-wide ad valorem tax and upon expiration of the ad valorem tax, the contract is considered void.

(18) Expenditures of the Sheriff's Office Paid by the Parish Council

The Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the parish courthouse, as required by statute, is paid by the Iberville Parish Council. These expenditures are not included in the accompanying financial statements.

(19) Interfund Transactions

A. Receivables and Payables

Interfund receivables and payables at June 30, 2018 consisted of \$13,069 due to the General Fund from the L.E.A.D. Task Force Special Revenue Fund for reimbursement for expenditures incurred for the drug enforcement task force.

B. Interfund Transfers

Interfund transfers consisted of \$10,000 from General Fund to L.E.A.D. Task Force Special Revenue Fund to fund operating expenses of L.E.A.D Tax Force Special Revenue Fund.

(20) Ex-officio Tax Collector

The amount of cash on hand at year end was \$70,762. The unsettled balances of the Tax Collector Fund at June 30, 2018 consist of:

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

Petty cash	\$ 400
Undistributed interest	2,887
June 2018 collections	38,939
Protest taxes	28,536
Total	\$ 70,762

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

Iberville Parish School Board	\$ 33,017,841
Iberville Parish Law Enforcement	12,560,824
Iberville Parish Government	6,106,372
Iberville Parish Library	2,283,783
Iberville Parish Parks & Recreation	1,712,840
Atchafalaya Basin Levee District	1,492,553
Iberville Parish Assessor	1,176,145
Ponchartrain Levee District	709,289
City of Plaquemine	385,132
Department of Agriculture & Forestry	18,543
Maringouin General Fund	17,278
Louisiana Tax Commission	46,259
Total	\$ 59,526,859

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

	Louisiana Tax Commission Decreases	Unpaid Taxes	Total
Iberville Parish School Board	\$ 154,743	\$ 17,046	\$ 171,789
Iberville Parish Law Enforcement	58,868	6,485	65,353
Iberville Parish Government	26,960	3,432	30,392
Iberville Parish Library	10,703	1,179	11,882
Iberville Parish Parks & Recreation	8,027	884	8,911
Atchafalaya Basin Levee District	7,280	1,140	8,420
Iberville Parish Assessor	5,512	607	6,119
Ponchartrain Levee District	3,076	44	3,120
City of Plaquemine	6,723	728	7,451
Department of Agriculture & Forestry	2	-	2
Maringouin General fund	237	42	279
Louisiana Tax Commission	-	-	-
Total	\$ 282,131	\$ 31,587	\$ 313,718

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to Basic Financial Statements (Continued)

(21) Act 706-Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Entity Head

Under Act 706, the Iberville Parish Sheriff's Office is required to disclose the compensation, reimbursements, benefits, and other payments made to the Sheriff, in which the payments are related to the position. The following is a schedule of payments made to the Sheriff for the year ended June 30, 2018.

Entity head: Brett Stassi, Sheriff

Salary	\$ 160,338
Benefits - insurance	7,855
Benefits - retirement	43,429
Benefits - life insurance	1,290
Benefits - AD&D insurance	216
Deferred compensation	<u>12,050</u>
 Total	 <u>\$ 225,178</u>

**REQUIRED SUPPLEMENTARY  
INFORMATION**

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

General Fund  
Budgetary Comparison Schedule  
Year Ended June 30, 2018  
With Comparative Actual Amounts for Year Ended June 30, 2017

	2018		Actual	Variance with Final Budget Positive (Negative)	2017 Actual
	Budget				
	Original	Final			
<b>Revenues:</b>					
Ad valorem taxes	\$ 13,019,998	\$ 12,386,000	\$ 12,431,503	\$ 45,503	\$ 13,074,462
Intergovernmental revenues -					
Federal grants	200,000	235,590	242,630	7,040	269,023
State revenue sharing (net)	220,000	226,692	226,691	(1)	228,022
State supplemental pay	432,000	440,000	447,591	7,591	440,480
State - video poker	100,000	100,000	149,644	49,644	149,231
State grants	-	1,800	1,800	-	700
Local government	441,310	892,850	906,731	13,881	592,021
Fees, charges, and commissions for services -					
Fines, bonds, sales and seizures	172,000	229,000	300,322	71,322	223,344
Civil and criminal fees	69,000	79,100	97,703	18,603	97,541
Court attendance	20,000	22,000	24,820	2,820	28,594
Transporting prisoners	100	60	75	15	95
Feeding and keeping prisoners	220,000	76,866	104,175	27,309	267,583
Interest income	8,000	13,000	15,649	2,649	12,418
Miscellaneous	240,980	353,103	395,144	42,041	804,085
Total revenues	<u>15,143,388</u>	<u>15,056,061</u>	<u>15,344,478</u>	<u>288,417</u>	<u>16,187,599</u>
<b>Expenditures:</b>					
Current -					
Public safety:					
Personal services and related benefits	9,479,500	9,167,838	8,576,989	590,849	8,385,760
Operating services	1,994,500	1,990,422	1,848,866	141,556	1,835,388
Operations and maintenance	2,640,800	3,034,540	2,850,858	183,682	2,915,918
Travel and other charges	61,500	66,900	61,056	5,844	49,243
Capital outlay	790,000	748,000	1,251,862	(503,862)	486,176
Total expenditures	<u>14,966,300</u>	<u>15,007,700</u>	<u>14,589,631</u>	<u>418,069</u>	<u>13,672,485</u>
Excess of revenues over expenditures	177,088	48,361	754,847	706,486	2,515,114
<b>Other financing sources (uses):</b>					
Proceeds from capital lease	-	-	494,469	494,469	-
Transfers in (out)	(17,000)	(10,000)	(10,000)	-	(5,000)
Total other financing sources (uses)	<u>(17,000)</u>	<u>(10,000)</u>	<u>484,469</u>	<u>494,469</u>	<u>(5,000)</u>
Net change in fund balance	160,088	38,361	1,239,316	1,200,955	2,510,114
Fund balance, beginning	<u>8,591,334</u>	<u>12,519,162</u>	<u>12,519,162</u>	<u>-</u>	<u>10,009,048</u>
Fund balance, ending	<u>\$ 8,751,422</u>	<u>\$ 12,557,523</u>	<u>\$ 13,758,478</u>	<u>\$ 1,200,955</u>	<u>\$ 12,519,162</u>

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Special Revenue Fund - L.E.A.D. Task Force  
Budgetary Comparison Schedule  
Year Ended June 30, 2018

With Comparative Actual Amounts for Year Ended June 30, 2017

	2018				
	Budget		Actual	Variance with	2017 Actual
	Original	Final		Final Budget Positive (Negative)	
Revenues:					
Federal grants	\$ 24,000	\$ 6,534	\$ 6,534	\$ -	\$ 24,747
Miscellaneous revenue	-	37	42	5	8
Interest earned	<u>10</u>	<u>5</u>	<u>7</u>	<u>2</u>	<u>15</u>
Total revenues	<u>24,010</u>	<u>6,576</u>	<u>6,583</u>	<u>7</u>	<u>24,770</u>
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	24,000	6,534	6,534	-	24,747
Operating services	<u>23,530</u>	<u>18,066</u>	<u>12,686</u>	<u>5,380</u>	<u>21,185</u>
Total expenditures	<u>47,530</u>	<u>24,600</u>	<u>19,220</u>	<u>5,380</u>	<u>45,932</u>
Deficiency of revenues over expenditures	(23,520)	(18,024)	(12,637)	5,387	(21,162)
Other financing sources (uses):					
Transfers from (to) General Fund	<u>17,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>5,000</u>
Net change in fund balance	(6,520)	(8,024)	(2,637)	5,387	(16,162)
Fund balance, beginning	<u>6,831</u>	<u>10,229</u>	<u>10,229</u>	<u>-</u>	<u>26,391</u>
Fund balance, ending	<u>\$ 311</u>	<u>\$ 2,205</u>	<u>\$ 7,592</u>	<u>\$ 5,387</u>	<u>\$ 10,229</u>

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Schedule of Changes in the Sheriff's Total OPEB Liability and Related Ratios  
Year Ended June 30, 2018

	2018
<b>Total OPEB Liability</b>	
Service cost	\$ 320,013
Interest	500,756
Changes of benefit terms	-
Differences between expected and actual experience	(7,661)
Changes of assumptions	-
Benefit payments	<u>(355,234)</u>
<b>Net change in total OPEB liability</b>	457,874
<b>Total OPEB liability - beginning</b>	<u>13,513,022</u>
<b>Total OPEB liability - ending</b>	<u>\$ 13,970,896</u>
Covered-employee payroll	\$ 6,174,900
Sheriff's net OPEB liability as a percentage of covered-employee payroll	226.25%

**Notes to Schedule:**

*Benefit Changes.* There were no changes of benefit terms for the year ended June 30, 2018.

*Changes of Assumptions.* There were no changes of assumptions for the year ended June 30, 2018.

*This schedule is intended to cover 10 fiscal years. As each year ensues in the future, the information will be added until the schedule covers 10 years.*

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Schedule of Employer's Share of Net Pension Liability  
For the Year Ended June 30, 2018

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer 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
2015	0.986259%	\$ 3,905,591	\$ 6,306,341	61.93%	87.34%
2016	0.969444%	4,321,313	6,428,559	67.22%	86.61%
2017	0.948529%	6,020,214	6,479,018	92.92%	82.10%
2018	0.983106%	4,257,118	6,805,085	62.56%	88.49%

\* The amounts presented have a measurement date of the previous fiscal year end.

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Schedule of Employer Contributions  
For the Year Ended June 30, 2018

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2015	\$ 916,070	\$ 916,070	\$ -	\$ 6,428,559	14.25%
2016	890,865	890,865	-	6,479,018	13.75%
2017	901,674	901,674	-	6,805,085	13.25%
2018	905,530	905,530	-	7,102,195	12.75%

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

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Notes to the Required Supplementary Information  
For the Year Ended June 30, 2018

(1) Budgets

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

1. The chief financial officer prepares a proposed budget for the general and special revenue funds and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published, and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Sheriff.

(2) Pension Plan

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**OTHER SUPPLEMENTARY INFORMATION**

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

General Fund  
Budgetary Comparison Schedule - Expenditures  
Year Ended June 30, 2018  
With Comparative Actual Amounts for Year Ended June 30, 2017

	2018			Variance with Final Budget Positive (Negative)	2017 Actual
	Budget		Actual		
	Original	Final			
Current:					
Public safety -					
Personal services and related benefits:					
Sheriff salary	\$ 145,773	\$ 146,111	\$ 145,761	\$ 350	\$ 145,036
Deputies salaries	6,870,000	6,716,000	6,172,051	543,949	5,994,143
Other salaries	254,500	196,500	183,576	12,924	167,510
Pension and payroll taxes	2,195,000	2,095,000	2,061,025	33,975	2,038,689
Sheriff's expense allowance	14,227	14,227	14,576	(349)	14,504
Total personal services and related benefits	<u>9,479,500</u>	<u>9,167,838</u>	<u>8,576,989</u>	<u>590,849</u>	<u>8,359,882</u>
Operating services:					
Hospitalization and life insurance	1,625,000	1,642,922	1,507,442	135,480	1,496,480
Auto insurance	200,000	200,000	197,334	2,666	193,986
Other liability insurance	169,500	147,500	144,090	3,410	144,922
Total operating services	<u>1,994,500</u>	<u>1,990,422</u>	<u>1,848,866</u>	<u>141,556</u>	<u>1,835,388</u>
Operations and maintenance:					
Ambulance operators	1,270,000	1,249,700	1,249,696	4	1,249,696
Auto fuel and oil	400,000	400,000	370,659	29,341	331,614
Auto maintenance	215,000	214,500	148,321	66,179	214,446
Deputy uniforms, supplies, etc.	112,000	95,000	74,314	20,686	113,976
Office supplies and maintenance	362,000	441,500	410,275	31,225	336,036
Telephone	20,000	275,000	246,873	28,127	202,066
Prisoner feeding and maintenance	30,000	140,000	146,635	(6,635)	282,885
Legal fees	10,000	9,000	16,202	(7,202)	13,234
Other professional fees	100,000	93,080	92,900	180	76,812
Criminal investigation expenditures	56,000	56,000	46,609	9,391	49,436
Employee physicals	23,000	21,500	12,176	9,324	9,214
Other	42,800	39,260	36,198	3,062	36,503
Total operations and maintenance	<u>2,640,800</u>	<u>3,034,540</u>	<u>2,850,858</u>	<u>183,682</u>	<u>2,915,918</u>
Travel and other charges	61,500	66,900	61,056	5,844	49,243
Capital outlay:					
Autos	450,000	422,000	412,889	9,111	404,320
Building	-	-	27,800	(27,800)	-
Equipment	300,000	291,000	738,560	(447,560)	75,220
Office and computer equipment	40,000	35,000	72,613	(37,613)	6,636
Total capital outlay	<u>790,000</u>	<u>748,000</u>	<u>1,251,862</u>	<u>(503,862)</u>	<u>486,176</u>
Total expenditures	<u>\$ 14,966,300</u>	<u>\$ 15,007,700</u>	<u>\$ 14,589,631</u>	<u>\$ 418,069</u>	<u>\$ 13,646,607</u>

## **FIDUCIARY FUND TYPE - AGENCY FUNDS**

### **Civil Fund -**

To account for funds held in connection with civil suits, sheriff's sales and garnishments and payment of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

### **Tax Collector Fund -**

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

### **Fines Fund -**

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

### **Inmate Deposit Fund -**

To account for the receipts and disbursements made to the individual prison inmate accounts.

IBERVILLE PARISH SHERIFF  
 Plaquemine, Louisiana  
 Fiduciary Fund Type - Agency Funds

Combining Balance Sheet  
 June 30, 2018  
 With Comparative Totals for June 30, 2017

	Civil Fund	Tax Collector Fund	Fines Fund	Inmate Deposit Fund	Totals	
					2018	2017
<b>ASSETS</b>						
Cash and interest-bearing deposits	<u>\$ 107,044</u>	<u>\$ 70,762</u>	<u>\$ 57,794</u>	<u>\$ 31,164</u>	<u>\$ 266,764</u>	<u>\$ 278,333</u>
<b>LIABILITIES</b>						
Due to taxing bodies, prisoners and others	<u>\$ 107,044</u>	<u>\$ 70,762</u>	<u>\$ 57,794</u>	<u>\$ 31,164</u>	<u>\$ 266,764</u>	<u>\$ 278,333</u>

IBERVILLE PARISH SHERIFF  
 Plaquemine, Louisiana  
 Fiduciary Fund Type - Agency Funds

Combining Statement of Changes in Assets and Liabilities  
 Year Ended June 30, 2018  
 With Comparative Totals for Year Ended June 30, 2017

	Civil Fund	Tax Collector Fund	Fines Fund	Inmate Deposit Fund	Totals	
					2018	2017
Balances, beginning of year	\$ 87,194	\$ 105,595	\$ 47,994	\$ 37,550	\$ 278,333	\$ 334,243
Additions:						
Deposits -						
Sheriff's sales, suits, and seizures	509,619	-	-	-	509,619	377,151
Garnishments	315,646	-	-	-	315,646	327,748
Bonds	17,500	-	-	-	17,500	27,780
Fines and costs	-	-	641,247	-	641,247	553,415
Inmate deposits	-	-	-	101,162	101,162	231,606
Taxes, fees, etc., paid to tax collector	-	60,564,506	-	-	60,564,506	63,638,814
Interest on investments	87	59,203	36	-	59,326	78,700
Total additions	<u>842,852</u>	<u>60,623,709</u>	<u>641,283</u>	<u>101,162</u>	<u>62,209,006</u>	<u>65,235,214</u>
Total	<u>930,046</u>	<u>60,729,304</u>	<u>689,277</u>	<u>138,712</u>	<u>62,487,339</u>	<u>65,569,457</u>
Reductions:						
Taxes, fees, etc., distributed to taxing bodies and others	55,719	60,658,542	545,840	-	61,260,101	64,305,075
Deposits settled to -						
Sheriff's General Fund	139,655	-	39,839	21,353	200,847	242,143
Clerk of Court	30,210	-	45,804	-	76,014	103,919
Litigants, attorneys	579,326	-	-	-	579,326	458,565
Inmates	-	-	-	33,863	33,863	62,446
Other	18,092	-	-	52,332	70,424	118,976
Total reductions	<u>823,002</u>	<u>60,658,542</u>	<u>631,483</u>	<u>107,548</u>	<u>62,220,575</u>	<u>65,291,124</u>
Balances, end of year	<u>\$ 107,044</u>	<u>\$ 70,762</u>	<u>\$ 57,794</u>	<u>\$ 31,164</u>	<u>\$ 266,764</u>	<u>\$ 278,333</u>

STATE OF LOUISIANA, PARISH OF IBERVILLE

AFFIDAVIT

**Brett Stassi, Sr., Sheriff of Iberville**

**BEFORE ME**, the undersigned authority, personally came and appeared, Brett Stassi, the Sheriff of Iberville Parish, State of Louisiana, who after being duly sworn, deposed and said:

**The following information is true and correct:**

**\$ 70,762.93 is the amount of cash on hand in the tax collector account on June 30, 2018;**

He further deposed and said:

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

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

\_\_\_\_\_  
Sheriff of Iberville

**SWORN** to and subscribed before me, Notary, this 23<sup>rd</sup> day of August, 2018, in my office in the City of Plaquemine, Louisiana.

Brett Stassi (Signature)  
W. S. Allagu (Print), # 132581  
Notary Public  
Iberville Parish Sheriff's Office (Commission)  
6-30-2020

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

# Champagne & Company, LLC

## Certified Public Accountants

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Russell F. Champagne, CPA\*  
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### INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable Brett Stassi  
Iberville Parish Sheriff  
Plaquemine, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Parish Sheriff, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Iberville Parish Sheriff's basic financial statements, and have issued our report thereon dated December 6, 2018.

#### **Internal Control over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency described in the accompanying schedule of current and prior year audit findings and corrective action plan, identified as 2018-001, to be a material weakness.

## **Compliance and Other Matters**

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

## **Iberville Parish Sheriff's Response to Findings**

The Iberville Parish Sheriff's response to the findings identified in our audit is described in the accompanying schedule of current and prior year audit findings and corrective action plan. The Iberville Parish Sheriff's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

***Champagne & Company, LLC***  
Certified Public Accountants

Breaux Bridge, Louisiana  
December 6, 2018

IBERVILLE PARISH SHERIFF

Schedule of Prior and Current Year Audit Findings and  
Management's Corrective Action Plan  
For the Year Ended June 30, 2018

I. Prior Year Findings:

Internal Control over Financial Reporting:

2017-001 – Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of employees, the Sheriff did not have adequate segregation of functions within the accounting system.

Status:

Unresolved. See item 2018-001.

Compliance

There were no findings that were required to be reported at June 30, 2017.

Management Letter Items

There were no findings that were required to be reported at June 30, 2017.

(continued)

IBERVILLE PARISH SHERIFF

Schedule of Prior and Current Year Audit Findings and  
Management's Corrective Action Plan (Continued)  
For the Year Ended June 30, 2018

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

Internal Control over Financial Reporting:

2018-001 – Inadequate Segregation of Accounting Functions; Year Initially Occurred – Unknown

Condition and Criteria:

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

Effect:

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

Cause:

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

Recommendation:

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

Management's Corrective Action Plan:

Mr. Brett Stassi, Sheriff, determined that due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of functions.

**IBERVILLE PARISH SHERIFF**  
**Statewide Agreed-Upon Procedures Report**

**Year Ended June 30, 2018**

# Champagne & Company, LLC

Certified Public Accountants

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Penny Angelle Scruggins, CPA\*

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

To the Management of Iberville Parish Sheriff and the Louisiana Legislative Auditor,

We have performed the procedures enumerated below, which were agreed to by the management of Iberville Parish Sheriff 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, 2017 through June 30, 2018. The Iberville Parish Sheriff'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***

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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):

*Written Policies and Procedures were not tested at June 30, 2018 (Year 2) due to the fact there were no exceptions noted in prior year (Year 1).*

- 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.

#### ***Board or Finance Committee***

---

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

*The Iberville Parish Sheriff's Office is not required to maintain board minutes; therefore, this is not applicable.*

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

### ***Bank Reconciliations***

---

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

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

- 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);

*No exceptions noted.*

- 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

*No exceptions noted.*

- 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.

*No exceptions noted.*

### ***Collections***

---

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

*Obtained listing of deposit sites and management's representation that listing is complete.*

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:

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

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

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

*No exceptions noted.*

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

*Pre-numbered receipts, system reports, and other related collection documentation agreed to the deposit slip, except for one (of the ten tested) pre-numbered receipt and related documentation which was \$0.96 more when compared to the deposit slip.*

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

*No exceptions noted.*

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

*Of the ten deposits tested, one deposit was not made within one business day of receipt (and was not more than 10 miles from the collection location or less than \$100).*

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

*No exceptions noted.*

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

---

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

*Obtained listing of locations that process payments and management's representation that the listing is complete.*

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:

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

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*The employee responsible for processing payments is not prohibited from adding / modifying 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.

*No exceptions noted.*

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:

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

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

*No exceptions noted.*

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

*No exceptions noted.*

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

---

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

*Obtained listing of active credit cards, bank debit cards, fuel cards, and P-cards and name of person who maintain possession of cards and 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.)]

*Monthly statements were obtained; however, supporting documentation was not approved, in writing, by someone other than the authorized card holder. Written approval is not required as a matter of sheriff policy.*

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

*No exceptions noted.*

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).

*No exceptions noted.*

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

---

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

*Obtained a listing of all travel and travel-related expense reimbursements from management and management's representation that the listing is complete.*

- 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](http://www.gsa.gov)).

*No exceptions noted.*

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

*No exceptions noted.*

- 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 (procedures #1h).

*No exceptions noted.*

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

*No exceptions noted.*

### ***Contracts***

---

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

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

- 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.

*No exceptions noted.*

- 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).

*No exceptions noted.*

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

*No exceptions noted.*

- 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.

*No exceptions noted.*

### ***Payroll and Personnel***

---

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

*Payroll and Personnel procedures were not performed at June 30, 2018 (Year 2) due to the fact that there were no exceptions noted in the prior year (Year 1).*

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/official's cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/official's personnel files.
19. Obtain management's representation that employer and employee portion 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***

---

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

*Ethics procedures were not tested at June 30, 2018 (Year 2) due to the fact there were no exceptions noted in prior year (Year 1).*

- 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***

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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.

*Debt Service procedures were not tested at June 30, 2018 (Year 2) due to the fact there were no exceptions noted in prior year (Year 1).*

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.

***Other***

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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.

*Other procedures were not tested at June 30, 2018 (Year 2) due to the fact there were no exceptions noted in prior year (Year 1).*

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.

***Champagne & Company, LLC***

Certified Public Accountants

Breaux Bridge, Louisiana

December 6, 2018

IBERVILLE PARISH SHERIFF  
Plaquemine, Louisiana

Management's Response to Statewide Agreed-Upon Procedures  
For the Year Ended June 30, 2018

Management Response to Item:

- 7b, 7d                    Exceptions relate to one deposit that had conflicting supporting documentation compared to the actual deposit made. The deposit occurred during a time of building transition due to building renovations. The error was caught by management and management has since corrected the error.
- 9c                        Exception relates to inadequate segregation of duties within the disbursement function. The Iberville Parish Sheriff's office will continue efforts to become as segregated as possible that remains cost effective. Management will attempt to apply safeguards as it relates to those who have access to the vendor files or develop a method to review modifications to vendor files.
- 12a                      Exception relates to inadequate segregation of duties within the credit card function. The Iberville Parish Sheriff's office will continue efforts to become as segregated as possible that remains cost effective. Management will attempt to apply safeguards by requiring written approval for a credit card statement.