

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA**

ANNUAL FINANCIAL REPORT

AS OF AND FOR THE YEAR ENDED JUNE 30, 2019

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA
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INDEPENDENT AUDITORS' REPORT

Honorable J. Austin Daniel
West Feliciana Parish Sheriff
P.O. Drawer 1844
St. Francisville, Louisiana 70775

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 West Feliciana Parish Sheriff as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

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 West Feliciana Parish Sheriff, as of June 30, 2019, 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 9 and on pages 41 through 43, be presented to supplement the basic financial statements. Such information, including pension and other post-employment benefit information on pages 44 through 47, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2019 on our consideration of the West Feliciana 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 West Feliciana Parish Sheriff's internal control over financial reporting and compliance.



Major, Morrison & David
New Roads, Louisiana
October 22, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST FELICIANA PARISH SHERIFF
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

Within this section of the West Feliciana Parish Sheriff (the Sheriff) annual financial report, the Sheriff's management provides this narrative discussion and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2019. The Sheriff's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

FINANCIAL HIGHLIGHTS

The Sheriff's assets exceeded its liabilities by \$1,754,517 (net position) for the fiscal year reported.

Total assets are comprised of the following:

1. Capital assets, net of related debt, of \$2,837,174 includes property and equipment, net of accumulated depreciation, and reduced for outstanding debt.
2. Unrestricted net position of \$(1,656,289) represents the portion available to maintain the Sheriff's continuing obligations to citizens and creditors. This negative amount decreased from the prior year's amount of \$(2,041,790).

The Sheriff's governmental funds reported total ending fund balance of \$6,135,261 this year. This compares to the prior year ending fund balance of \$5,693,663, showing an increase of \$441,598. General fund balance of \$5,596,608 shows a \$466,431 increase from the prior year.

At the end of the current fiscal year, unassigned fund balance for the General Fund was \$5,553,558 with \$8,071 assigned for budget stabilization, and \$34,979 non-spendable for prepaid expenses. Overall, the Sheriff's office continues to maintain a strong financial position. The financial highlights are explained in more detail in the "financial analysis" section of this document.

OVERVIEW OF THE FINANCIAL STATEMENTS

This Management Discussion and Analysis document introduces the Sheriff's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Sheriff also includes in this report additional information to supplement the basic financial statements.

Government-wide Financial Statements

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

The first of these government-wide statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Sheriff's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Sheriff as a whole is improving or deteriorating. Evaluation of the overall health of the Sheriff's finances would extend to other nonfinancial factors such as diversification of the taxpayer base, in addition to the financial information provided in this report.

The second government-wide statement is the Statement of Activities, which reports how the Sheriff's net position changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Sheriff's distinct activities or functions on revenues provided by the Sheriff's taxpayers.

WEST FELICIANA PARISH SHERIFF
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

The government-wide financial statements present governmental activities of the Sheriff that are principally supported by property taxes. The sole purpose of these governmental activities is public safety. The government-wide financial statements are presented on pages 11 and 12 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Sheriff uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Sheriff's most significant funds rather than the Sheriff as a whole.

The Sheriff has two kinds of funds:

Governmental funds are reported in the fund financial statements and encompass the same function reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Sheriff's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives. The basic governmental fund financial statements are presented on pages 13-16 of this report.

Fiduciary funds are reported in the fund financial statements and report taxes collected for other taxing bodies, deposits held pending a court action and the individual prison inmate accounts. The Sheriff only reports agency funds. The basic agency fund financial statement is presented on page 17 of this report.

Notes to the financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 19 of this report.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Sheriff's budget presentations, management's discussion and analysis, pension liability with the Sheriff's Pension & Relief Fund, and other post-employment benefits plan. Budgetary comparison statements are included as "required supplementary information" for the general and special revenue funds. These statements and schedules demonstrate compliance with the Sheriff's adopted and final revised budgets. Required supplementary information can be found on pages 41 to 47 of this report.

In addition, other supplemental information providing details on the non-major governmental funds, individual agency funds, sheriff's certification on the tax collector account, and sheriff's schedule of compensation and benefits are presented on pages 49 to 56 of this report.

WEST FELICIANA PARISH SHERIFF
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

FINANCIAL ANALYSIS OF THE SHERIFF AS A WHOLE

The Sheriff's net position at fiscal year-end is \$1,754,517. The following table provides a summary of the Sheriff's net position:

Summary of Net position

	2018		2019	
	Governmental Activities	%	Governmental Activities	%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Assets:				
Current assets and other assets	\$ 6,287,625	70%	\$ 6,788,338	71%
Capital assets	2,755,702	30%	2,837,174	29%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets	9,043,327	100%	9,625,512	100%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Deferred outflows of resources	799,071	100%	2,317,679	100%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Liabilities:				
Current liabilities	801,224	9%	653,077	7%
Long-term liabilities	7,705,305	91%	8,872,262	93%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total liabilities	8,506,529	100%	9,525,339	100%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Deferred inflows of resources	476,469	100%	663,335	100%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net position:				
Investment in capital assets, net of debt	2,307,603	269%	2,837,174	162%
Restricted	593,587	69%	573,632	33%
Unrestricted	(2,041,790)	(238)%	(1,656,289)	(95)%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total net position	\$ 859,400	100%	\$ 1,754,517	100%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

The Sheriff continues to maintain a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio for governmental activities is 10.39 to 1.

The Sheriff reported positive balances in net position for the governmental activities. Net position for the sheriff increased overall by \$895,116 for governmental activities in the fiscal year ending June 30, 2019.

Note that the majority of the governmental activities' net position is tied up in capital assets. The Sheriff uses these capital assets to provide services to its citizens.

WEST FELICIANA PARISH SHERIFF
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

The following table provides a summary of the Sheriff's changes in net position:

Summary of Changes in Net position

	Governmental Activities 6/30/18	%	Governmental Activities 6/30/19	%
	Total	Total	Total	Total
Revenues:				
Program:				
Charges for services	\$ 2,557,852	34%	\$ 2,144,479	26%
Operating grants	493,281	7%	461,946	6%
Capital grants	65,037	1%	51,909	1%
General:				
Ad valorem taxes	3,975,694	53%	5,056,806	62%
Unrestricted state grants	268,366	3%	279,616	3%
Interest earnings	43,853	1%	96,530	1%
Miscellaneous	85,381	1%	67,690	1%
Total revenues	7,489,464	100%	8,158,976	100%
Program expenses:				
Public safety	6,948,797	99%	7,261,688	99%
Interest	7,609	1%	2,172	1%
Total expenses	6,956,406	100%	7,263,860	100%
Change in net position	533,058		895,116	
Beginning net position	2,954,234		859,401	
GASB 75 adjustment	(2,627,891)		0	
Beginning net position – as restated	326,343		859,401	
Ending net position	<u>\$ 859,401</u>		<u>\$ 1,754,517</u>	

Governmental Revenues

The Sheriff is heavily reliant on property taxes to support its operation. Property taxes provided 62% of the sheriff's total revenues. Program revenues, intergovernmental agreements, sheriff's office fees and commissions, other sheriff's office revenues, and interest on deposits fund 38% of governmental operating expenses.

Governmental Functional Expenses

The total function of the Sheriff's office is public safety activities. Of the total public safety costs, depreciation on the capital assets and post-employment benefit expenses was \$296,027 and \$404,546, respectively or 9.6% of total costs.

FINANCIAL ANALYSIS OF THE SHERIFF'S FUNDS

Governmental funds:

As discussed, governmental funds are reported in the fund statements with short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the

WEST FELICIANA PARISH SHERIFF

**MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019**

year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$6,135,261. Of this year-end total, \$5,553,558 is unassigned indicating availability for continuing the sheriff's activities. Assigned fund balance includes \$8,071 for subsequent year budget stabilization. Legally restricted fund balances include \$538,653 for grant restrictions and debt service, and non-spendable fund balance includes \$34,979 for prepaid expenses.

The total ending fund balances of governmental funds show an increase of \$441,598 and resulted mainly from increases in ad valorem taxes and investment earnings less increases in personnel and benefits and capital outlay expenses.

Major Governmental Funds

The General Fund is the Sheriff's primary operating fund and the largest source of day-to-day service delivery. The General Fund's fund balance increased by \$466,431 from the prior year. In fiscal 2017 – 2018 the General Fund's fund balance increased approximately \$271,241. Overall revenues increased \$739,091, mainly from ad valorem taxes and investment earnings. On the expense side, overall expenses increased \$336,378 mainly from capital outlay and personnel and related benefits expenses with other expenses remaining fairly stable. The special revenue Other Grants Fund and Homeland Security & Emergency Preparedness Fund are also considered major governmental funds due to importance, and consists of non-homeland security and homeland security grants awarded the sheriff's office from federal, state, and local sources.

The General Fund's ending fund balance was higher than the prior year due to management's goal to operate from a position of spending only what is generated, aggressive accelerated payments on debt (which was paid off), and operating within budgeted costs. The fund balance reflects an adequate reserve for unexpected occurrences, but close monitoring of expenditures will be maintained due to inflationary pressures.

Budgetary Highlights

General Fund

The General Fund's budget, which was amended twice during the current year, was within the expected range of actual collected and expended amounts reported in fiscal 2019. Actual results were slightly better than estimated in almost all revenue categories. Expenses came in under budget and within an acceptable range. Salaries and related benefits were budgeted higher compared to the prior year due to expected increases for all employees along with small increases in health care expenditures. Other budgeted expenses fell within the estimated range although slightly lower than expected.

The original budget report expected an increase in tax revenues with stable or small decreases in most other revenue categories. Expenditures were estimated to increase in personnel & benefits with reductions in operating services. Other items having budget significance included:

- The cost of health insurance coverage for employees increased by \$10,774.
- Pension contribution rates decreased to 12.25% from 12.75% in the prior year
- Capital outlay included estimates for new vehicles and support equipment at increased budgeted costs of \$342,930, which is close to amounts actually spent of \$339,481.
- Ad valorem taxes actually increased \$1,081,112 due to additional assessments, while feeding and keeping prisoners decreased \$429,718
- General grant revenues were not budgeted within the general fund due to accounting for these revenues within the special revenue funds
- Overall revenues and expenditures were within budget estimates.

WEST FELICIANA PARISH SHERIFF
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2019

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Sheriff's investment in capital assets, net of accumulated depreciation as of June 30, 2019, was \$2,837,174. The overall increase was 22.9% for the Sheriff as a whole due to the payoff of long term debt. See footnote number 7 for additional information about changes in capital assets during the fiscal year and balances at year end. The following table reflects a summary of capital asset activity.

	Governmental Activities	
	2018	2019
Depreciable assets (excluding land):		
Building, equipment & furniture	\$ 4,741,223	\$ 4,874,444
Vehicles	1,719,998	1,689,924
Total depreciated assets	6,461,221	6,564,368
Less accumulated depreciation	3,978,395	4,000,070
Book value – depreciable assets	\$ 2,482,826	\$ 2,564,298
Percentage depreciated	62%	61%

The major additions to capital assets include:

Eight new vehicles	\$ 252,046
Fixtures, computers & police equipment	\$ 133,850

Long-term debt:

The Sheriff has no long-term debt outstanding with the payoff of the \$2,000,000 Certificate of Indebtedness, Series 2006 of the Law Enforcement District of West Feliciana Parish during the current year. Additional information on the Sheriff's debt can be found in Note 14 on page 36.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Approximately 62% of the sheriff's revenues are derived from ad valorem taxes, with the Entergy River Bend Nuclear Plant providing 66% of the ad valorem taxes assessed in the parish. As the plant ages, assessment values and revenues will continually decline, estimated at a 4% reduction rate. Other revenues are expected to remain the same. Expenses in total are expected to remain stable with budgeted amounts to fund 4 new vehicles (yearly replacements) and other support equipment purchases. Group health costs and employer pension costs are expected to remain stable. Increases in work release costs are expected to be offset with reductions in other operating categories. The budget will remain conservative to maintain operating within the revenues that are generated.

CONTACTING THE SHERIFF'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Sheriff's finances, comply with finance-related laws and regulations, and demonstrate the Sheriff's commitment to public accountability. If you have questions about this report or would like to request additional information, contact J. Austin Daniel, West Feliciana Sheriff and Tax Collector, P. O. Box 1844, St. Francisville, LA, 70775.

BASIC FINANCIAL STATEMENTS

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Statement of Net Position

6/30/2019

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 1,940,388
Investments	4,499,610
Accounts receivable	313,361
Prepaid assets	34,979
Capital assets:	
Land	272,876
Other capital assets, net of depreciation	<u>2,564,298</u>
Total Assets	<u>9,625,512</u>
DEFERRED OUTFLOWS OF RESOURCES	
Resources related to pensions	907,388
Resources related to other post-employment benefits	<u>1,410,291</u>
Total deferred outflows of resources	<u>2,317,679</u>
LIABILITIES	
Accounts payable and accrued expenses	653,077
Non-current liabilities:	
Net pension liability	1,691,774
Other post-employment benefits	<u>7,180,488</u>
Total Liabilities	<u>9,525,339</u>
DEFERRED INFLOWS OF RESOURCES	
Resources related to pensions	<u>663,335</u>
Total deferred inflows of resources	<u>663,335</u>
NET POSITION	
Invested in capital assets, net of related debt	2,837,174
Restricted for:	
Prepaid expenses	34,979
Grant programs	538,653
Unrestricted (deficit)	<u>(1,656,289)</u>
Total net position	<u><u>\$ 1,754,517</u></u>

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Statement of Activities

6/30/2019

FUNCTIONS/PROGRAMS	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government - Public Safety	\$ 7,261,688	\$ 2,144,479	\$ 461,946	\$ 51,909	\$ (4,603,354)
Interest on long term debt	2,172	-	-	-	(2,172)
Total governmental activities	\$ 7,263,860	\$ 2,144,479	\$ 461,946	\$ 51,909	(4,605,526)
General revenues:					
Ad valorem taxes					5,056,806
State revenue sharing					112,979
Video poker revenues					166,637
Gain (loss) on sale of equipment					7,566
Miscellaneous					60,124
Unrestricted investment earnings					96,530
Total general revenues					5,500,642
Change in net position					895,116
Net position - beginning of the year					859,401
Net position - end of the year					\$ 1,754,517

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
BALANCE SHEET - GOVERNMENTAL FUNDS

6/30/2019

	GENERAL FUND	SPECIAL REVENUE- OTHER GRANTS FUND	SPECIAL REVENUE- HOMELAND SEC. & EMERGENCY PREPAREDNESS FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	\$ 1,382,736	\$ 335,269	\$ 222,383	\$ 1,940,388
Investments	4,499,610	-	-	4,499,610
Receivables	281,256	12,105	20,000	313,361
Due from other funds	47,784	-	-	47,784
Prepaid assets	34,979	-	-	34,979
TOTAL ASSETS AND OTHER DEBITS	\$ 6,246,365	\$ 347,374	\$ 242,383	\$ 6,836,122
LIABILITIES, EQUITY, AND OTHER CREDITS				
Liabilities:				
Accounts and salaries payable	\$ 313,899	\$ 3,320	\$ -	\$ 317,219
Due to other funds	-	15,232	32,552	47,784
Compensated absences payable	335,858	-	-	335,858
Total Liabilities	649,757	18,552	32,552	700,861
Equity and Other Credits:				
Fund balances				
Nonspendable:				
Prepaid expenses	34,979	-	-	34,979
Restricted for:				
Homeland Sec. & Emergency Preparedness	-	-	209,831	209,831
Other Grants	-	328,822	-	328,822
Debt Service	-	-	-	-
Assigned for:				
Budget stabilization	8,071	-	-	8,071
Unassigned	5,553,558	-	-	5,553,558
Total Equity and Other Credits	5,596,608	328,822	209,831	6,135,261
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 6,246,365	\$ 347,374	\$ 242,383	\$ 6,836,122

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Position**

6/30/2019

Total fund balance - governmental funds	\$ 6,135,261
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance sheet - governmental funds.	2,837,174
Long-term liabilities, including certificates of indebtedness, are not due and payable in the current period and therefore are not reported in the governmental funds.	
Other postemployment benefits	(7,180,488)
Net pension liability	(1,691,774)
Deferred outflows of resources related to pensions do not require the use of current financial resources and are therefore not reported in the governmental funds.	907,388
Deferred inflows of resources related to pensions do not require the use of current financial resources and are therefore not reported in the governmental funds.	(663,335)
Deferred outflows of resources related to other post-employment benefits do not require the use of current financial resources and are therefore not reported in the governmental funds.	<u>1,410,291</u>
Total net position of governmental activities	<u><u>\$ 1,754,517</u></u>

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
GOVERNMENTAL FUNDS

**Combined Statement of Revenues, Expenditures,
and Changes in Fund Balance
6/30/2019**

	GENERAL FUND	SPECIAL REVENUE- OTHER GRANTS FUND	SPECIAL REVENUE- HOMELAND SEC. & EMERGENCY PREPAREDNESS FUND	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
REVENUES					
Ad valorem taxes	\$ 5,056,806	\$ -	\$ -	\$ -	\$ 5,056,806
Intergovernmental revenues:					
Federal grants	-	16,737	62,329	-	79,066
State grants:					
State revenue sharing	112,979	-	-	-	112,979
State supplemental pay	183,272	-	-	-	183,272
Miscellaneous	5,037	96,094	-	-	101,131
Local	616,695	-	40,000	-	656,695
Fees, charges, and commissions for services:					
Commissions on licenses, etc.	76,972	-	-	-	76,972
Civil and criminal fees	96,134	-	-	-	96,134
Court attendance	3,842	-	-	-	3,842
Feeding, transporting, and keeping prisoners	1,145,859	-	-	-	1,145,859
Other	9,500	-	-	-	9,500
Fines and forfeitures	-	-	-	-	-
Interest	96,483	-	47	-	96,530
Miscellaneous	332,808	19,703	-	-	352,511
Total revenues	<u>7,736,387</u>	<u>132,534</u>	<u>102,376</u>	<u>-</u>	<u>7,971,297</u>
EXPENDITURES					
Public safety:					
Personal services and related benefits	5,003,100	21,025	81,030	-	5,105,155
Operating services	1,349,617	65,959	11,775	-	1,427,351
Material and supplies	111,887	9,226	3,484	-	124,597
Travel and other charges	25,544	587	645	-	26,776
Capital outlay	339,481	2,592	43,823	-	385,896
Debt service	-	-	-	450,271	450,271
Miscellaneous	25,617	-	-	-	25,617
Total expenditures	<u>6,855,246</u>	<u>99,389</u>	<u>140,757</u>	<u>450,271</u>	<u>7,545,663</u>
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	\$ 881,141	\$ 33,145	\$ (38,381)	\$ (450,271)	\$ 425,634
OTHER FINANCING SOURCES(Uses)					
Sale of equipment	15,964	-	-	-	15,964
Operating transfers in	-	-	-	430,674	430,674
Operating transfers out	(430,674)	-	-	-	(430,674)
Total other financing sources(uses)	<u>(414,710)</u>	<u>-</u>	<u>-</u>	<u>430,674</u>	<u>15,964</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	466,431	33,145	(38,381)	(19,597)	441,598
FUND BALANCE AT BEGINNING OF YEAR	5,130,177	295,677	248,212	19,597	5,693,663
FUND BALANCE AT END OF YEAR	\$ 5,596,608	\$ 328,822	\$ 209,831	\$ -	\$ 6,135,261

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances - Governmental Funds to the Statement of Activities**

6/30/2019

Net change in fund balances - total governmental funds \$ 441,598

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

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. This is the amount which capital outlays exceeded depreciation in the current period:

Capital outlays	385,896
Depreciation expense	(296,027)

Governmental funds report the proceeds from the sale of capital assets as revenues. However, in the statement of activities only gains or losses are reported:

Gain (loss) on the disposal of capital assets	7,566
Proceeds from sale of capital assets	(15,964)

Governmental funds report current year post-employment benefits paid as expenditures. However, in the statement of activities it is an actuarially calculated expense. This represents the difference between post-employment benefits paid and the actuarially calculated expense. (283,906)

Repayment of the principal of long term debt results in the use of current financial resources in the governmental funds, but has no effect on the Statement of Net Position. This represents the amount of principal retirement of long term debt. 448,099

Governmental funds report current year pension contributions as expenditures. However, in the statement of activities it is an actuarially calculated expense. This represents the difference between pension contributions and actuarially calculated expense. 27,741

The sheriff's proportionate share of non-employer contributions to the pension plan do not provide current financial resources and are not reported as revenue in the governmental funds. 180,113

Change in net position of governmental activities \$ 895,116

The accompanying notes are an integral part of this statement.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

STATEMENT OF FIDUCIARY NET POSITION
6/30/2019

	<u>AGENCY FUNDS</u>
ASSETS	
Cash and cash equivalents	\$ 323,755
Due from other governmental units	<u>200</u>
TOTAL ASSETS	<u>\$ 323,955</u>
LIABILITIES	
Due to taxing bodies and others	<u>\$ 323,955</u>
TOTAL LIABILITIES	<u>\$ 323,955</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA
ANNUAL FINANCIAL REPORT
AS OF AND FOR THE YEAR ENDED JUNE 30, 2019**

INTRODUCTION

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

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

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

1. SUMMARY OF SIGNIFICANT POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

The sheriff is an independently elected official. The West Feliciana Parish Government does maintain and operate the parish courthouse and annex in which the sheriff's office is located. However, because the parish government does not provide significant assistance to the sheriff, which makes the sheriff fiscally independent of the parish government, the sheriff was determined not to be a component unit of the West Feliciana Parish Government, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the parish government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

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

Funds of the sheriff are classified into two categories: governmental and fiduciary. Each category, in turn is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

Governmental Funds

Governmental funds account for all or most of the sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources, which may be used to finance future period programs or operations of the sheriff. The following are the sheriff's governmental funds:

General Fund -The General Fund, as provided by Louisiana Revised Statute 13:1422, is the principal fund of the sheriff's office and accounts for all financial resources, except those required to be accounted for in other funds. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

Special Revenue Funds- accounts for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted for specified purposes.

Debt Service Fund – accounts for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations incurred through the general fund.

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. The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from these funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

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). Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

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

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

Fund Financial Statements (FFS)

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

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

Revenues

Federal and state entitlements (which include state supplemental pay for deputies and state revenue sharing) are recorded as unrestricted grants-in-aid when available and measurable. Federal and state grants are recorded when the expenditures have been incurred.

Local intergovernmental reimbursements are recognized monthly when available and measurable.

Ad valorem taxes are recorded in the year the 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.

Interest earnings on time deposits are recorded when earned. Interest on checking and money market accounts is recorded monthly when the interest is available.

Feeding, transporting, and maintenance of prisoners' revenue are recorded monthly for services rendered during the month. Substantially all other revenues are recorded when received.

Expenditures

Salaries are recorded as expenditures when earned.

Purchases of various operating supplies are recorded as expenditures in the accounting period in which they are purchased.

Compensated absences are recognized as benefits are earned. Substantially all other expenditures are recognized when the related fund liability has been incurred.

Other Financing Sources (Uses)

Transfers between funds, which are not expected to be repaid, sale of equipment, and proceeds from the sale of certificates of indebtedness are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

Deferred Revenues

Deferred 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 deferred revenue is removed from the combined balance sheet and the revenue is recognized.

E. BUDGETS

The proposed budget for the general fund and special revenue funds, which are prepared on the modified accrual basis of accounting, for fiscal year June 30, 2019 was made available for public inspection on June 14, 2018. A notice concerning the public hearing was published in the official journal on June 14, 2018. The public hearing was held at the West Feliciana Parish Sheriff's office on June 25, 2018 for comments from taxpayers at which time it was legally adopted. The budget is legally adopted and amended, as necessary, by the sheriff.

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

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are made. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

Formal budgetary integration is not employed for the Debt Service Fund due to its limited size.

F. ENCUMBRANCES

The Office of the West Feliciana Parish Sheriff does not employ encumbrance accounting.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those other investments with original maturities of 90 days or less. Under state law, the sheriff may deposit with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. All external pool deposits are considered investments.

GASB Statement No. 31 requires the sheriff to report investments at fair value in the balance sheet, except as follows:

1. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The sheriff may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

of the issuer or by other factors. Money market investments are short-term, highly liquid investment contracts that include U.S. Treasury obligations. Interest-earning investment contracts that include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

In accordance with GASB Statement No. 31, the sheriff reports investments at amortized cost, money market investments and participating interest-bearing investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. PREPAID ITEMS

The Sheriff records prepaid assets for any significant expenditure that can be allocable to future periods in both the government-wide and fund financial statements.

J. 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 \$500 or more for capitalizing capital assets. All fixed assets are valued at historical cost.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. 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>Description</u>	<u>Estimated Lives</u>
Buildings	40 years
Vehicles	5 years
Office furniture & equipment	5 – 20 years
Law enforcement weapons & equipment	5 – 10 years

K. BAD DEBTS

The sheriff uses the allowance method whereby uncollectible amounts are recognized as bad debts through the use of an allowance account or charged off at the time information becomes available which indicates the particular receivable is not collectible. No charge offs have occurred in the current or previous years of the Sheriff's operations.

L. COMPENSATED ABSENCES

The sheriff's office has the following policy relating to vacation, K-time, and personal leave:

Vacation

One week vacation after one year of service; two weeks after three years of service; three weeks after eight years of service; four weeks after twelve years of service; five weeks after eighteen years of service; six weeks after thirty or more years of service.

Accumulation of 5 days is allowed to be carried over from date of hire to following year's date of hire and will be paid upon retirement, resignation, or termination.

K-time

Compensatory time may be awarded to employees in lieu of cash payments and is work performed in

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

connection with an emergency declared by the sheriff. K-time may accrue up to a maximum of 240 hours and is paid upon termination.

Annual/Major Medical

All full time employees earn 80 hours of annual leave per fiscal year to be used at their discretion upon approval of their immediate supervisor. Any unused annual leave during the year is converted to major medical leave (for use of illness). All employees who are vested with ten or more years of employment at the time of voluntary or involuntary termination will be paid twenty five percent of current major medical balance up to a 25% of 800 hours.

The sheriff's recognition and measurement criteria for compensated absences follows GASB Statement No. 16 which provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

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

M. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Sheriff follows GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position". This statement provides guidance for reporting deferred outflows, deferred inflows and net position in a statement of financial position and related disclosures and applies to transactions that result in the consumption or acquisition of net assets in one period that are applicable to future periods. The sheriff's deferred outflows/inflows of resources consist of resources related to pensions (see Note 9) and other post-employment retirement benefits (see Note 11).

N. PENSIONS

Financial reporting information pertaining to the Sheriff's participation in the Sheriff's Pension and Relief Fund (SPRF) is prepared in accordance with GASB Statement No. 68, "Accounting and Financial Reporting for Pensions", as amended by GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date", which have been adopted by the Sheriff for the fiscal year ended June 30, 2015.

The fiduciary net position, as well as additions to and deductions from the fiduciary net position, of SPRF have been determined on the same basis as they are reported by SPRF. The financial statements were prepared using the accrual basis of accounting, member and employer contributions are recognized when due, pursuant to formal commitments and statutory requirements. Benefits and refunds of employee contributions are recognized when due and payable in accordance with the statutes governing SPRF. Expenses are recognized when the liability is incurred, regardless of when payment is made. Investments are reported at fair value on a trade date basis. The fiduciary net position is reflected in the measurement of the sheriff's proportionate share of the plan's net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense. See note 9 for additional information.

O. OTHER POSTEMPLOYMENT BENEFITS

The sheriff follows GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions", which requires the accrual of other postemployment benefits for retired employees. The sheriff has recorded a liability for other postemployment benefits (see Note 11). In the government-wide financial statements, the other postemployment benefits liability is recorded as an expense and non-current liability and allocated on a functional basis. In the fund financial statements, other postemployment benefit expenditures are recognized in the amount contributed to the plan or expected to be liquidated with expendable available financial resources. Expendable available financial resources generally refer to other postemployment benefit payments due and payable as of the end of the year.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

P. RESTRICTED NET POSITION

For government-wide statement of net position, net position is reported as restricted when constraints placed on net position use are either:

- 1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
- 2) imposed by law through constitutional provisions or enabling legislation.

Q. FUND EQUITY

The sheriff has adopted GASB Statement No. 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This statement establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types. The following describes the different classifications available for fund balances of governmental funds:

Nonspendable – amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.

Restricted – amounts for which constraints have been externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or amounts that are imposed by law through constitutional provisions or enabling legislation.

Committed – amounts that can be used only for specific purposes determined by formal action of the sheriff, who is the highest level of decision-making authority for the West Feliciana Parish Sheriff’s Office. Commitments cannot be used for any other purpose unless the same action that established them decides to modify or remove them.

Assigned – amounts that do not meet the criteria to be classified as either restricted or committed but are intended to be used for specific purposes. Amounts can only be assigned by the sheriff.

Unassigned – the residual fund balance in the general fund.

When fund balance resources are available for a specific purpose, the sheriff considers the most restrictive funds to be used first. However, the sheriff reserves the right to spend unassigned resources first and to defer the use of more restrictive funds.

R. USE OF ESTIMATES

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

2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

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

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
General Fund	\$ 6,861,783	\$ 6,839,276	\$ 6,855,246	\$ 15,970
Other Grants	\$ 114,050	\$ 98,364	\$ 99,389	\$ 1,025

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

3. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Property Tax	8.43	8.43	Indefinite
Property Tax	5.77	5.77	December 31, 2025

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed</u>	<u>Ad Valorem Tax Revenue for Sheriff</u>
Energry	Utility	\$ 250,573,340	65.93%	\$ 3,558,141
Texas Eastern	Pipeline	8,066,850	2.12%	114,549
KPAQ Industries	Pulp & Paper	5,177,202	1.36%	73,516
Dixie Electric	Utility	3,103,240	0.82%	44,066
Energry Gulf States	Utility	1,699,367	0.45%	24,131
Bank of St. Francisville	Banking	1,360,751	0.36%	19,323
		<u>\$ 269,980,750</u>	<u>71.04%</u>	<u>\$ 3,833,726</u>

4. DEPOSITS AND INVESTMENTS

A. Cash and Cash Equivalents

Cash and Cash equivalents include bank accounts and short-term investments. See Note 1(G) for additional cash disclosure note information.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure the Sheriff’s deposits may not be returned. Deposits are exposed to custodial credit risk if they are either (a) uninsured and uncollateralized, or (b) uninsured and collateralized with securities held by the pledging financial institution or its trust department/agent but not in the name of the Sheriff. The Sheriff’s cash and investment policy, as well as state law, require that deposits be fully secured by federal deposit insurance or the pledge of securities owned by the bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the bank. The following chart represents bank balances for the sheriff as of June 30, 2019. Deposits are listed in terms of whether they are exposed to custodial credit risk.

Bank Balances

	<u>Uninsured & Uncollateralized</u>	<u>Uninsured & collateralized With securities held by Pledging Institution or it’s Trust Department/Agent but Not in the Entity’s name</u>	<u>Total Bank Balances – All Deposits</u>	<u>Total Carrying Value – All Deposits</u>
Cash & Cash Equivalents	\$	\$ -	\$ 2,332,194	\$ 2,264,143

Total bank balances and total carrying amount of deposits includes cash in the agency funds at year-end of \$323,755.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

B. Investments

Investments are stated at fair value. See also Note 1 (H) for additional investment disclosure information.

Credit Risk - Investments

Investments permitted by state statute include obligations issued, insured or guaranteed by the U.S. government including certificates or other ownership interest in such obligations and/or investments in registered mutual or trust funds consisting solely of U.S. government securities. The Sheriff's investment program is limited to purchases of bank certificate of deposits, U.S. treasury and government agency obligations as well as investments in the Louisiana Asset Management Pool, Inc. (LAMP). LAMP is a nonprofit corporation formed by an initiative of the State Treasurer, and organized under the laws of the State of Louisiana, which operates a 2a-7 like local government investment pool. LAMP is rated AAAM by Standard & Poor's.

Custodial Credit Risk - Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the Sheriff will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agent but not in the name of the Sheriff. The following chart presents the investment position of the Sheriff as of June 30, 2019. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

Investments

	Uninsured, Unregistered, And Held by the Counterparty	Uninsured, Unregistered & Held by the Counterparty's Trust Department or Agent But not in the Entity's Name	All Investments – Reported Amount	All Investments – Fair Value
Certif. of Deposits	\$ -	\$ -	\$ 1,462,937	\$ 1,462,937
Investments Not Categorized: LAMP	-	-	3,036,673	3,036,673
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,499,610</u>	<u>\$ 4,499,610</u>

Interest Rate Risk - Investments

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The Sheriff's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to liquidation of securities prior to maturity, especially in a rising interest rate environment. Investing in longer term maturities that contain a "step up" in coupon interest rates will also contribute to the reduction of interest rate risk. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments is 99 as of June 30, 2019. Investments classified by maturity dates at June 30, 2019 are summarized below:

<u>Investment</u>	<u>Fair Value</u>	<u>0-1 Years Before Maturity</u>	<u>1-5 Years Before Maturity</u>	<u>6+ Years Before Maturity</u>
Certificates of Deposit	\$ 1,462,937	\$ 1,462,937	\$ -	\$ -
LAMP	3,036,673	3,036,673	-	-
Total	<u>\$ 4,499,610</u>	<u>\$ 4,499,610</u>	<u>\$ -</u>	<u>\$ -</u>

WEST FELICIANA PARISH SHERIFF
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Fair Value Measurements

The Sheriff adopted GASB Statement No. 72, *Fair Value Measurement and Application*, during the fiscal year ending June 30, 2016. This statement establishes a hierarchy of inputs to valuation techniques used to measure fair value. The sheriff measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles using a market approach technique. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities in active markets that the entity has the ability to access
- Level 2: Inputs (other than quoted prices included within level 1) that are observable of the asset or liability, either directly or indirectly
- Level 3: Unobservable inputs significant to the fair value measurement

At June 30, 2019, the sheriff had the following recurring fair value measurements:

Investments by fair value level	6/30/2019	Fair Value Measurements Using		
		Level 1	Level 2	Level 3
Debt Securities:				
None	-			
Not Categorized by fair value level:				
Non-negotiable Certificates of Deposits	\$ 1,462,937			
LAMP (2a-7 investment pool)	<u>3,036,673</u>			
Total Investments	<u>\$ 4,499,610</u>			

5. RECEIVABLES

The following is a summary of receivables at June 30, 2019:

	General Fund	Special Revenue Funds	Total
Intergovernmental:			
Federal	\$ 997	\$ 5,755	\$ 6,752
State	125,511	6,350	131,861
Local	129,670	20,000	149,670
Accounts	<u>25,078</u>	<u>-</u>	<u>25,078</u>
Total Receivables	<u>\$ 281,256</u>	<u>\$ 32,105</u>	<u>\$ 313,361</u>

6. INTERFUND RECEIVABLES/PAYABLES

Individual balances due from/to other funds in the fund financial statements at June 30, 2019 are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 47,784	\$ -
Special Revenue Funds	<u>-</u>	<u>47,784</u>
Total	<u>\$ 47,784</u>	<u>\$ 47,784</u>

The purpose of these due from/to other funds is for reimbursement of funds advanced for expenditure driven grants.

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7. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2019 are as follows:

	Furniture & Fixtures	Vehicles	Weapons & Equipment	Land & Buildings	Totals
Cost of capital assets, June 30, 2018	\$ 166,681	\$ 1,719,998	\$ 2,029,618	\$ 2,817,800	\$ 6,734,097
Additions	-	252,046	133,850	-	385,896
Deletions	-	282,120	630	-	282,750
Cost of capital assets, June 30, 2019	166,681	1,689,924	2,162,838	2,817,800	6,837,243
Accumulated depreciation, June 30, 2018	159,319	1,368,313	1,761,586	689,177	3,978,395
Additions	3,638	147,870	75,121	69,398	296,027
Deletions	-	273,723	630	-	274,353
Accumulated depreciation, June 30, 2019	162,957	1,242,460	1,836,077	758,575	4,000,069
Capital assets net of accumulated depreciation, at June 30, 2019	\$ 3,724	\$ 447,464	\$ 326,761	\$ 2,059,225	\$ 2,837,174

Depreciation expense of \$296,027 for the year ended June 30, 2019 was charged to the general governmental activities.

8. ACCOUNTS AND SALARIES PAYABLE

The payables of \$653,077 at June 30, 2019 are as follows:

	General Fund	Special Revenue Funds	Debt Service Fund	Totals
Accounts payable	\$ 168,500	\$ 3,320	\$ -	\$ 171,820
Salaries & W/H payable	145,399	-	-	145,399
Compensated absences	335,858	-	-	335,858
Total	\$ 649,757	\$ 3,320	\$ -	653,077

9. PENSION PLAN

Plan Description. Substantially all full-time employees of the West Feliciana Parish Sheriff's office are members of the Louisiana Sheriffs Pension and Relief Fund (SPRF), a cost-sharing, multiple-employer defined benefit pension plan administered by SPRF, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability, and survivor benefits to sheriff and deputy sheriff members throughout the State of Louisiana. The SPRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the SPRF, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802 or by calling (225) 219-0500.

Funding Policy. Plan members are required by state statute to contribute 10.25 percent of their annual covered salary and the West Feliciana Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 12.25 percent of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes, which are recognized as employer contributions and considered support from non-employer contributing entities. The contribution requirements of plan members

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and the West Feliciana Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Feliciana Parish Sheriff's contributions to the System for the years ending June 30, 2019, 2018, and 2017, were \$399,308, \$387,158, and \$402,794, respectively, equal to the required contributions for each year.

Benefits Provided: The following is a description of the plan and its benefits and is provided for general 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 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 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.

Deferred Benefits: The Fund does not 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.

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

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

Contributions: According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2018, the actual employer contribution rate was 12.75% with an additional 0% allocated from the Funding Deposit Account. For the year ended June 30, 2018, the actuarially determined employer contribution rate was 9.53%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective. In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The amount of non-employer contributions recognized as revenue in the government-wide governmental activities statement of activities was \$180,113 and excluded from pension expense for the year ended June 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2019, the sheriff reported a liability of \$1,691,774 for its proportionate share of net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension 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 sheriffs, actuarially determined. At June 30, 2018, the sheriff's proportion was 0.441181%, which was an increase of 0.002301% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the sheriff recognized pension expense of \$371,567. At June 30, 2019, the sheriff recognized deferred outflows of resources and deferred inflows of resources related to pensions from the following:

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	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 474,908
Changes of assumptions	500,112	-
Net difference between projected and actual earnings on pension plan investments	-	100,429
Changes in proportion and differences between sheriff contributions and proportionate share of contributions	7,968	87,998
Sheriff contributions subsequent to the measurement date	<u>399,308</u>	<u>-</u>
 Total	 <u>\$ 907,388</u>	 <u>\$ 663,335</u>

The \$399,308 reported as deferred outflows of resources relating to pensions resulting from the sheriff contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2020	\$ 69,094
2021	(15,575)
2022	(188,392)
2023	(30,511)
2024	10,129
Thereafter	<u>0</u>
Total	<u>\$(155,255)</u>

Actuarial assumptions. The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method:	Entry Age Normal Method
Investment Rate of Return:	7.25%, net of investment expense
Projected Salary increases:	5.5% (2.60% inflation, 2.90% merit)
Mortality Rates:	RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Table for active members, healthy annuitants, & beneficiaries RP-2000 Disabled Lives Mortality Table for disabled annuitants
Expected Remaining Service lives:	6 years
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 of potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

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

The long term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by

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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, 2018 are summarized in the following table:

<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	62%	6.9%	4.3%
Bonds	23	3.2	0.7
Alternative Investments	<u>15</u>	4.5	<u>0.7</u>
Totals	100%		5.7%
Inflation			<u>2.5%</u>
Expected Arithmetic Nominal Return			<u>8.2%</u>

Discount Rate. The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that conditions 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 the Public Retirement Systems' Actuarial Committee taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate. The following presents the sheriff's proportionate share of the net pension liability calculated using the discount rate of 7.25%, as well as what the sheriff's net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

	1% Decrease	Discount Rate	1% Increase
	<u>6.25%</u>	<u>7.25</u>	<u>8.25%</u>
Sheriff's proportionate share of the net pension liability	\$3,828,711	\$1,691,774	(107,282)

10. DEFERRED COMPENSATION PLAN

Employees of the Sheriff may participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. The sheriff's office has agreed to contribute a matching amount on a dollar for dollar basis of the employee's deferral up to a maximum of 4% of gross wages. Contributions made by the Sheriff's office for the year ending June 30, 2019, 2018, and 2017, were \$30,818, \$19,122, and \$18,467 respectively. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

11. POST-EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

General Information about the OPEB Plan

Plan Description - The West Feliciana Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The West Feliciana 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 GASB Codification Section P52, *Postemployment Benefits Other Than Pensions-Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria-Defined Benefit*.

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Benefits Provided – Medical/dental and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for eligible retirees and spouses. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 15 years of service.

Life insurance coverage is continued to eligible (age 55 and 15 years of service) retirees and spouses by election and the employer pays for 100% of the cost. However, the rates are based on the blended active/retired rate and there is thus an implied subsidy. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70.

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

Inactive employees or beneficiaries currently receiving benefit payments	14
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>67</u>
	<u>81</u>

Total OPEB Liability

The Sheriff’s total OPEB liability of \$7,180,488 was measured as of June 30, 2019, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%	
Salary increases	3.0%, including inflation	
Discount rate	3.50% (3.62% PY), 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, 2019, the end of the applicable measurement period.

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

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

Changes in the Total OPEB Liability

Balance at June 30, 2018	\$ 5,563,998
Changes for the year:	
Service cost	92,963
Interest	203,099
Differences between expected and actual experience	1,324,876
Changes in assumptions	116,192
Benefit payments and net transfers	<u>(120,640)</u>
Net changes	<u>1,616,490</u>
Balance at June 30, 2019	<u>\$ 7,180,488</u>

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Sensitivity of the total OPEB liability to changes in the discount rate – The following represents 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 one percentage point lower (2.50%) or one percentage point higher (4.50%) than the current discount rate:

	1.0% Decrease (2.50%)	Current Discount (3.50%)	1.0% Increase (4.50%)
Total OPEB Liability	\$ 8,498,751	\$ 7,180,488	\$ 6,137,512

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 one percentage point lower (4.5%) or one percentage point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend Rate (5.5%)	1.0% Increase (6.5%)
Total OPEB Liability	\$ 6,185,476	\$ 7,180,488	\$ 8,427,850

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

For the year ended June 30, 2019, the Sheriff recognized OPEB expense of \$404,546. At June 30, 2019, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,302,398	\$ -
Changes in assumptions	\$ 107,893	\$ -
Total	\$ 1,410,291	\$ -

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

Years ending June 30:	
2020	108,484
2021	108,484
2022	108,484
2023	108,484
2024	108,484
Thereafter	867,871

12. COMPENSATED ABSENCES

At June 30, 2019, employees of the sheriff have accumulated and vested \$335,858 of employee leave benefits, which was computed in accordance with GASB Codification C60. This entire amount is recorded as an obligation of the General Fund.

13. CHANGES IN AGENCY FUND BALANCES

See supplemental information Schedule of Changes in Balances Due to Taxing Bodies and Others.

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14. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the years ended June 30, 2019:

	<u>Bonded Debt</u>	<u>Lease Purchase Agreements</u>	<u>Total</u>
Long-term obligations, June 30, 2018	\$ 448,099	\$ -	\$ 448,099
Additions	-	-	-
Deductions	448,099	-	448,099
Long-term obligations, June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Due to aggressive payments on the bonds, all outstanding debt of the sheriff was paid off during the current year.

15. LEASES

The sheriff has operating leases of the following nature:

Floor mats	@ \$87.32 per month.
Lease of copier at substation	@ \$125.77 per month
Lease of copier at Detention annex	@ \$125.77 per month
Lease of copier at jail	@ \$125.77 per month
Lease of postage meter	@ \$126 per quarter

All operating lease agreements are cancellable upon 30 days advance notice by either party. Rental expenditures of \$6,080 for the year ended June 30, 2019 were paid from the general fund.

16. INTERFUND TRANSFERS

The following interfund transfers were incurred during the year ended June 30, 2019:

<u>Fund</u>	<u>Transfer In From</u>	<u>Transfer Out To</u>
General Fund – Debt Service Fund	-	430,674
Debt Service Fund – General Fund	430,674	-
Total	<u>\$ 430,674</u>	<u>\$ 430,674</u>

Transfers to the debt service fund were to pay current principal and interest expense due on the outstanding bonds.

17. LITIGATION, CLAIMS, AND RISK MANAGEMENT

At June 30, 2019, the sheriff is involved in three lawsuits and no unasserted claims. In the opinion of the sheriff's legal counsel, the ultimate resolution of these claims would not materially affect the financial statements. However, the ultimate outcome of these matters cannot presently be determined and no provision for any liability that may result from such claims has been made in the financial statements. The cost of litigation and claims incurred during the current year was \$0. The sheriff manages its risk from losses by purchasing commercial insurance coverage. Of the above lawsuits, legal counsel indicates all are covered by the

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sheriff's insurance policies with no decrease in coverage amounts from the prior year.

**18. EXPENDITURES OF THE SHERIFF'S OFFICE
PAID BY THE PARISH GOVERNMENT**

Certain operating expenditures of the sheriff's office are paid by the parish government and are not included in the accompanying financial statements. These expenditures are summarized as follows:

<u>Description</u>
1. Maintenance of jail
2. Various utilities

19. ON-BEHALF PAYMENTS

A portion of the salaries of the sheriff's deputies are paid through a supplement from the state. These payments provide the deputies of the sheriff's office with an additional \$500 per month, which is added to their base salary. For the year ended June 30, 2019, \$183,272 was received from the state and is included in revenues under state supplemental pay and in expenses under personal services and related benefits on the combined statement of revenue, expenditures, and changes in fund balance.

20. EX-OFFICIO TAX COLLECTOR

The amount of cash on hand at fiscal year end was \$58,335. The unsettled balance of the tax collector fund at June 30, 2019 consisted of collection of current and prior year taxes not settled by the end of the current fiscal year.

The tax collector has collected and disbursed the following taxes and fees for the year ended June 30, 2019, by taxing body as follows:

AD VALOREM TAXES			TAX ORDER	TOTAL			AMOUNT
TAXING AREA\TAX DESCRIPTION	MILLAGE	AMOUNT ASSESSED	CHANGES & WAIVERS	TAXES COLLECTIBLE	TAXES COLLECTED	NOT COLLECTED	
WEST FELICIANA PARISH:							
Parish General Fund	3.57	\$1,293,105.43	\$(5,619.27)	\$1,287,486.16	\$1,287,486.16	\$	-
Parish Improvement Fund	8.89	3,220,074.18	(13,992.99)	3,206,081.19	3,206,081.19		-
Parish Communications District	2.00	724,424.57	(3,148.02)	721,276.55	721,276.55		-
Parish Hospital District	.50	181,110.27	(787.04)	180,323.23	180,323.23		-
Parish Health Unit	1.00	362,215.29	(1,574.06)	360,641.23	360,641.23		-
Parish Fire Protection District	6.00	2,039,733.99	(6,923.14)	2,032,810.85	2,032,810.85		-
Parish Library - Bonds	.666	241,238.56	(1,060.13)	240,178.43	240,178.43		-
Parish Library	1.50	543,322.51	(2,361.08)	540,961.43	540,961.43		-
Parish Assessor's Salary & Expense Fund	2.25	814,994.05	(3,541.66)	811,452.39	811,452.39		-
Parish Law Enforcement	8.43	3,053,454.10	(13,266.41)	3,040,187.69	3,040,187.69		-
Special Parish Law Enforcement	5.77	2,089,970.46	(9,080.32)	2,080,890.14	2,080,890.14		-
Total for the Parish	40.576	14,563,643.41	(61,354.12)	14,502,289.29	14,502,289.29		-
W. F. PARISH SCHOOL DISTRICT:							
General Fund (School Board)	3.75	1,358,314.02	(5,902.67)	1,352,411.35	1,352,411.35		-
Property Tax (School Board)	14.75	5,342,646.93	(23,216.76)	5,319,430.17	5,319,430.17		-
School Constitutional	4.46	1,615,468.75	(7,020.01)	1,608,448.74	1,608,448.74		-
Consolidated School District 1	11.00	3,984,337.20	(17,314.13)	3,967,023.07	3,967,023.07		-
Total for WF Parish School District	33.96	12,300,766.90	(53,453.57)	12,247,313.33	12,247,313.33		-

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

OTHER:

State Forestry Tax	80.00	13,919.20	38.12	13,957.32	13,957.32	-
LTC Assessment District 1	0.40	106,744.74	-	106,744.74	106,744.74	-
LTC Assessment District 2	0.30	166.94	-	166.94	166.94	-
Total Other	80.70	120,830.88	38.12	120,869.00	120,869.00	-
TOTAL AD-VALOREM TAXES	155.236	\$26,985,241.19	\$(114,769.57)	\$26,870,471.62	\$26,870,471.62	\$ -

Occupational license taxes collected and remitted to the Parish Government for the current year consisted of:

TAXING AREA/TAX DESCRIPTION	AMOUNT COLLECTED	COLLECTION COST	AMOUNT DISBURSED
West Feliciana Parish	\$ 165,407	\$ (24,811)	\$ 140,596

State Revenue Sharing taxes collected and remitted to the various bodies for the current year consisted of:

TAXING AREA/TAX DESCRIPTION	AMOUNT COLLECTED	AMOUNT DISBURSED
Parish General Fund	\$ 45,610	\$ 45,610
Parish Library	14,180	14,180
Parish Health Unit	10,219	10,219
Parish Hospital	5,887	5,887
Parish School- Construction	56,972	56,972
Parish Sheriff	112,979	112,979
Parish Assessment District	28,749	28,749
Parish Assessor Retirement System	339	339
Parish Clerk Retirement System	339	339
Parish District Attorney Retirement System	271	271
Parish Municipal Employee Retirement System	339	339
Parish Parochial Employee Retirement System	339	339
Parish Register of Voters Retirement System	85	85
Parish Sheriff Retirement System	679	679
Parish Teachers Retirement System	1,357	1,357
Total State Revenue Sharing Taxes	<u>\$278,344</u>	<u>\$278,344</u>

21. FEDERAL FINANCIAL ASSISTANCE

The sheriff participates in the following federal financial assistance programs:

<u>Federal Grantor/ Pass-Through Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass Through Grantor's Number</u>	<u>Expenditures</u>
United States Department of Justice Passed through the Louisiana Commission on Law Enforcement:			
Edward Byrne Memorial Justice Assistance Grant (Criminal Patrols)	16.738	4758	463
Violence Against Women Formula Grants (Combination Investigation – VAWA)	16.588	4249 4755	6,434 5,753

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Notes to the Financial Statements

Federal Grantor/ Pass-Through Grantor/ <u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass Through Grantor's Number</u>	<u>Expenditures</u>
Direct Grants:			
Bullet Proof Vest Partnership Act	16.607	N/A	<u>2,592</u>
Total United States Department of Justice			<u>15,242</u>
United States Department of Homeland Security			
Passed through La. Governor's Office – Office of Homeland Security & Emergency Preparedness:			
State Homeland Security Program (SHSP Grant Funds)	97.067	EMW17SS00058S01 EMW18SS00016S01	4,421 <u>18,720</u>
Emergency Management Performance Grants	97.042	EMT18EP00003S01	<u>26,176</u>
Total United States Department of Homeland Security			<u>49,317</u>
United States Department of Health & Human Services			
Passed through La. Office of Public Health			
Public Health Emergency Preparedness (PHEP) (City Readiness Initiative)	93-074	LAGV:2000372465	13,012
United States Department of Transportation			
Passed through La. Dept of Public Safety – La. Hwy Safety Commission – Highway Planning & Construction Grant (2019 Special Enforcement Waves)			
	20.205	2019-35-60	1,495
Total Federal Program Expenditures			<u>\$ 79,066</u>

22. SUBSEQUENT EVENTS

Management has performed an evaluation of the Sheriff's activities through October 22, 2019, and has concluded that there are no significant subsequent events requiring recognition or disclosure through the date and time these financial statements were available to be issued on October 22, 2019.

REQUIRED SUPPLEMENTARY INFORMATION

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
GENERAL FUND

BUDGETARY COMPARISON SCHEDULE
6/30/2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE
	ORIGINAL	FINAL		WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)
REVENUES				
Ad valorem taxes	\$ 3,980,000	\$ 5,038,971	\$ 5,056,806	\$ 17,835
Intergovernmental revenues:				
Federal grants	-	-	-	-
State grants:				
State revenue sharing	100,000	112,980	112,979	(1)
State supplemental pay	180,000	183,272	183,272	-
Miscellaneous	4,200	5,037	5,037	-
Local	644,000	614,965	616,695	1,730
Fees, charges, and commissions for services:				
Commissions on licenses, etc.	18,000	60,989	76,972	15,983
Civil and criminal fees	75,000	103,211	96,134	(7,077)
Court attendance	2,500	3,876	3,842	(34)
Feeding, transporting, and keeping prisoners	1,448,600	1,134,607	1,145,859	11,252
Other	5,000	9,000	9,500	500
Interest	30,000	72,258	96,483	24,225
Miscellaneous	280,700	341,509	332,808	(8,701)
Total revenues	6,768,000	7,680,675	7,736,387	55,712
EXPENDITURES				
Public safety:				
Personal services and related benefits	4,868,058	4,977,995	5,003,100	(25,105)
Operating services	1,570,600	1,346,208	1,349,617	(3,409)
Material and supplies	139,700	115,446	111,887	3,559
Travel and other charges	39,000	30,448	25,544	4,904
Capital outlay	225,725	342,930	339,481	3,449
Miscellaneous	18,700	26,249	25,617	632
Total expenditures	6,861,783	6,839,276	6,855,246	(15,970)
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	\$ (93,783)	\$ 841,399	\$ 881,141	\$ 39,742
OTHER FINANCING SOURCES (Uses)				
Sale of equipment	-	-	15,964	15,964
Operating transfers in	-	430,674	-	(430,674)
Operating transfers out	(212,040)	(430,674)	(430,674)	-
Total other financing sources (uses)	(212,040)	-	(414,710)	(414,710)
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(305,823)	841,399	466,431	(374,968)
FUND BALANCE AT BEGINNING OF YEAR	5,002,709	5,130,177	5,130,177	-
FUND BALANCE AT END OF YEAR	\$ 4,696,886	\$ 5,971,576	\$ 5,596,608	\$ (374,969)

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
HOMELAND SECURITY

BUDGETARY COMPARISON SCHEDULE
6/30/2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)
	ORIGINAL	FINAL		
REVENUES				
Intergovernmental revenues:				
Federal grants	\$ 67,000	\$ 62,330	\$ 62,329	\$ (1)
State grants:				
Miscellaneous	-	-	-	-
Local grants	40,000	40,000	40,000	-
Interest	40	47	47	-
Miscellaneous	-	-	-	-
Total revenues	<u>107,040</u>	<u>102,377</u>	<u>102,376</u>	<u>(1)</u>
EXPENDITURES				
Public safety:				
Personal services and related benefits	60,000	81,031	81,030	1
Operating services	9,150	11,867	11,775	92
Material and supplies	7,000	3,396	3,484	(88)
Travel and other charges	650	675	645	30
Capital outlay	38,500	43,823	43,823	-
Miscellaneous	-	-	-	-
Total expenditures	<u>115,300</u>	<u>140,792</u>	<u>140,757</u>	<u>35</u>
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	\$ (8,260)	\$ (38,415)	\$ (38,381)	\$ 34
OTHER FINANCING SOURCES (Uses)				
Sale of Equipment	-	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(8,260)	(38,415)	(38,381)	34
FUND BALANCE AT BEGINNING OF YEAR	<u>252,517</u>	<u>248,212</u>	<u>248,212</u>	-
FUND BALANCE AT END OF YEAR	<u>\$ 244,257</u>	<u>\$ 209,797</u>	<u>\$ 209,831</u>	<u>\$ 34</u>

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
OTHER GRANTS

BUDGETARY COMPARISON SCHEDULE
6/30/2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)
	ORIGINAL	FINAL		
REVENUES				
Intergovernmental revenues:				
Federal grants	\$ 13,812	\$ 19,408	\$ 16,737	\$ (2,671)
State grants:				
Miscellaneous	109,600	101,494	96,094	(5,400)
Local grants	-	-	-	-
Interest	-	-	-	-
Miscellaneous	27,000	16,412	19,703	3,291
Total revenues	<u>150,412</u>	<u>137,314</u>	<u>132,534</u>	<u>(4,780)</u>
EXPENDITURES				
Public safety:				
Personal services and related benefits	34,800	18,932	21,025	(2,093)
Operating services	58,250	69,034	65,959	3,075
Material and supplies	14,500	10,017	9,226	791
Travel and other charges	6,500	381	587	(206)
Capital outlay	-	-	2,592	(2,592)
Miscellaneous	-	-	-	-
Total expenditures	<u>114,050</u>	<u>98,364</u>	<u>99,389</u>	<u>(1,025)</u>
EXCESS(Deficiency) OF REVENUES OVER EXPENDITURES	\$ 36,362	\$ 38,950	\$ 33,145	\$ (5,805)
OTHER FINANCING SOURCES (Uses)				
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	36,362	38,950	33,145	(5,805)
FUND BALANCE AT BEGINNING OF YEAR	<u>299,624</u>	<u>295,677</u>	<u>295,677</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u><u>\$ 335,986</u></u>	<u><u>\$ 334,627</u></u>	<u><u>\$ 328,822</u></u>	<u><u>\$ (5,805)</u></u>

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>2018</u>	<u>2019</u>
Service cost	\$ 95,076	\$ 92,963
Interest	195,466	203,099
Changes of benefit terms	-	-
Differences between expected & actual experience	83,257	1,324,876
Changes of assumptions	-	116,192
Benefit payments	<u>(114,351)</u>	<u>(120,640)</u>
Net change in total OPEB liability	259,448	1,616,490
Total OPEB liability – beginning	<u>5,304,550</u>	<u>5,563,998</u>
Total OPEB liability – ending	\$ <u>5,563,998</u>	\$ <u>7,180,488</u>
Net OPEB liability	\$ <u>5,563,998</u>	\$ <u>7,180,488</u>
Covered employee payroll	\$ 3,036,533	\$ 3,259,654
Net OPEB liability as a percentage of covered employee payroll	183.24%	220.28%
Fiduciary Net Position	\$ -0-	\$ -0-
Funded Ratio	0%	0%

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

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF SHERIFF'S PROPORTIONATE SHARE OF NET PENSION LIABILITY
SHERIFF'S PENSION & RELIEF FUND**

JUNE 30, 2019

Fiscal Year Ended June 30:	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Sheriff's proportion of the net pension liability (asset)	.441181%	.438880%	.440135%	.457305%	.472878%	.473943%	Unavailable	Unavailable	Unavailable	Unavailable
Sheriff's proportionate share of the net pension liability (asset)	\$1,691,774	\$1,900,470	\$2,793,491	\$2,038,445	\$1,872,599	\$3,176,340	Unavailable	Unavailable	Unavailable	Unavailable
Sheriff's covered-employee payroll	\$3,036,533	\$3,038,228	\$3,005,906	\$3,032,011	\$3,043,422	\$3,030,859	\$3,217,188	\$2,924,939	\$3,114,049	\$3,011,442
Sheriff's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	55.71%	62.55%	92.93%	67.23%	61.53%	104.80%	Unavailable	Unavailable	Unavailable	Unavailable
Plan fiduciary net position as a percentage of the total pension liability	90.41%	88.49%	82.10%	86.61%	87.34%	77.22%	Unavailable	Unavailable	Unavailable	Unavailable

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF SHERIFF'S CONTRIBUTIONS
SHERIFF'S PENSION & RELIEF FUND**

JUNE 30, 2019

Fiscal Year Ended June 30:	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Contractually required contribution	\$399,308	\$387,158	\$402,565	\$413,313	\$432,061	\$422,731	\$401,589	\$402,148	\$350,993	\$342,545
Contributions in relation to the contractually required contribution	<u>(399,308)</u>	<u>(387,158)</u>	<u>(402,565)</u>	<u>(413,313)</u>	<u>(432,061)</u>	<u>(422,731)</u>	<u>(401,589)</u>	<u>(402,148)</u>	<u>(350,993)</u>	<u>(342,545)</u>
Contribution deficiency (excess)	<u>\$ -</u>									
Sheriff's covered-employee payroll	\$3,259,654	\$3,036,533	\$3,038,228	\$3,005,906	\$3,032,011	\$3,043,422	\$3,030,859	\$3,217,188	\$2,924,939	\$3,114,049
Contribution as a percentage of covered-employee payroll	12.25%	12.75%	13.25%	13.75%	14.25%	13.89%	13.25%	12.50%	12.00%	11.00%

**WEST FELICIANA PARISH SHERIFF
ST. FRANCISVILLE, LOUISIANA**

**Notes to Required Supplementary Information
For the Year Ended June 30, 2019**

OPEB Plan

Changes in Benefit Terms – There were no changes of benefit terms for the year ended June 30, 2019.

Changes of Assumptions – The discount rate was changed from 3.62% to 3.50% for the year ended June 30, 2019.

Assets – There are no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

Sheriff Pension & Relief Fund

Changes in Assumptions or Other Inputs. Changes in 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.

Changes in Proportion. Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

SUPPLEMENTAL INFORMATION SCHEDULES

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2018**

NONMAJOR GOVERNMENTAL FUNDS

DEBT SERVICE FUND

Debt service funds are used to accumulate monies for the repayment of the principal and interest on outstanding certificate of indebtedness or bonds of the governmental unit.

LAW ENFORCEMENT DISTRICT

To accumulate monies for the repayment of principal and interest on the Certificate of Indebtedness, Series 2006 of the Law Enforcement District of the Parish of West Feliciana. These funds were used to construct a 140 bed minimum security work release center, a center expansion, and other support facilities. These certificates mature September 2027, with early payoff allowed, at a current interest rate of 1.35%. These bonds were paid off during the current fiscal year.

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Combining Balance Sheet - Nonmajor Governmental Funds

6/30/2019

		<u>DEBT SERVICE FUND</u>
		<u>LAW ENFORCEMENT DISTRICT</u>
ASSETS AND OTHER DEBITS		
Assets:		
Cash and cash equivalents	\$	-
Investments		-
Receivables		-
Due from other funds		-
Prepaid assets		-
		<hr/>
TOTAL ASSETS AND OTHER DEBITS	\$	-
		<hr/> <hr/>
LIABILITIES, EQUITY, AND OTHER CREDITS		
Liabilities:		
Accounts and salaries payable	\$	-
Due to other funds		-
		<hr/>
Total Liabilities		-
		<hr/>
Equity and Other Credits:		
Fund balances		
Nonspendable for prepaids		-
Restricted		-
Unassigned		-
		<hr/>
Total Equity and Other Credits		-
		<hr/>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$	-
		<hr/> <hr/>

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances-
Nonmajor Governmental Funds**

6/30/2019

	DEBT SERVICE FUND
	LAW ENFORCEMENT DISTRICT
REVENUES	
Intergovernmental revenues:	
Federal grants	\$ -
State grants	-
Local	-
Interest earnings	-
Miscellaneous	-
Total revenues	-
EXPENDITURES	
Public safety:	
Personal services and related benefits	-
Operating services	-
Materials & supplies	-
Travel & other charges	-
Capital outlay	-
Debt service	450,271
Miscellaneous	-
Total expenditures	450,271
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(450,271)
OTHER FINANCING SOURCES (Uses)	
Sale of Equipment	-
Operating transfers in	430,674
Operating transfers out	-
Total other financing sources (uses)	430,674
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(19,597)
FUND BALANCE AT BEGINNING OF YEAR	19,597
FUND BALANCE AT END OF YEAR	\$ -

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2018**

FIDUCIARY FUND TYPE - AGENCY FUNDS

SHERIFF'S FUND

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments. It also accounts for collections of cash bonds, fines and costs, bail bonds, parish licenses, forfeitures, with payment of these collections to the 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.

CANTEEN FUND

Vending machines of cokes, candy, and cigarettes in jail for use by prisoners, create a profit from sales and commissions. These funds are used to benefit various recreation needs of prisoners.

WITNESS SUBPOENA FUND

This Fund is to account for the reimbursements from the West Feliciana Parish Government for payment to off duty deputies for testifying in court proceedings involving judicial matters. Funds are reimbursed to the sheriff who in turn makes payments to deputies who testify on the judicial matters.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS**

6/30/2019

	SHERIFF'S FUND	TAX COLLECTOR FUND	CANTEEN FUND	WITNESS SUBPOENA FUND	TOTAL
ASSETS					
Cash and cash equivalents	\$ 180,493	\$ 58,335	\$ 84,834	\$ 93	\$ 323,755
Due from other governmental units	-	-	-	200	200
TOTAL ASSETS	\$ 180,493	\$ 58,335	\$ 84,834	\$ 293	\$ 323,955
LIABILITIES					
Due to taxing bodies and others	\$ 180,493	\$ 58,335	\$ 84,834	\$ 293	\$ 323,955
TOTAL LIABILITIES	\$ 180,493	\$ 58,335	\$ 84,834	\$ 293	\$ 323,955

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

Schedule of Changes in Balance Due
to Taxing Bodies and Others
6/30/2019

	SHERIFF'S FUND	TAX COLLECTOR FUND	CANTEEN FUND	WITNESS SUBPOENA FUND	TOTAL
BALANCES AT BEGINNING OF YEAR	\$ 527,106	\$ 29,967	\$ 83,488	\$ 243	\$ 640,804
ADDITIONS					
Deposits:					
Sheriff's Sales	\$ 52,789	\$ -	\$ -	\$ -	\$ 52,789
Cash bonds	150,000	-	-	-	150,000
Garnishments	123,795	-	-	-	123,795
Bail bonds	58,295	-	-	-	58,295
Parish licenses	165,407	-	-	-	165,407
Forfeitures & fines	403,412	-	-	-	403,412
Other deposits	52,236	-	60,360	1,850	114,446
Taxes, fees, etc., paid to tax collector	-	27,200,332	-	-	27,200,332
Interest	-	4,350	-	-	4,350
Total additions	<u>\$ 1,005,934</u>	<u>\$ 27,204,682</u>	<u>\$ 60,360</u>	<u>\$ 1,850</u>	<u>\$ 28,272,826</u>
Total	\$ 1,533,040	\$ 27,234,649	\$ 143,848	\$ 2,093	\$ 28,913,630
REDUCTIONS					
Taxes, fees, etc., distributed to taxing bodies and others	\$ -	\$ 27,176,314	\$ -	\$ -	\$ 27,176,314
Deposits settled to:					
Sheriff's General Fund	178,802	-	-	-	178,802
Parish government	235,731	-	-	-	235,731
District attorney	71,569	-	-	-	71,569
Indigent defender board	89,757	-	-	-	89,757
Criminal court fund	120,820	-	-	-	120,820
Clerk of court	44,074	-	-	-	44,074
Litigants	48,500	-	-	-	48,500
Attorneys, appraisers, etc.	117,174	-	-	-	117,174
Other settlements	446,120	-	-	-	446,120
Other reductions:					
Purchases - merchandise	-	-	59,014	1,800	60,814
Total reductions	<u>\$ 1,352,547</u>	<u>\$ 27,176,314</u>	<u>\$ 59,014</u>	<u>\$ 1,800</u>	<u>\$ 28,589,675</u>
BALANCES AT END OF YEAR	<u>\$ 180,493</u>	<u>\$ 58,335</u>	<u>\$ 84,834</u>	<u>\$ 293</u>	<u>\$ 323,955</u>

WEST FELICIANA PARISH SHERIFF
(As Ex-officio Parish Tax Collector)
St. Francisville, Louisiana

TAX COLLECTOR AGENCY FUND
Affidavit

For the Year Ended June 30, 2019

AFFIDAVIT (Required by R.S. 24:513(B))
STATE OF LOUISIANA
PARISH OF WEST FELICIANA

J. Austin Daniel, Sheriff of West Feliciana Parish

BEFORE ME, the undersigned authority, personally came and appeared, J. Austin Daniel, the sheriff of West Feliciana Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$58,334.59 is the amount of cash on hand in the tax collector account on June 30, 2019;

He further deposed and said:

All itemized statements of the amount of taxes collected for the tax year from July 1, 2018 to June 30, 2019, by taxing authority, are true and correct.

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



Signature
Sheriff of West Feliciana Parish

SWORN to and subscribed before me, Notary, this 21st day of OCTOBER 20 19, in my office in ST. FRANCISVILLE, Louisiana.



(Signature)
BARBARA B. BONAWIT (Print), # 63267
Notary Public
THROBHT 07/01/2020 (Commission)

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana

Schedule of Compensation, Benefits, and
Other Payments to Agency Head

6/30/2019

Agency Head: J. Austin Daniel, Sheriff

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$ 160,337
Benefits - insurance	20,100
Benefits - retirement	21,186
Benefits - LSA liability insurance	1,020
Per diem	258
Travel	802
Registration fees	335
Conference travel	1,146
Travel - fuel	2,074
Cell phone	710
Dues	13,361
	<hr/>
Total expenditures	<u>\$ 221,329</u>

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

**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***

A report on compliance with laws and regulations and on internal controls over financial reporting as required by *Government Auditing Standards*, issued by the Comptroller General of the United States. This report is based solely on the audit of the financial statements and includes, where appropriate, any deficiencies and/or material weaknesses in internal control or compliance and other matters that would be material to the presented financial statements.

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

Honorable J. Austin Daniel
West Feliciana Parish Sheriff
P.O. Drawer 1844
St. Francisville, Louisiana 70775

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 West Feliciana Parish Sheriff, St. Francisville, Louisiana, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the West Feliciana Parish Sheriff's basic financial statements and have issued our report thereon dated October 22, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the West Feliciana 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 West Feliciana Parish Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the West Feliciana 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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

A handwritten signature in blue ink that reads "Major, Morrison & David". The signature is written in a cursive, flowing style.

Major, Morrison & David
New Roads, Louisiana
October 22, 2019

WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana
Schedule of Findings and Responses
For the Year Ended June 30, 2019

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness (es) identified?	___yes <u>X</u> no
Deficiency(s) in internal control identified not considered to be material weaknesses?	___yes <u>X</u> none reported
Noncompliance material to financial statements noted?	___yes <u>X</u> no

SECTION II - FINANCIAL STATEMENT FINDINGS

There were no current year findings.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2019**

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
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Section I – Internal Control and Compliance Material to the Financial Statements:

There were no matters reported.

Section II – Internal Control and Compliance Material to Federal Awards:

There were no matters reported.

Section III – Management Letter

No management letter was issued.

**WEST FELICIANA PARISH SHERIFF
St. Francisville, Louisiana**

**Corrective Action Plan for
Current Year Audit Findings
For the Year Ended June 30, 2019**

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completed</u>
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Section I – Internal Control and Compliance Material to the Financial Statements:

No current year findings.

Section II – Internal Control and Compliance Material to Federal Awards:

Not applicable.

Section III – Management Letter

No management letter issued.

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

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

To the Management of the West Feliciana Parish Sheriff &
The Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the management of the West Feliciana Parish Sheriff and the Legislative Auditor, State of Louisiana (LLA), on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. Management of the West Feliciana Parish Sheriff 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

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
Written policies and procedures were obtained and address the functions noted above.
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
Written policies and procedures were obtained and address the functions noted above.
 - c) **Disbursements**, including processing, reviewing, and approving
Written policies and procedures were obtained and address the functions noted above.
 - 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).
Written policies and procedures were obtained and address the functions noted above.
 - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
Written policies and procedures were obtained and address the functions noted above.

- 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
Written policies and procedures were obtained and address the functions noted above.
- 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).
Written policies and procedures were obtained and address the functions noted above.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
Written policies and procedures were obtained and address the functions noted above.
- 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.
Written policies and procedures were obtained and address the functions noted above.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Written policies and procedures were obtained and address the functions noted above.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
Written policies and procedures were obtained and address the functions noted above.

Board (or Finance Committee, if applicable)

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
Not applicable
 - 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.
Not applicable
 - 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.
Not applicable

Bank Reconciliations

Bank reconciliation procedures were not tested at June 30, 2019 (Year 3) due to the fact that there were no exceptions noted in prior years (Year 1 & Year 2).

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 the selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Collections (excluding EFTs)

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 policies and procedures relating to employee job duties.

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

All employees in the Courthouse use one shared cash drawer.

- 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.

The employee responsible for collecting cash is not responsible for preparing/making bank deposits.

- 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.

The employee responsible for collecting cash is not responsible for posting collection entries to the general ledger.

- 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.

The employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash.

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

All employees who have access to cash are covered by a bond for theft.

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

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

Receipts were sequentially pre-numbered.

- 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 slips.

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

Deposit slip totals agreed with the actual deposits per the bank.

- 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).

Deposits were made within one business day of receipt at the collection location.

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

Deposits per the bank statement agreed to the general ledger.

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

Non-payroll disbursements procedures were not tested at June 30, 2019 (Year 3) due to the fact that there no exceptions noted in prior years (Year 1 & Year 2).

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 is less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g. initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

Credit cards/Debit cards/Fuel Cards/P-Cards were not tested at June 30, 2019 (Year 3) due to the fact that there were no exceptions noted in prior years (Year 1 & Year 2).

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.)]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Travel and Expense Reimbursement

Travel and expense reimbursements were not tested at June 30, 2019 (Year 3) due to the fact that there were no exceptions noted in prior years (Year 1 & Year 2).

14. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation required by written policy (procedure#1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

Contracts were not tested at June 30, 2019 (Year 3) due to the fact that there were no exceptions noted in prior years (Year 1 & Year 2).

- 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 selections source such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel

Payroll and Personnel were not tested at June 30, 2019 (Year 3) due to the fact that there were no exceptions noted in prior years (Year 1 & Year 2).

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 17. Randomly select one pay period during the fiscal period. For the 5 employee/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 employee/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

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

Ethics (excluding nonprofits)

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

Examined the five randomly selected employee's ethics compliance documentation maintained in personnel files with no exceptions.

- 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.

Each employee attested in writing that they have read the entity's ethics policy.

Debt Service

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

Not applicable.

22. Obtain a listing of bond/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.

Obtained listing of outstanding bonds and management's representation that the listing is complete. The bond has no reserve requirements. Payments were made according to the bond agreement.

Other

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

Management represented that no misappropriations occurred during the fiscal period.

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.

The required notice was posted on the sheriff's premises and website.

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.

A handwritten signature in blue ink that reads "Major, Morrison & David". The signature is written in a cursive, flowing style.

Major, Morrison & David
New Roads, Louisiana
October 22, 2019

**WEST FELICIANA PARISH SHERIFF, LOUISIANA
St. Francisville, Louisiana**

**Management's Response to Statewide Agreed-Upon Procedures
For the Year Ended June 30, 2019**

Management's Response to Item:

- 5a. Management has minimized the risk of theft by having the drawer counted on a daily basis by an employee not involved in the collection process.