

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Annual Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
June 30, 2019
With Supplemental Information Schedules

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

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

C O N T E N T S

	<u>Page No.</u>
Independent Auditor's Report	4
Required Supplemental Information (Part I)	
Management's Discussion and Analysis	8
Basic Financial Statements	
	<u>Statement</u> <u>Page No.</u>
Government-Wide Financial Statements:	
Statement of Net Position	A 14
Statement of Activities	B 15
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	C 16
Reconciliation of the Governmental Funds Balance Sheet to The Financial Statement of Net Position	17
Statement of Revenues, Expenditures, and Changes in Fund Balances	D 18
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances to the Statement of Activities	20
Fiduciary - Agency Funds - Statement of Fiduciary Net Assets	E 21
Notes to the Financial Statements	22

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 Contents, June 30, 2019

C O N T E N T S (CONTD.)

	<u>Schedule</u>	<u>Page No.</u>
Required Supplemental Information (Part II):		
Budget Comparison Schedules	1	42
Note to Budgetary Comparison Schedule		45
Employer's Share of Net Pension Liability	2	46
Employer Contributions to Pension	3	47
Other Supplemental Schedules (Part III):		
Affidavit		49
Schedule of Compensation, Benefits and Other Payments to Agency Head	4	50
Special Revenue Fund Types:		
Combining Balance Sheet	5	52
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	6	53
Fiduciary Fund Type - Agency Funds-		
Combining Schedule of Changes in Unsettled Deposits	7	55
Independent Auditor's Report Required by <i>Government Auditing Standards</i> (Part IV):		
Independent Auditor's Report on Compliance and Internal Control over Financial Reporting		59
Schedule of Findings and Questioned Costs	8	61
Summary Schedule of Prior Audit Findings	9	62
Statewide Agreed Upon Procedures		63
Agency Response to Statewide Agreed Upon Procedures		70

Independent Auditor's Report

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, major funds and fiduciary funds of the East Carroll Parish Sheriff, a component unit of the East Carroll Parish Police Jury, as of June 30, 2019, and for the year then ended, 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

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I 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 East Carroll Parish Sheriff'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 East Carroll Parish Sheriff's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the government activities, major funds information and fiduciary fund information of the East Carroll Parish Sheriff as of June 30, 2019, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Independent Auditor's Report,
June 30, 2019

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Employer's share of the Net Pension Liability, and the Schedule of Employer Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the East Carroll Parish Sheriff's office basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head on page 50 and the Sheriff's sworn affidavit presented on page 49 are presented for the purpose of additional analysis and are not a required part of the financial statements.

These schedules 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 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 my opinion, the schedule of compensation, benefits and other payments and the Sheriff's sworn affidavit are fairly stated, in all material respects, in relation to the basic financial statements.


Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued a report dated December 28, 2019, on my consideration of the East Carroll Parish Sheriff's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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 East Carroll Parish Sheriff's internal control over financial reporting and compliance.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Independent Auditor's Report,
June 30, 2019

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated December 28, 2019, on the results of my statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana
December 28, 2019

REQUIRED SUPPLEMENTARY INFORMATION
PART I

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Management's Discussion and Analysis
June 30, 2019

As management of the East Carroll Parish Sheriff, I offer readers of the East Carroll Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the East Carroll Parish Sheriff for the fiscal year ended June 30, 2019. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

This Management Discussion and Analysis document introduces the Sheriff's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Sheriff's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the East Carroll Parish Sheriff's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the East Carroll Parish Sheriff's assets and liabilities, with the difference between the two 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 East Carroll Parish Sheriff is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The East Carroll Parish Sheriff, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the East Carroll Parish Sheriff can be divided into two categories: governmental funds and fiduciary (agency) funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The East Carroll Parish Sheriff adopts an annual appropriated budget for the general fund and the special revenue funds. A budgetary comparison statement is provided for the major funds to demonstrate compliance with these budgets.

Fiduciary funds. Fiduciary (agency) funds are used to account for resources held for the benefit of parties outside the government. Since these resources are not available to support the East Carroll Parish Sheriff's programs, Fiduciary (agency) funds are not reflected in the government-wide financial statement.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information in addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the East Carroll Parish Sheriff's performance.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the East Carroll Parish Sheriff exceeded liabilities by \$9,767,609. East Carroll Parish Sheriff's net position reflects its investment in capital assets (furniture and equipment), less any related debt used to acquire those assets that is still outstanding and reserves for debt service and inventory. These assets are not available for future spending. Although the investment in capital assets is reported net of related debt, the resources needed to repay this debt must be provided from other sources.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the East Carroll Parish Sheriff to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets having been included in the statement of net position.

STATEMENT OF NET POSITION

	2019	2018
ASSETS		
Cash and cash equivalents	\$8,136,762	\$9,210,587
Receivables	1,545,171	1,389,352
Inventory	90,721	62,003
Due from other funds	2,577	2,099
Utility deposit	310	310
Capital assets (net of accumulated depreciation)	14,455,859	14,818,089
TOTAL ASSETS	24,231,400	25,482,440
DEFERRED OUTFLOWS OF RESOURCES		
Pension related	537,777	429,926
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$24,769,177	\$25,912,366
LIABILITIES		
Accounts payable	\$367,101	\$432,847
Salaries payable	51,633	51,545
Withholdings payable	3,344	
Due to other funds		220
Interest payable	61,398	65,677
Deferred revenue - phone commission	1,200,000	2,000,000
Long term liabilities:		
Due within one year	840,000	790,000
Due in more than one year	10,495,000	11,335,000
Deferred issuance costs	(433,886)	(477,274)
Net pension liability	968,421	1,099,573
TOTAL LIABILITIES	13,553,011	15,297,588
DEFERRED INFLOWS OF RESOURCES		
Pension related	1,448,557	1,706,270
NET POSITION		
Invested in capital assets, net of related debt	3,120,859	2,693,089
Reserved for debt service	11,335,000	12,125,000
Reserved for Inventory	90,721	62,003
Unrestricted	(4,778,971)	(5,971,584)
TOTAL NET POSITION	9,767,609	8,908,508
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	\$24,769,177	\$25,912,366

STATEMENT OF ACTIVITIES

	2019	2018
Public safety:		
Personal services	\$2,249,694	\$1,962,983
Operating services	7,207,336	7,568,258
Materials and supplies	1,452,223	1,342,132
Travel	35,811	40,571
Debt service interest and other	831,784	877,700
Depreciation expense	579,007	560,619
Total Program Expenses	<u>12,355,855</u>	<u>12,352,263</u>
Program revenues:		
Commissions on license and taxes	33,862	39,012

Civil and criminal fees	\$95,524	\$111,767
Feeding prisoners	9,899,646	10,283,496
Vending machines, phones, work release	831,364	815,245
Tax notices	12,929	15,255
Bond fees	10,227	11,578
Total program revenues	<u>10,883,552</u>	<u>11,276,353</u>
Net Program Expenses	<u>(1,472,303)</u>	<u>(1,075,910)</u>
General revenues:		
Taxes		
Ad valorem	572,139	555,024
Sales tax	575,930	941,026
Grants and contributions not restricted to specific programs:		
Federal sources	44,813	5,141
State sources:		
State revenue sharing (net)	43,056	43,065
State supplemental pay	118,347	108,500
Other state grants	211,731	216,475
Interest earned	36,094	18,010
Miscellaneous	719,979	726,606
Special item - gain on disposal of assets	<u>9,316</u>	<u>5,909</u>
Change in Net Position	859,102	1,543,846
Net Position - Beginning of year	<u>8,908,507</u>	<u>7,364,662</u>
Net Position - End of year	<u>\$9,767,609</u>	<u>\$8,908,508</u>

Financial Analysis of the Government's Funds

As noted earlier, the East Carroll Parish Sheriff uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2019, combined governmental fund balances of \$8,153,463 shows a decrease of \$26,276 over June 30, 2018. The General Fund's portion of the unreserved, unassigned fund balance of \$1,635,174 shows an increase (of approximately \$119,507) from the prior year amount. The Riverbend Detention Center's portion of the restricted fund balance of \$5,814,668 shows a decrease (of approximately \$59,477) from the prior year amount.

General Fund Budgetary Highlights

There were no budget amendments for the year ended June 30, 2019.

Capital Asset and Debt Administration

Capital assets. The East Carroll Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2019, amounts to \$14,455,859 (net of accumulated depreciation). This investment includes buildings, furniture and equipment. The increase in capital assets for the year was \$218,744 and deletions of \$31,738 for the year.

Long-term debt. The East Carroll Parish Sheriff is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan. The Sheriffs' portion of net pension liability at June 30, 2019 is \$968,421. The liability for the revenue bonds at June 30, 2019 is \$11,335,000.

Requests for Information

This financial report is designed to provide a general overview of the East Carroll Parish Sheriff's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the East Carroll Parish Sheriff, P.O. Box 246, Lake Providence LA 71254.

December 28, 2019

BASIC FINANCIAL STATEMENTS

Statement A**EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana****STATEMENT OF NET POSITION
June 30, 2019****ASSETS**

Cash and cash equivalents	\$8,136,762
Receivables	1,545,171
Due from other funds	2,577
Inventory	90,721
Utility deposit	310
Capital assets (net of accumulated depreciation)	<u>14,455,859</u>
TOTAL ASSETS	<u>24,231,400</u>

DEFERRED OUTFLOW OF RESOURCES

Pension related	<u>537,777</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$24,769,177</u>

LIABILITIES

Accounts payable	\$367,101
Salaries payable	51,633
Withholdings payable	3,344
Interest payable	61,398
Deferred revenue - phone commission	1,200,000
Long term liabilities:	
Due within one year	840,000
Due in more than one year	10,495,000
Deferred issuance costs	(433,886)
Net pension liability	<u>968,421</u>
TOTAL LIABILITIES	<u>13,553,011</u>

DEFERRED INFLOWS OF RESOURCES

Pension related	1,448,557
-----------------	-----------

NET POSITION

Invested in capital assets, net of related debt	3,120,859
Reserved for debt service	11,335,000
Reserved for inventory	90,721
Unrestricted	<u>(4,778,971)</u>
TOTAL NET POSITION	<u>9,767,609</u>

**TOTAL LIABILITIES, DEFERRED INFLOWS OF
RESOURCES AND NET POSITION**

\$24,769,177

The accompanying notes are an integral part of this statement.

Statement B

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
STATEMENT OF ACTIVITIES
June 30, 2019

Public safety:	
Personal services	\$2,249,694
Operating services	7,207,336
Materials and supplies	1,452,223
Travel	35,811
Debt service interest and other	831,784
Depreciation expense	579,007
Total Program Expenses	<u>12,355,855</u>
Program revenues:	
Commissions on licenses and taxes	33,862
Civil and criminal fees	95,524
Feeding prisoners	9,899,646
Vending machines, phones, work release	831,364
Tax notices, etc.	12,929
Bond fees	10,227
Total program revenues	<u>10,883,552</u>
Net Program Expenses	(1,472,303)
General revenues:	
Taxes:	
Ad Valorem	572,139
Sales	575,930
Grants and contributions not restricted to specific programs:	
Federal sources	44,813
State sources:	
State revenue sharing (net)	43,056
State supplemental pay	118,347
Other state grants	211,731
Interest earned	36,094
Miscellaneous	719,979
Special item - gain on disposal of assets	<u>9,316</u>
Change in Net Position	859,102
NET POSITION	
Beginning of year	<u>8,908,507</u>
End of year	<u><u>\$9,767,609</u></u>

The accompanying notes are an integral part of this statement.

Statement C

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2019

	-----Major Funds-----			
	GENERAL FUND	RIVERBEND DETENTION CENTER	OTHER GOVERN- MENTAL FUNDS	TOTAL
ASSETS				
Cash and cash equivalents	\$1,510,177	\$6,034,058	\$592,527	\$8,136,762
Receivables	58,945	1,375,164	111,062	1,545,171
Due from other funds	103,603	2,545	32	106,180
Inventory		90,721		90,721
Utility deposit		310		310
TOTAL ASSETS	<u>\$1,672,725</u>	<u>\$7,502,798</u>	<u>\$703,621</u>	<u>\$9,879,144</u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$3,230	\$363,871		\$367,101
Salaries payable	30,977	20,656		51,633
Withholdings payable	3,344			3,344
Due to other funds		103,603		103,603
Prepaid revenues		1,200,000		1,200,000
Total Liabilities	<u>37,551</u>	<u>1,688,130</u>	<u>NONE</u>	<u>1,725,681</u>
Fund Equity:				
Restricted - public safety		5,814,668		5,814,668
Fund balance - unassigned	1,635,174		\$703,621	2,338,795
Total Fund Equity	<u>1,635,174</u>	<u>5,814,668</u>	<u>703,621</u>	<u>8,153,463</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,672,725</u>	<u>\$7,502,798</u>	<u>\$703,621</u>	<u>\$9,879,144</u>

The accompanying notes are an integral part of this statement.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

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

For the Year Ended June 30, 2019

Total Fund Balances at June 30- Governmental Funds (Statement C)		\$8,153,463
Deferred outflow of resources		537,777
Cost of capital assets at June 30	\$18,005,756	
Less: Accumulated depreciation as of June 30	<u>(3,549,897)</u>	14,455,859
Long term liabilities at June 30, 2019:		
Bonds payable		(11,335,000)
Deferred issuance costs		433,886
Accrued interest payable		(61,398)
Net pension liability		(968,421)
Deferred inflows of resources		<u>(1,448,557)</u>
Net Position at June 30 (Statement A)		<u><u>\$9,767,609</u></u>

The accompanying notes are an integral part of this statement.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
GOVERNMENTAL FUND TYPE

Statement of Revenues, Expenditures, and
Changes in Fund Balance

For the Year Ended June 30, 2019

	-----Major Funds-----			
	GENERAL FUND	RIVERBEND DETENTION CENTER	OTHER GOVERN- MENTAL FUNDS	TOTAL
Taxes :				
Ad valorem	\$572,139			\$572,139
Sales tax	575,930			575,930
Intergovernmental revenues:				
Federal grants	44,813			44,813
State grants:				
Feeding prisoners		\$9,899,646		9,899,646
State revenue sharing (net)	43,056			43,056
State supplemental pay	118,347			118,347
Other state grants	74,657		\$137,074	211,731
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	33,862			33,862
Civil and criminal fees	95,524			95,524
Tax notices, etc.	12,929			12,929
Bond fees	10,227			10,227
Vending machine, phones, work release		831,364		831,364
Use of money and property	1,790	33,079	1,225	36,094
Other revenues	134,731	35,260	446,886	616,877
Total revenues	<u>1,718,005</u>	<u>10,799,349</u>	<u>585,185</u>	<u>13,102,539</u>
EXPENDITURES				
Public safety:				
Current:				
Personal services and related benefits	1,563,213	1,080,096		2,643,309
Operating services	256,344	6,923,804	27,188	7,207,336
Materials and supplies	87,108	1,335,327	29,788	1,452,223
Travel and other charges	32,887	2,924		35,811
Debt service		1,582,675		1,582,675
Capital outlay	70,229	34,000	114,515	218,744
Total expenditures	<u>2,009,781</u>	<u>10,958,826</u>	<u>171,491</u>	<u>13,140,098</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(291,776)</u>	<u>(159,477)</u>	<u>413,694</u>	<u>(37,559)</u>

(Continued)

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL FUND
 Statement of Revenues, Expenditures, and
 Changes in Fund Balance

	-----Major Funds-----			
	GENERAL FUND	RIVERBEND DETENTION CENTER	OTHER GOVERN- MENTAL FUNDS	TOTAL
OTHER FINANCING SOURCE (Use):				
Proceeds from disposal of assets	\$11,283			\$11,283
Transfers in	400,000	\$350,000		750,000
Transfers out		(250,000)	(\$500,000)	(750,000)
Total Other Financing Source (Use)	411,283	100,000	(500,000)	11,283
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	119,507	(59,477)	(86,306)	(26,276)
FUND BALANCE AT BEGINNING OF YEAR	1,515,667	5,874,145	789,927	8,179,739
FUND BALANCE AT END OF YEAR	<u>\$1,635,174</u>	<u>\$5,814,668</u>	<u>\$703,621</u>	<u>\$8,153,463</u>

(Concluded)

The accompanying notes are an integral part of this statement.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Reconciliation of Governmental Funds
Statement of Revenue, Expenditures, and Changes
in Fund Balances to the Statement of Activities

For the Year Ended June 30, 2019

Total net change in fund balances - governmental funds (Statement D)	(\$26,276)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlay in the period.	(360,262)
Governmental funds do not report gain or loss on disposition of assets. In the Statement of Activities, gain on disposition of assets increased when the asset is disposed.	(1,967)
Discounts on bond issues and other costs of issuance are reported as an expenditure in the governmental funds but are carried to the government wide statement of net position and amortized over the life of the bonds. This is the difference between the total deferred costs carried to the statement of net position and the amount amortized for the current year.	(43,389)
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	4,279
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	790,000
Non-employer contributions to pension plan	103,102
Pension expense	<u>393,615</u>
Change in Net Position of governmental activities (Statement B)	<u>\$859,102</u>

The accompanying notes are an integral part of this statement.

Statement E

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 Statement of Fiduciary Net Assets - Agency Funds

June 30, 2019

	<u>TAX COLLECTOR FUND</u>	<u>CONFIS CATED FUNDS</u>	<u>CRIMINAL FUND</u>	<u>CIVIL FUND</u>	<u>ECDC INMATE</u>	<u>RBDC INMATE</u>	<u>TOTAL</u>
ASSETS							
Cash and cash equivalents	<u>\$8,365</u>	<u>\$16,980</u>	<u>\$27,043</u>	<u>\$14,000</u>	<u>\$5,209</u>	<u>\$160,192</u>	<u>\$231,789</u>
TOTAL ASSETS	<u><u>\$8,365</u></u>	<u><u>\$16,980</u></u>	<u><u>\$27,043</u></u>	<u><u>\$14,000</u></u>	<u><u>\$5,209</u></u>	<u><u>\$160,192</u></u>	<u><u>\$231,789</u></u>
LIABILITIES							
Due to other funds					\$32	\$2,545	\$2,577
Due to taxing bodies and others	<u>\$8,365</u>	<u>\$16,980</u>	<u>\$27,043</u>	<u>\$14,000</u>	<u>5,177</u>	<u>157,647</u>	<u>229,212</u>
TOTAL LIABILITIES	<u><u>\$8,365</u></u>	<u><u>\$16,980</u></u>	<u><u>\$27,043</u></u>	<u><u>\$14,000</u></u>	<u><u>\$5,209</u></u>	<u><u>\$160,192</u></u>	<u><u>\$231,789</u></u>

The accompanying notes are an integral part of this statement.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Notes to the Financial Statements
As of and For the Year Ended June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

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

The accompanying financial statements of the East Carroll Parish Sheriff have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. 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.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the East Carroll Parish Police Jury is the financial reporting entity for East Carroll Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the East Carroll Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

EAST CARROLL PARISH SHERIFF

Lake Providence, Louisiana

Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the sheriff's office is located and provides partial funding for equipment, furniture and supplies of the sheriff's office, the sheriff was determined to be a component unit of the East Carroll Parish Police Jury, 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 police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the East Carroll Parish financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The sheriff's basic financial statements include both government-wide (reporting the sheriff as a whole) and fund financial statements (reporting the sheriff's major funds). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the sheriff are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the sheriff, except for fiduciary funds. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position are reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the sheriff's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

Allocation of Indirect Expenses - The sheriff reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the sheriff are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. Fund financial statements report detailed information about the sheriff. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

Governmental Fund Types

General Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the sheriff and is used to account for the operations of the sheriff's office. The various fees and charges due to the sheriff's office are accounted for in this fund. General operating expenditures are paid from this fund.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Special Revenue Funds - The Detention Center Special Revenue Funds, are used to account for the proceeds of specific revenue sources such as grants and state and parish funds for maintaining state and parish prisoners. Those revenues are restricted to expenditures for specified purposes.

Capital Projects Funds - The capital projects funds account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

Fiduciary Fund Type - Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

1. Accrual:

Both governmental and business type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. 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 differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

EAST CARROLL PARISH SHERIFF

Lake Providence, Louisiana

Notes to the Financial Statements (Continued)

Governmental funds and the fiduciary type agency funds 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

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the fiscal year.

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

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the sheriff.

Based on the above criteria, intergovernmental revenue and fees, charges, and commissions for services are treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. SALES TAXES

On November 2, 2004, voters of the parish approved a one per cent sales and use tax which is dedicated for the purpose of drug education, prevention and enforcement, personnel,

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

training and equipment, and other lawful expenses of the operations of the law enforcement district. The tax is for an indefinite period of time.

F. CASH AND CASH EQUIVALENTS

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2019, the sheriff has cash and equivalents (book balances) totaling \$8,368,551 as follows:

Demand deposits	\$8,368,451
Petty cash	<u>100</u>
Total	<u><u>\$8,368,551</u></u>

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Sheriff's name. The Sheriff does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at June 30, 2019, are secured as follows:

Bank balances	<u>\$8,606,249</u>
Federal deposit insurance	\$2,290,914
Pledged securities (uncollateralized)	<u>7,298,175</u>
Total	<u><u>\$9,589,089</u></u>

G. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$1,000 or more for capitalizing capital assets.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the sheriff, 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	20-40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

H. RISK MANAGEMENT

The sheriff is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the sheriff maintains commercial insurance policies covering his automobiles and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2019.

I. VACATION AND SICK LEAVE

Employees will receive one week annual vacation leave for the first year of service and two weeks for the second year of service. A week is defined as the number of days normally worked during the employee's tour of duty. Annual vacation leave does not accrue and cannot be carried forward in the next year. Sick leave accrues at one-half (½) day per month after three months of employment, up to a total of six (6) days per year, with a cap of 12 days. There is no monetary value for accumulated sick leave.

J. PENSION PLANS

The East Carroll Parish Sheriff's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

accordance with the benefit terms. Investments have been reported at fair value within the plan.

K. EQUITY CLASSIFICATIONS

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Sheriff reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Sheriff reduces committed amounts first, followed by assigned amounts and the unassigned amounts.

In the fund financial statements, governmental fund equity is classified as fund balance. The Sheriff adopted GASB Statement 54 for the year ended June 30, 2019. As such, fund balances of the governmental funds are classified as follows:

Nonspendable - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents balances where constraints have been established by parties outside the Sheriff's office or imposed by law through constitutional provisions or enabling legislation.

Committed - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Sheriff's highest level of decision-making authority.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Assigned - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

Unassigned - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$1,635,174. If applicable, the Sheriff would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

L. INTERFUND TRANSACTIONS

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

M. ESTIMATES

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

2. RECEIVABLES

The receivables of \$1,545,171 at June 30, 2019, are as follows:

	General Fund	RB Detention Center	Non Major Funds	Total
<u>Class of receivables:</u>				
Taxes - Sales	\$47,283			\$47,283
Intergovernmental revenues:				
State grants	9,914			9,914

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

		RB		
	General	Detention	Non Major	
Class of receivables:	Fund	Center	Funds	Total
Fees, charges, and commissions for services	\$723	\$1,375,164		\$1,375,887
Other	1,025		\$111,062	112,087
Total	<u>\$58,945</u>	<u>\$1,375,164</u>	<u>\$111,062</u>	<u>\$1,545,171</u>

3. ON-BEHALF PAYMENTS

Certain employees of the East Carroll Parish Sheriff receive supplemental pay from the State. In accordance with GASB Statement No. 24, the Sheriff has recorded revenues and expenditures for these payments in the General Fund. Revenues and expenditures under this arrangement totaled \$118,347.

4. CHANGES IN CAPITAL ASSETS

A summary of changes in buildings and office furnishings and equipment for the year ended June 30, 2019, follows:

	Beginning Balance	Additions	Deletions	Ending Balance
General Fund:				
Weapons	\$26,817			\$26,817
Furniture and equipment	200,756	\$49,670		250,426
Vehicles	837,537	20,559	(\$25,963)	832,133
Sub-total General Fund	1,065,110	70,229	(25,963)	1,109,376
East Carroll Detention Center:				
Buildings	1,533,329			1,533,329
Improvements other than buildings	86,984			86,984
Weapons	11,317			11,317
Furniture and equipment	189,558			189,558
Vehicles	71,684	114,515	(2,500)	183,699
Sub-total ECDC	1,892,872	114,515	(2,500)	2,004,887
Riverbend Detention Center:				
Buildings	14,479,373			14,479,373
Furniture and equipment	144,234	26,087		170,321
Vehicle	237,161	7,913	(3,275)	241,799
Sub-total RBDC	14,860,768	34,000	(3,275)	14,891,493
Total assets	17,818,750	218,744	(31,738)	18,005,756
Less accumulated depreciation	3,000,661	579,007	(29,771)	3,549,897
Net capital assets	<u>\$14,818,089</u>	<u>(\$360,263)</u>	<u>(\$1,967)</u>	<u>\$14,455,859</u>

5. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER

The Sheriff contributes to the Sheriffs' Pension and Relief Fund (Fund) which is a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of the sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. Membership in the Fund is required for all eligible sheriffs and deputies. The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund, which can be obtained at www.la.state.la.us.

Summary of Significant Accounting Policies.

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

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

Pension Amount Netting.

The deferred outflows and deferred inflows of resources attributable to differences between projected and actual earnings on pension plan investments recorded in different years are netted to report only a deferred outflow or a deferred inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows are not presented on a net basis.

Plan Description.

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

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Substantially all employees of the East Carroll Parish Sheriff's office are members of the Louisiana Sheriff's Pension and Relief Fund (Fund), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Plan Benefits

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 3.33 percent of their final-average compensation for each year of credited service. The retirement benefit cannot exceed 100 per cent of their final-average salary. 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 a member whose first employment making him eligible for membership in the Fund 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 3.33 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 Fund 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 Fund 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 Fund began on or after July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

each twelve-month period within the sixty month period shall not exceed 115% of the preceding twelve-month period.

Disability Benefits

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

Survivor 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 members' 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 to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-two, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

Deferred Benefits:

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

Back Deferred Retirement Option Plan (Back-DROP)

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued

EAST CARROLL PARISH SHERIFF

Lake Providence, Louisiana

Notes to the Financial Statements (Continued)

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.

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2018, the actual employer contribution rate was 12.75%.

In accordance with state statute, the Fund also receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

The Sheriff's contractually required composite contribution rate for the year ended June 30, 2018 was 12.75% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. The East Carroll Parish Sheriff's contributions to the Fund for the years ended June 30, 2019, 2018, and 2017 were \$239,140, \$221,620, and \$241,876, respectively, equal to the required contributions for each year.

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

At June 30, 2018, the Sheriff reported a liability of \$968,421 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension 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 .2525 percent, which was a decrease of .0014 from its proportion measured as of June 30, 2017.

For the year ended June 30, 2018, the Sheriff recognized pension expense of \$229,164. At June 30, 2018, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience		\$271,853
Changes in assumptions	\$286,278	
Net difference between projected and actual earnings on pension plan		\$57,489
Changes in employer's proportion of beginning NPL	12,300	1,113,909
Differences between employer and proportionate share of contributions	59	5,306
Sheriff contributions subsequent to the measurement date	239,140	
Total	\$537,777	\$1,448,557

\$239,140 reported as deferred outflows of resources related to pensions resulting from the East Carroll Parish Sheriffs' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2019	(\$327,623)
2020	(349,203)
2021	(285,131)
2022	(194,755)
2023	6,792
Total	(1,149,920)

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:

Valuation Date	June 30, 2018
Actuarial cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	7.25 %, net of investment expense
Discount Rate	7.25 %
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 and beneficiaries RP-2000 Disabled Lives Mortality Table
Expected remaining service lives	7 years

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.
----------------------------	--

The morality 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 discounted rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

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

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 Notes to the Financial Statements (Continued)

The long-term expected rate of return on pension plan investments was determined using a building block method.

Sensitivity of the Sheriffs' proportionate share of the net pension liability to changes in the discount rate. The following presents the net pension liability of the participating employers calculated using the discount rate of 7.25%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate.

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Sheriffs' proportionate share of the net pension liability	\$2,191,667	\$968,421	(\$61,411)

6. DUE FROM/TO OTHER FUNDS

Individual balances due from/to other funds at June 30, 2019, are as follows:

	<u>Due To</u>	<u>Due From</u>
Sheriff's Office General Fund		\$103,603
Riverbend Detention Center Operating	103,603	2,545
East Carroll Commissary		32
Agency Funds:		
Riverbend Inmate	2,545	
East Carroll Inmate	32	
Total	<u>\$106,180</u>	<u>\$106,180</u>

7. LONG-TERM OBLIGATIONS

On July 14, 2014, the sheriff issued \$14,945,000 in revenue bonds with interest rates of 6.50%. The net proceeds were used to purchase U.S. government securities. The bonds were issued to purchase Riverbend Correctional facility.

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

	<u>Revenue Bonds</u>
Long-term obligations, June 30, 2018	\$12,125,000
Additions	NONE
Deletions	<u>(790,000)</u>
Long-term obligations, June 30, 2019	<u>\$11,335,000</u>

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 Notes to the Financial Statements (Continued)

Revenue bonds payable at June 30, 2019, are comprised of the following individual issues:

\$14,945,000 - dated July 16, 2014. The principal is due in annual installments of \$655,000 to \$1,480,000 through June 1, 2029, with interest at 6.5 per cent. Debt retirement payments are made from the Detention Center Fund. \$11,335,000

\$1,507,348 is available in the Detention Center Fund to service the revenue bonds. The annual requirements to amortize outstanding bonds at June 30, 2019, are as follows:

Year	Principal	Interest	Total
2020	\$840,000	\$736,775	\$1,576,775
2021	895,000	682,175	1,577,175
2022	955,000	624,000	1,579,000
2023	1,015,000	561,925	1,576,925
2024	1,080,000	495,950	1,575,950
2025-2029	6,550,000	1,330,875	7,880,875
Total	<u>\$11,335,000</u>	<u>\$4,431,700</u>	<u>\$15,766,700</u>

8. CHANGES IN AGENCY FUND BALANCES

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

	Tax Collector Fund	Con- fiscated Fund	Criminal Fund	Civil Fund	ECDC Inmate Fund	RBDC Inmate Fund	Total
Balance at June 30, 2018	\$9,031	\$16,980	\$20,227	\$9,000	\$5,177	\$79,853	\$140,268
Additions	5,817,616	NONE	902,413	66,720	NONE	1,989,544	8,776,293
Reductions	<u>(5,818,282)</u>	<u>NONE</u>	<u>(895,597)</u>	<u>(61,720)</u>	<u>NONE</u>	<u>(1,911,750)</u>	<u>(8,687,349)</u>
Balance at June 30, 2019	<u>\$8,365</u>	<u>\$16,980</u>	<u>\$27,043</u>	<u>\$14,000</u>	<u>\$5,177</u>	<u>\$157,647</u>	<u>\$229,212</u>

9. TAX COLLECTOR ENDING CASH BALANCE

At June 30, 2019, the tax collector has cash and equivalents (book balances) totaling \$8,365 as follows:

Redemptions and refunds \$8,365

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

10. AD VALOREM TAXES COLLECTED

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

Louisiana Forestry Service	\$3,145
Fifth District Levee Board	178,277
Louisiana Tax Commission	6,373
East Carroll Parish Assessor	383,027
East Carroll Parish Police Jury	2,603,118
East Carroll Parish School Board	706,532
East Carroll Parish Sheriff	572,206
East Carroll Parish Hospital	454,261
Lake Providence Port Commission	153,426
Bunches Bend Protection District	<u>449,868</u>
Total	<u>\$5,510,233</u>

11. TAX UNCOLLECTED AND UNSETTLED

At June 30, 2019, the tax collector has collected all assessed taxes for the year ended June 30, 2019.

12. LITIGATION AND CLAIMS

At June 30, 2019, the East Carroll Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

**13. EXPENDITURES OF THE SHERIFF'S OFFICE
PAID BY THE PARISH POLICE JURY**

The East Carroll Parish Sheriff's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the East Carroll Parish Police Jury.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended June 30, 2019

	ORIGINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Taxes:			
Ad valorem	\$476,000	\$572,139	\$96,139
Sales	650,000	575,930	(74,070)
Intergovernmental revenues:			
Federal grants - federal revenue		44,813	44,813
State funds:			
State revenue sharing (net)	42,000	43,056	1,056
State supplemental pay	115,000	118,347	3,347
Other state grants	92,000	74,657	(17,343)
Fees, charges, and commissions for services:			
Commissions on licenses and taxes	30,000	33,862	3,862
Civil and criminal fees	94,500	95,524	1,024
Tax notices, etc	12,000	12,929	929
Bond fees	17,000	10,227	(6,773)
Use of money and property	500	1,790	1,290
Other revenue	114,495	134,731	20,236
Total revenues	<u>1,643,495</u>	<u>1,718,005</u>	<u>74,510</u>
EXPENDITURES			
Public safety:			
Current:			
Personal services and benefits	1,697,720	1,563,213	134,507
Operating services	212,950	256,344	(43,394)
Materials and supplies	50,000	87,108	(37,108)
Travel and other charges	41,926	32,887	9,039
Capital outlay		70,229	(70,229)
Total expenditures	<u>2,002,596</u>	<u>2,009,781</u>	<u>(7,185)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(359,101)</u>	<u>(291,776)</u>	<u>67,325</u>

(Continued)

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND

	ORIGINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
OTHER FINANCING SOURCE -			
Proceeds from disposal of assets		\$11,283	\$11,283
Transfers in	\$375,000	400,000	25,000
Total financing sources	375,000	411,283	36,283
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	15,899	119,507	\$103,608
FUND BALANCES AT BEGINNING OF YEAR	180,055	1,515,667	1,335,612
FUND BALANCES AT END OF YEAR	\$195,954	\$1,635,174	\$1,439,220

(Concluded)

Schedule 1

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

BUDGETARY COMPARISON SCHEDULE
RIVERBEND DETENTION CENTER FUND
For the Year Ended June 30, 2019

	ORIGINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
State funds - Feeding and keeping prisoners	\$9,141,760	\$9,899,646	\$757,886
Fees, charges, and commissions for services-			
Vending machine, phones, work release	50,000	831,364	781,364
Use of money and property	15,500	33,079	17,579
Other revenue	3,500	35,260	31,760
Total revenues	<u>9,210,760</u>	<u>10,799,349</u>	<u>1,588,589</u>
EXPENDITURES			
Public safety:			
Current:			
Personal services and benefits	940,971	1,080,096	(139,125)
Operating services	6,714,506	6,923,804	(209,298)
Materials and supplies	1,285,884	1,335,327	(49,443)
Travel and other charges	3,000	2,924	76
Debt service	1,597,350	1,582,675	14,675
Capital outlay	60,000	34,000	26,000
Total expenditures	<u>10,601,711</u>	<u>10,958,826</u>	<u>(357,115)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(1,390,951)</u>	<u>(159,477)</u>	<u>1,231,474</u>
OTHER FINANCING SOURCE (USE)			
Transfers in	400,000	350,000	(50,000)
Transfers out	<u>(250,000)</u>	<u>(250,000)</u>	
Total financing source (use)	<u>150,000</u>	<u>100,000</u>	<u>(50,000)</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	<u>(1,240,951)</u>	<u>(59,477)</u>	<u>1,181,474</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>5,449,809</u>	<u>5,874,145</u>	<u>1,131,474</u>
FUND BALANCES AT END OF YEAR	<u><u>\$4,208,858</u></u>	<u><u>\$5,814,668</u></u>	<u><u>\$2,312,948</u></u>

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE
For the Year Ended June 30, 2019

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the East Carroll Parish Sheriff's office during the month of June for comments from taxpayers. The budget is then legally adopted by the sheriff and amended during the year, as necessary. The budget is established and controlled by the sheriff at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts.

Schedule 2

East Carroll Parish Sheriff
Schedule of Employer's Share of Net Pension Liability
June 30, 2019

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.671241%	\$2,658,118	\$4,102,823	64.79%	87.34%
2015	0.497340%	\$2,216,902	\$3,297,443	67.23%	86.61%
2016	0.250416%	\$1,589,364	\$1,710,220	92.93%	82.09%
2017	0.253297%	\$1,099,573	\$1,759,101	62.51%	88.49%
2018	0.252545%	\$968,421	\$1,738,193	55.71%	90.41%

* Amounts presented were determined as of the measurement date (previous fiscal year end).

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

East Carroll Parish Sheriff
Schedule of Employer Contributions
June 30, 2019

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$569,882	\$569,882	\$0	\$4,102,823	13.89%
2015	\$469,886	\$469,886	\$0	\$3,297,443	14.25%
2016	\$235,156	\$235,156	\$0	\$1,710,220	13.75%
2017	\$233,081	\$233,081	\$0	\$1,759,101	13.25%
2018	\$221,620	\$221,620	\$0	\$1,738,193	12.75%

* Amounts presented were determined as of the end of the fiscal year.

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

OTHER SUPPLEMENTARY INFORMATION

PART III

STATE OF LOUISIANA

PARISH OF EAST CARROLL

**AFFIDAVIT
WYDETTE L. WILLIAMS, SHERIFF OF EAST CARROLL PARISH**

BEFORE ME, the undersigned authority, personally came and appeared, WYDETTE L. WILLIAMS, SHERIFF OF EAST CARROLL PARISH, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$8,365 is the amount of cash on hand in the tax collector account on June, 30, 2019.

He further deposed and said:

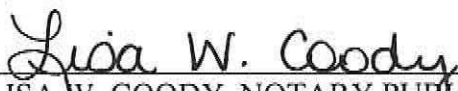
All itemized statements of the amount of taxes collected for the tax year, 2018, by taxing authority, are true and correct.

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



WYDETTE L. WILLIAMS, SHERIFF
SHERIFF & EX-OFFICIO TAX COLLECTOR

SWORN to and subscribed before me, Notary, this 28th day of December, 2019, in my office in Lake Providence, Louisiana.



LISA W. COODY, NOTARY PUBLIC #51645
EAST CARROLL PARISH, LOUISIANA

Lisa W. Coody, #51645
Ex-Officio Notary
East Carroll Sheriff

EAST CARROLL PARISH SHERIFF
Lake Providence, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended June 30, 2019

WYDETTE WILLIAMS, SHERIFF

PURPOSE	AMOUNT
Salary	\$145,762
Expense allowance	14,576
Benefits-insurance	10,499
Benefits-retirement	19,641
Benefits-medicare	2,330
Meals	51
Registration fees	385
Housing and lodging	1,212
Cellphone	1,008
Membership dues-Sheriffs Association	13,411

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended June 30, 2019

NON MAJOR FUNDS

EAST CARROLL DETENTION CENTER OPERATING FUND

The ECDC Operating Fund accounts for the state mowing contract and associated expenses.

NARCOTICS FUND

The Narcotics Fund accounts for monies seized from suspects and monies given the sheriff's office by court order on drug cases. These funds are restricted and are to used for drug enforcement.

EAST CARROLL DETENTION CENTER COMMISSARY FUND

The Commissary Fund accounts for the purchase and resale of personal items to the inmates at the East Carroll detention center.

RIVERBEND DETENTION CENTER COMMISSARY FUND

The Commissary Fund accounts for the purchase and resale of personal items to the inmates at the Riverbend detention center.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
GOVERNMENTAL FUND TYPE - NON MAJOR FUNDS

Combining Balance Sheet, June 30, 2019

	ECDC OPERATING	NARCOTICS	ECDC COMMISSARY	RBDC COMMISSARY	TOTAL
ASSETS					
Cash	\$330,692	\$7,156	\$22,778	\$231,901	\$592,527
Accounts receivables	68,537			42,525	111,062
Due from other funds			32		32
Total Assets	<u>\$399,229</u>	<u>\$7,156</u>	<u>\$22,810</u>	<u>\$274,426</u>	<u>\$703,621</u>
FUND EQUITY					
Fund Equity -					
Reserved - public safety	<u>\$399,229</u>	<u>\$7,156</u>	<u>\$22,810</u>	<u>\$274,426</u>	<u>\$703,621</u>

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
GOVERNMENTAL FUND TYPE - NON MAJOR FUNDS

Combining Schedule of Revenues, Expenditures, and
Changes in Fund Balances
For the Year Ended June 30, 2019

	<u>ECDC OPERATING</u>	<u>NARCOTICS</u>	<u>ECDC COMMISSARY</u>	<u>RBDC COMMISSARY</u>	<u>TOTAL</u>
REVENUES					
State revenue	\$137,074				\$137,074
Use of money and property	614	\$6	\$31	\$574	1,225
Other revenues		1,250		445,636	446,886
Total revenues	<u>137,688</u>	<u>1,256</u>	<u>31</u>	<u>446,210</u>	<u>585,185</u>
EXPENDITURES					
Public safety:					
Current:					
Operating services	15,644			11,544	27,188
Materials and supplies	29,685			103	29,788
Capital outlay	<u>114,515</u>				<u>114,515</u>
Total expenditures	<u>159,844</u>	<u>NONE</u>	<u>NONE</u>	<u>11,647</u>	<u>171,491</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(22,156)</u>	<u>1,256</u>	<u>31</u>	<u>434,563</u>	<u>413,694</u>
OTHER FINANCING USE					
Transfer out				(500,000)	(500,000)
EXCESS OF REVENUES OVER EXPENDITURES AND OTHER USE	<u>(22,156)</u>	<u>1,256</u>	<u>31</u>	<u>(65,437)</u>	<u>(86,306)</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>421,385</u>	<u>5,900</u>	<u>22,779</u>	<u>339,863</u>	<u>789,927</u>
FUND BALANCES AT END OF YEAR	<u>\$399,229</u>	<u>\$7,156</u>	<u>\$22,810</u>	<u>\$274,426</u>	<u>\$703,621</u>

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 2019

FIDUCIARY FUND TYPE - AGENCY FUNDS

TAX COLLECTOR FUND

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

CONFISCATED FUNDS

The Confiscated Funds account was established to track funds seized in narcotics arrests.

CRIMINAL FUND

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

CIVIL FUND

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

EAST CARROLL DETENTION CENTER INMATE FUND (ECDC)

The East Carroll Detention Center Inmate Fund accounts for funds of inmates that are used for personal items purchased by the inmates at the concessions store located at the detention center.

RIVERBEND DETENTION CENTER INMATE FUND (RBDC)

The Riverbend Detention Center Inmate Fund accounts for funds of inmates that are used for personal items purchased by the inmates at the concessions store located at the detention center.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Balances
Due to Taxing Bodies and Others
For the Year Ended June 30, 2019

	TAX COLLECTOR FUND	CON- FISCATED FUND	CRIMINAL FUND	SHERIFF'S CIVIL FUND	ECDC INMATE FUND	RBDC INMATE FUND	TOTAL
UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS AT BEGINNING OF YEAR	<u>\$9,031</u>	<u>\$16,980</u>	<u>\$20,227</u>	<u>\$9,000</u>	<u>\$5,177</u>	<u>\$79,853</u>	<u>\$140,268</u>
ADDITIONS							
Deposits :							
Ad valorem taxes	5,665,477						5,665,477
State Revenue Sharing	130,840						130,840
Beer and Liquor licenses	3,360						3,360
Interest on:							
NOW accounts	382						382
Delinquent taxes	4,346						4,346
Tax notices, etc.	12,452						12,452
Appearance bonds, fines, etc.			902,413				902,413
Inmate deposits						1,989,544	1,989,544
Sheriff's sales, etc.				66,720			66,720
Other	759						759
Total additions	<u>5,817,616</u>	<u>NONE</u>	<u>902,413</u>	<u>66,720</u>	<u>NONE</u>	<u>1,989,544</u>	<u>8,776,293</u>
Total	<u>5,826,647</u>	<u>16,980</u>	<u>922,640</u>	<u>75,720</u>	<u>5,177</u>	<u>2,069,397</u>	<u>8,916,561</u>
REDUCTIONS							
Deposits settled to:							
Clerk of Court	117		83,966	1,588			85,671
Louisiana Dept. Of Forestry	3,153						3,153
Louisiana Tax Commission	6,374						6,374
Fifth District Levee Board	182,133						182,133
Crime Lab			110,409				110,409
Judicial Expense			17,890				17,890
Louisiana Comm. on Law Enf.			8,309				8,309
East Carroll Parish:							
Criminal Court Fund			248,882				248,882
District attorney			113,954				113,954
Police Jury	2,649,373						2,649,373
School Board	721,886						721,886
Sheriff	629,185		110,819	8,101			748,105
Assessor	391,598						391,598
Hospital	464,783						464,783
Indigent Defender Board			166,781				166,781
Litigants			4,399	51,507			55,906
Lake Providence Port Comm.	156,980						156,980
Pension Funds	159,278						159,278

(Continued)

EAST CARROLL PARISH SHERIFF
 Lake Providence, Louisiana
 FIDUCIARY FUND TYPE - AGENCY FUNDS
 Combining Schedule of Changes in Balances
 Due to Taxing Bodies and Others, 2019

	TAX COLLECTOR FUND	CON- FISCATED FUND	CRIMINAL FUND	SHERIFF'S CIVIL FUND	ECDC INMATE FUND	RBDC INMATE FUND	TOTAL
REDUCTIONS (CONTD.)							
Deposits settled to (contd.):							
Inmate disbursements						\$1,911,750	\$1,911,750
Bunches Bend Protection District	\$450,299						450,299
Refunds	3,123						3,123
Other settlements			\$30,188	\$524			30,712
Total reductions	<u>5,818,282</u>	<u>NONE</u>	<u>895,597</u>	<u>61,720</u>	<u>NONE</u>	<u>1,911,750</u>	<u>8,687,349</u>
UNSETTLED BALANCES DUE TO TAXING BODIES AND OTHERS AT END OF YEAR	<u>\$8,365</u>	<u>\$16,980</u>	<u>\$27,043</u>	<u>\$14,000</u>	<u>\$5,177</u>	<u>\$157,647</u>	<u>\$229,212</u>

**REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS
PART IV**

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent Auditor's report on compliance with laws, regulations and contracts, and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Independent Auditor's Report on Internal Control Over Financial
Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance With *Government Auditing Standards***

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund and the fiduciary funds of the East Carroll Parish Sheriff, a component unit of the East Carroll Parish Police Jury, as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the East Carroll Parish Sheriff's basic financial statements, and have issued my report thereon dated December 28, 2019.

Internal Control Over Financial Reporting

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

A deficiency in internal control exist when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the 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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
June 30, 2019

Compliance and Other Matters

As part of obtaining reasonable assurance about whether East Carroll Parish Sheriff's financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the East Carroll Parish Sheriff'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 East Carroll Parish Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana
December 28, 2019

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

Schedule of Findings and Responses
For the Year Ended June 30, 2019

A. SUMMARY OF AUDIT RESULTS

1. The Auditor's report expresses an unmodified opinion on the financial statements of the East Carroll Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the East Carroll Parish Sheriff were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

EAST CARROLL PARISH SHERIFF
Lake Providence, Louisiana

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

2018-001 Failing to file Financial Statements Pursuant to R.S. 24:513 B.(3)

Finding: The East Carroll Parish Sheriff's audited financial statements were not completed and submitted to the Louisiana Legislative Auditor's office by the statutory date of December 31, 2018.

Recommendation: Management should have financial records completed in a timely manner.

Conclusion: This finding has been resolved.

2018-002 Failing to Distribute Ad Valorem Taxes in a Timely Manner Pursuant to R.S. 47:2060

Finding: The East Carroll Parish Sheriff's office did not distribute ad valorem taxes collected during the first 10 business days of the following month, as required by law.

Recommendation: Management must distribute ad valorem tax collections within the first 10 business days of the month following collection.

Conclusion: This finding has been resolved.

2018-003 Failing to Distribute Criminal Fines in a Timely Manner Pursuant to R.S. 13:848.1

Finding: The East Carroll Parish Sheriff's office did not distribute criminal fines and costs on a monthly basis.

Recommendation: Management must distribute criminal fines and costs on a monthly basis.

Conclusion: This finding has been resolved.

Member:
American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL ACCOUNTING CORPORATION
116 Professional Drive - West Monroe, LA 71291
Phone (318) 329-8880 - Fax (318) 329-8883

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Report
on Applying Agreed-Upon Procedures

East Carroll Parish Sheriff
PO Box 246
Lake Providence, LA 71254

To the East Carroll Parish Sheriff's Office

I have performed the procedures enumerated below, which were agreed to by the management of the East Carroll Parish Sheriff's Office and the Louisiana Legislative Auditor, State of Louisiana, 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 East Carroll Parish Sheriff's Office 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, I 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:

AGREED-UPON PROCEDURES

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 operation):

The Sheriff provided a policy and procedures manual to test against the agreed upon procedures.

- A. Budgeting, including preparing, adopting, monitoring, and amending the budget.
- B. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

- C. Disbursements, including processing, reviewing, and approving
- D. Receipts/Collections, including receiving, recording, and preparing deposits. Also policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- E. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- F. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- G. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- H. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- I. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- J. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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 personnel, processes, and tools needed to recover operations after a critical event.

The East Carroll Parish Sheriff had policies and procedures in the prior year AUP, therefore this section was excluded from testing for the current period. The Disaster Recovery/Business Continuity policy and procedures was added as required.

BOARD (OR FINANCE COMMITTEE, IF APPLICABLE)

- 2. The East Carroll Parish Sheriff's office does not have a board or a finance committee therefore this procedure is not applicable.

BANK RECONCILIATIONS

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

The agency provided me with a certified list of all bank accounts. January, 2019 was randomly selected to be tested. A random sample of 5 bank accounts were selected to test. For the 5 bank accounts selected, it was determined that the bank reconciliations were dated to show evidence that they were reconciled within 2 months of the closing date of the statements. It was determined that the all 5 bank reconciliations were performed by the chief civil deputy and no evidence that it was reviewed by anyone else. None of the 5 accounts had outstanding reconciling items over 12 months.

COLLECTIONS

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

Agency provided me with a certified list of deposit sites and I verified that it was 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:

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

- B) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- 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.
- 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 agency has 3 collection locations, one at the courthouse with one cash drawer for tickets and two cash drawers at the Sheriff's annex, one for taxes and one for fines and costs. The third location is the detention center and there is no cash drawer at the detention center. The detention center collects inmate funds. Multiple deputies work out of the cash drawers. All collection payments are posted to the fund when received by the deputies. The deposit at the sheriffs office is made by an office deputy and given to the chief civil deputy to reconcile and post to the accounting software. Bank reconciliations are prepared by the chief civil deputy and there is no evidence that they are reviewed by anyone else.

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

The Sheriff has surety bond coverage on the employees at the sheriffs office. The detention center employees do not have surety bond coverage.

- 7. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)

- 8. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 9. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
- 10. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/P-CARDS

11. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
12. Using the listing prepared by management, randomly select 5 cards, (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - A) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]
 - B) Observe that finance charges and late fees were not assessed on the selected statements.

The chief civil deputy reviews all credit card statements and attaches proper support to the statement. The chief civile deputy reviews all fuel credit card statements and approves them for payment. For the card tested, there were no service charges or interest charges noted. There was not written documentation that the fuel cards are being reviewed for exceptions.

13. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

TRAVEL AND EXPENSE REIMBURSEMENT

14. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

CONTRACTS

15. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

PAYROLL AND PERSONNEL

16. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

17. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
18. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
19. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

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.
 - 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.

Agency provided support for ethics training for the five randomly selected employees above. Agency did not have any documentation to show that the employees have read the agency policy concerning the ethics policy.

DEBT SERVICE

21. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
22. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

OTHER

23. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
24. The East Carroll Parish Sheriff had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my 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.



Mary Jo Finley, CPA

December 28, 2019

Wydette L. Williams
Sheriff and Tax Collector



Telephone 318-559-2800
Fax 318-559-2567
e-mail wwilliams@ecsheriff.com

East Carroll Parish Sheriff
P.O. Box 246
Lake Providence, Louisiana 71254

Responses to Independent Accountant's Report
On applying Agreed-Upon Procedures
FYE June 30, 2019

WRITTEN POLICIES AND PROCERDURES

1. No response is required.

BOARD

2. No response is required.

BANK RECONCILIATIONS

3. Hired additional personnel to assure timely reconciliation and review of bank statements.

COLLECTIONS

4. No response is required.
5. We have two collection locations and more than one employee work out of cash drawers. It is not cost effective to change at this time and we have had no issues to occur.
6. We are researching policies to cover all employees.
7. There are no pre-numbered deposit slips, but our software issued receipts are in sequential order.

NON-PAYROLL DISBURSEMENTS EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES

8. No response is required.
9. No response is required.
10. No response is required.

CREDIT CARDS/DEBITS CARDS/ FUEL CARDS/P-CARDS

11. No response is required.
12. All fuel cards statements will be reviewed.
13. No response is required.

TRAVEL AND EXPENSE REIMBURSEMENTS

14. No response is required.



CONTRACTS

15. No response is required.

PAYROLL AND PERSONNEL

16. No response is required.

17. No response is required.

18. No response is required.

19. No response is required.

ETHICS

20. All employees will be required to sign to verify that they have read the policy.

DEBT SERVICES


21. No response is required.

22. No response is required.

OTHER

23. No response is required.

24. No response is required



Wydette L. Williams, Sheriff
East Carroll Parish
December 28, 2019