

ST. LANDRY PARISH SHERIFF

Opelousas, Louisiana

Financial Report

Year Ended June 30, 2019

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INDEPENDENT AUDITOR'S REPORT

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The Honorable Bobby Guidroz
St. Landry Parish Sheriff
Opelousas, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Landry Parish Sheriff (hereinafter "Sheriff") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule, schedule of changes in total OPEB liability and related ratios, schedule of employer's share of net pension liability, and employer contributions on pages 39 through 42 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

Other information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The other supplementary information on pages 46 through 53 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The comparative and combining statements on pages 46, 47, 51, and 52 are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the comparative and combining statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The prior year comparative amounts on the comparative and combining statements were derived from the Sheriff's 2018 financial statements, which were subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, were fairly presented in all material respects in relation to the basic financial statements as a whole.

The comparative detailed budgetary comparison schedules on pages 48 and 49 and the affidavit on page 53 have not been subjected to the auditing procedures applied in the audit of the basic financial statements and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2019 on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal over financial reporting and compliance.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
December 12, 2019

BASIC FINANCIAL STATEMENTS

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Statement of Net Position
June 30, 2019

	<u>Governmental Activities</u>
ASSETS	
Current assets:	
Cash and interest-bearing deposits	\$ 4,449,767
Due from other governmental units	180,661
Prepaid expenditures	15,716
Other	<u>500</u>
Total current assets	4,646,644
Noncurrent assets:	
Capital assets, net	<u>6,800,017</u>
Total assets	<u>11,446,661</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to OPEB	568,555
Deferred outflows related to pension	<u>2,608,513</u>
Total deferred outflows of resources	<u>3,177,068</u>
LIABILITIES	
Current liabilities:	
Accounts, salaries, and other payables	<u>545,901</u>
Noncurrent liabilities:	
Long-term liabilities	216,947
Net OPEB obligation	8,482,965
Net pension liability	<u>4,325,096</u>
Total noncurrent liabilities	<u>13,025,008</u>
Total liabilities	<u>13,570,909</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows related to pension	<u>1,958,906</u>
NET POSITION	
Net investment in capital assets	6,800,017
Unrestricted (deficit)	<u>(7,706,103)</u>
Total net position (deficit)	<u>\$ (906,086)</u>

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Statement of Activities
Year Ended June 30, 2019

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue And Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Public safety:					
Police	\$ 15,169,203	\$ 1,754,350	\$ 70,716	\$ -	\$ (13,344,137)
Taxes:					
Property taxes, levied for general purposes					2,823,159
Sales taxes					8,877,265
State sources:					
Commissions					536,057
Revenue sharing					266,292
Supplemental pay					580,679
Interest and investment earnings					52,665
Non-employer pension contribution					460,468
Miscellaneous					195,682
Total general revenues					13,792,267
Change in net position					448,130
Net position (deficit) - July 1, 2018					(1,354,216)
Net position (deficit) - June 30, 2019					\$ (906,086)

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

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTIONS

General Fund

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

Special Revenue Fund

Contraband Fund -

The Contraband Fund is used to account for receipt and disbursement of contraband received.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Balance Sheet - Governmental Funds
June 30, 2019

	General Fund	Contraband Fund (Non-major)	Total
ASSETS			
Cash and interest-bearing deposits	\$ 4,343,253	\$ 106,514	\$ 4,449,767
Receivables -			
Due from other governmental units	180,661	-	180,661
Prepaid expenditures	15,716	-	15,716
Other	500	-	500
Total assets	\$ 4,540,130	\$ 106,514	\$ 4,646,644
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 177,345	\$ -	\$ 177,345
Retainage payable	5,804	-	5,804
Accrued liabilities	362,752	-	362,752
Total liabilities	545,901	-	545,901
Fund balances:			
Nonspendable (prepaid expenditures)	15,716	-	15,716
Assigned for construction	1,000,000	-	1,000,000
Assigned for operations of Contraband Fund	-	106,514	106,514
Unassigned -			
General Fund	2,978,513	-	2,978,513
Total fund balances	3,994,229	106,514	4,100,743
Total liabilities and fund balances	\$ 4,540,130	\$ 106,514	\$ 4,646,644

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
June 30, 2019

Total fund balance for governmental funds at June 30, 2019		\$ 4,100,743
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	\$ 585,699	
Buildings, net of \$820,663 accumulated depreciation	5,139,285	
Vehicles, net of \$2,159,802 accumulated depreciation	508,715	
Equipment, net of \$1,824,085 accumulated depreciation	<u>566,318</u>	6,800,017
The deferred outflows of resources are not available, and therefore are not reported in the fund financial statements. The deferred outflows of resources are related to the following:		
Net OPEB obligation	568,555	
Net Pension liability	<u>2,608,513</u>	3,177,068
Long-term liabilities at June 30, 2019:		
Compensated absences payable	(166,947)	
Other claims payable	(50,000)	
Net OPEB obligation	(8,482,965)	
Net pension liability	<u>(4,325,096)</u>	(13,025,008)
The deferred inflows of contributions for the Sheriffs' Pension and Relief Fund are not available resources, and therefore, are not reported in the fund financial statements		
		<u>(1,958,906)</u>
Net position (deficit) at June 30, 2019		<u>\$ (906,086)</u>

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
Year Ended June 30, 2019

	General Fund	Contraband Fund (Non-major)	Total
Revenues:			
Taxes -			
Ad valorem taxes	\$ 2,823,159	\$ -	\$ 2,823,159
Sales taxes	8,877,265	-	8,877,265
Intergovernmental revenues -			
Federal grants	31,897	-	31,897
Federal forfeited revenue	-	12	12
State grants	38,807	-	38,807
State grants - state revenue sharing (net)	266,292	-	266,292
State supplemental pay	580,679	-	580,679
Video poker commissions	536,057	-	536,057
Fees charges and commissions for services -			
Civil and criminal fees	1,232,535	-	1,232,535
Special duty detail	179,393	-	179,393
Feeding, keeping, and transporting prisoners	342,422	-	342,422
Interest income	51,540	1,125	52,665
Sale of equipment	6,369	-	6,369
Contraband	-	27,677	27,677
Miscellaneous	161,636	-	161,636
Total revenues	<u>15,128,051</u>	<u>28,814</u>	<u>15,156,865</u>
Expenditures:			
Current -			
Public safety:			
Personal services and related benefits	9,428,141	-	9,428,141
Operating services	2,511,003	-	2,511,003
Operations and maintenance	2,525,072	5,385	2,530,457
Travel and other charges	33,888	-	33,888
Capital outlay	1,538,051	-	1,538,051
Total expenditures	<u>16,036,155</u>	<u>5,385</u>	<u>16,041,540</u>
Net change in fund balances	(908,104)	23,429	(884,675)
Fund balances, beginning	<u>4,902,333</u>	<u>83,085</u>	<u>4,985,418</u>
Fund balances, ending	<u>\$ 3,994,229</u>	<u>\$ 106,514</u>	<u>\$ 4,100,743</u>

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of the Governmental Funds
to the Statement of Activities
Year Ended June 30, 2019

Total net changes in fund balance for the year ended June 30, 2019 per statement of revenues, expenditures and changes in fund balance		\$ (884,675)
The change in net position reported for governmental activities in the statement of activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital outlay which is considered expenditures on statement of revenues, expenditures and changes in fund balance	\$ 1,538,051	
Depreciation expense for the year ended June 30, 2019	(488,032)	
Loss on disposition of capital assets	<u>(19,320)</u>	1,030,699
Differences between the amounts reported as expenses in the statement of activities and those reported as expenditures in the fund financial statements:		
Compensated absences	67,692	
OPEB benefits	(266,023)	
Pension expense	<u>39,969</u>	(158,362)
Non-employer's contributions to the Sheriffs' Pension and Relief Fund		<u>460,468</u>
Total changes in net position for the year ended June 30, 2019 per Statement of Activities		<u>\$ 448,130</u>

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Statement of Fiduciary Assets and Liabilities
June 30, 2019

	<u>Agency Funds</u>
ASSETS	
Cash	\$ 55,663
Interest-bearing deposits	<u>2,015,306</u>
Total assets	<u>\$ 2,070,969</u>
LIABILITIES	
Liabilities:	
Due to other taxing bodies	\$ 2,027,117
Due to inmates	<u>43,852</u>
Total liabilities	<u>\$ 2,070,969</u>

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements

INTRODUCTION

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

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

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

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

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

(1) Summary of Significant Accounting Policies

A. Reporting Entity

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

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

B. Basis of Presentation

The accompanying basic financial statements of the St. Landry Parish Sheriff have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government-Wide Financial Statements (GWFS)

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

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

Fund Financial Statements (FFS)

The Sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Sheriff are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Sheriff or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The General Fund of the Sheriff is considered to be a major fund.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

The funds of the Sheriff are described below:

Governmental Funds –

General Fund – This fund is the primary operating fund of the Sheriff and it accounts for the operations of the Sheriff's office. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to sheriff policy.

Special Revenue Fund – Contraband Fund – This fund is used to account for the receipt and disbursement of contraband received.

Fiduciary Funds -

Fiduciary fund reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Sheriff are agency funds. The agency funds account for assets held by the Sheriff as an agent for various taxing bodies (tax collections) and for deposits held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Accordingly, it presents only a statement of fiduciary assets and liabilities and does not present a statement of changes in fiduciary net position. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Sheriff's own programs. Fiduciary funds are presented on an economic resources measurement focus and the modified accrual basis of accounting.

C. Measurement Focus/Basis of Accounting

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

The amounts reflected in the governmental 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.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

The governmental fund uses the following practices in recording revenues and expenditures:

Revenues

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

Sales taxes are considered as “measurable” when in the hands of the sales tax collector and are recognized as revenue at that time.

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

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

Expenditures

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

Other Financing Sources (Uses)

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

Unearned Revenues

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

D. Cash and Interest-Bearing Deposits

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

E. Internal Balances

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

F. Inventory

Inventory of the Sheriff's General Fund consists of commodities granted by the United States Department of Agriculture through the Louisiana Department of Agriculture and Forestry. The commodities are recorded as revenues when received; however, all inventory items are recorded as expenditures when consumed. All purchased inventory items are stated at cost, which is determined by the first-in, first-out method and commodities are assigned values based on information provided by the United States Department of Agriculture and Forestry. There was no inventory at June 30, 2019.

G. Prepaid Expenditures

Payments made for maintenance agreements and insurance premiums that will benefit periods beyond the end of the fiscal year are recorded as prepaid expenditures.

H. Capital Assets

Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). 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 \$2,500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Asset Class	Estimated Useful Lives
Buildings	40 years
Improvements other than buildings	10-15 years
Vehicles	5 years
Office furniture	5-10 years
Equipment	5-10 years

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

I. Compensated Absences

Employees of the St. Landry Parish Sheriff earn from 12 to 15 days of annual leave each year, depending on their length of service. Sick leave is earned at the rate of 1 day for each month worked. Accrued sick leave is not limited and not payable upon termination. Only 48 hours of annual leave can be carried forward from one year to the next, and it is not payable upon retirement or termination. Compensatory time is not limited and is paid upon retirement or termination. At June 30, 2019, employees of the Sheriff have accumulated and vested \$166,947 of compensated absence benefits. This amount is included in noncurrent liabilities in the statement of net position.

J. Deferred Outflows of Resources and Deferred Inflows of Resources

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

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 outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to 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 “net investment in capital assets” or “restricted.”

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

- a. Nonspendable – amounts that cannot be spent either because that are in nonspendable form or because they are legally or contractually required to be maintained intact.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

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

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

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) Ad Valorem Taxes

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

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended June 30, 2019, law enforcement taxes applicable to the Sheriff's General Fund were levied at the rate of 4.18 mills on property with approximate net assessed valuations (after homestead exemption) totaling \$64,636,288.

Total law enforcement taxes levied during 2019 were \$2,701,797.

(3) Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 2019, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$6,520,736, as follows:

	Governmental Activities	Fiduciary Funds	Total
Noninterest-bearing deposits	\$ 146,025	\$ 55,663	\$ 201,688
Interest-bearing deposits	4,303,742	2,015,306	6,319,048
Total	\$ 4,449,767	\$ 2,070,969	\$ 6,520,736

The deposits are stated at cost, which approximates market. Custodial credit risk is the risk that in the event of a bank failure, the Sheriff will not be able to recover deposits. The Sheriff does not have a policy for custodial credit risk; however, under state law these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Deposit balances (bank balances) at June 30, 2019, are secured as follows:

Bank balances	\$ 7,024,116
Federal deposit insurance	2,000,000
Pledged securities	5,024,116
Total	\$ 7,024,116

Deposits in the amount of \$5,024,116 were exposed to custodial credit risk. The securities pledged for these deposits are held by the bank, or its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are not held in the name of the Sheriff, 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 has failed to pay deposited funds upon demand.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(4) Due From Other Governmental Units

Amounts due from other governmental units at June 30, 2019 consist of the following:

St. Landry Parish and others for prisoner maintenance, fees, and other charges	<u>\$ 180,661</u>
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(5) Capital Assets

Capital asset activity for the year ended June 30, 2019 was as follows:

	Balance 7/1/2018	Additions	Deletions	Balance 6/30/2019
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 585,699	\$ -	\$ -	\$ 585,699
Construction in progress	395,787	1,304,833	1,700,620	-
Other capital assets:				
Buildings	4,218,821	1,741,127	-	5,959,948
Vehicles	2,803,156	141,033	275,672	2,668,517
Equipment	<u>2,688,812</u>	<u>51,678</u>	<u>350,087</u>	<u>2,390,403</u>
Total	<u>10,692,275</u>	<u>3,238,671</u>	<u>2,326,379</u>	<u>11,604,567</u>
Less: accumulated depreciation				
Buildings	698,634	122,029	-	820,663
Vehicles	2,225,262	192,436	257,896	2,159,802
Equipment	<u>1,999,061</u>	<u>173,567</u>	<u>348,543</u>	<u>1,824,085</u>
Total	<u>4,922,957</u>	<u>488,032</u>	<u>606,439</u>	<u>4,804,550</u>
Net capital assets	<u>\$ 5,769,318</u>	<u>\$ 2,750,639</u>	<u>\$ 1,719,940</u>	<u>\$ 6,800,017</u>

Depreciation expense in the amount of \$488,032 was charged to public safety.

(6) Accounts, Salaries, and Other Payables

The accounts, salaries, and other payables consisted of the following at June 30, 2019:

Accounts	\$ 177,345
Salaries	233,458
Pension	69,451
Payroll withholdings	59,843
Retainage payable	<u>5,804</u>
Total	<u>\$ 545,901</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(7) Changes in Long-Term Liabilities

During the year ended June 30, 2019, the following changes occurred in long-term liabilities transactions and balances:

	<u>Balance</u> <u>7/1/2018</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>6/30/2019</u>
Compensated absences	\$ 234,639	\$ 326,964	\$ 394,656	\$ 166,947
Other claims	50,000	-	-	50,000
	<u>\$ 284,639</u>	<u>\$ 326,964</u>	<u>\$ 394,656</u>	<u>\$ 216,947</u>

(8) Postemployment Healthcare and Life Insurance Benefits

Plan Description: The St. Landry Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The St. Landry Parish Sheriff's OPEB Plan (the OPEB Plan) is an agent multiple-employer defined benefit plan administered by the Louisiana Sheriff's Association Office of Group Benefits. The plan does not issue a publicly available financial report. LRS 42:8201-883 assigns the authority to establish and amend benefit provisions of the plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board (GASB) Statement No. 75 to pay the related benefits.

Benefits Provided: Medical and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for the retiree (not dependents). Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service; or, 30 years of service at any age. Retirees must have at least 15 years of service to be eligible for retiree medical benefits. The monthly premiums of these benefits for retirees and similar benefits for active employees are paid by the Sheriff. The Sheriff recognizes the cost of providing these benefits as an expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you go basis.

Life insurance coverage is continued to retirees by election. The employer pays 100% of the cost of life insurance after retirement for the retiree. However, rates are based on the blended active/retired rate and there is thus an implied subsidy. Since GASB 74/75 requires the use of "unblended" rates, we have used the valuation mortality table to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

Employees covered by benefit terms: At July 1, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	33
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>207</u>
Total	<u>240</u>

In accordance with GASB Statement No. 75, the Sheriff recognizes the cost of postemployment healthcare and life insurance benefits in the year when the employee services are received and records the liability for OPEB obligations, known as the net OPEB liability, on the statement of net position. Changes in the net OPEB liability will be immediately recognized as OPEB expense on the statement of activities or reported as deferred inflows/outflows of resources depending on the nature of the change.

Total OPEB Liability

The Sheriff's total OPEB liability of \$8,482,965 was measured as of June 30, 2019 and was determined by an actuarial valuation as of July 1, 2018.

Actuarial Assumptions and other inputs: The total OPEB liability in the July 1, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Inflation	2.5%
Salary increases	3.0% annually
Discount rate	3.5%
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index over the 52 weeks immediately preceding the applicable measurement dates.

The RP-2000 Table without projection with 50%/50% unisex blend has been used.

The actuarial assumptions used in the July 1, 2018 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2008 to June 30, 2018.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

Changes in the Total OPEB Liability

Balance at June 30, 2018	<u>\$ 7,710,508</u>
Changes for the year:	
Service cost	186,252
Interest	273,127
Changes in assumptions/inputs	91,665
Changes of benefit terms	-
Difference between expected and actual experience	447,002
Benefit payments and net transfers	<u>(225,589)</u>
Net changes	<u>772,457</u>
Balance at June 30, 2019	<u>\$ 8,482,965</u>

Sensitivity of the total OPEB liability to changes in the discount rate: The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using discount rates that are 1-percentage-point lower (2.5%) or 1-percentage-point higher (4.5%) than the current discount rate:

	1.0% Decrease (2.5%)	Current Discount Rate (3.5%)	1.0 % Increase (4.5%)
Total OPEB liability	<u>\$ 10,043,251</u>	<u>\$ 8,482,965</u>	<u>\$ 7,248,504</u>

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates: The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rate:

	1.0% Decrease (4.5%)	Current Trend Rate (5.5%)	1.0 % Increase (6.5%)
Total OPEB liability	<u>\$ 7,284,319</u>	<u>\$ 8,482,965</u>	<u>\$ 9,987,311</u>

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

For the year ended June 30, 2019, the Sheriff recognized OPEB expense of \$491,613. At June 30, 2019, the Sheriff reported deferred inflows of resources related to OPEB for the differences between expected and actual experience in the amount of \$568,555.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

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

Years Ended June 30,	
2020	\$ 32,233
2021	32,233
2022	32,233
2023	32,233
2024	32,233
Thereafter	<u>407,390</u>
	<u>\$ 568,555</u>

Actuarial Value of Plan Assets: There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Codification Section P50.

Turnover Rate: An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 15%.

Investment Return Assumption (Discount Rate): GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Health Care Cost Trend Rate: The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5% for ten years out and later.

Mortality Rate: The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates, is used. This is a recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Inflation Rate: Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

Projected Salary Increases: This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

Post-retirement Benefit Increases: The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

At June 30, 2019, the Sheriff did not owe any amounts to the OPEB plan.

(9) Pension Plan

Employees of the Sheriff are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. The Fund issues a publicly available financial report that may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 219-0500.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund (Fund) and additions to/deductions from the Fund's fiduciary net position have been determined on the accrual basis of accounting. Employer contributions are recognized in the period in which the employee is compensated for services performed. Investments are reported at fair value.

Plan Description:

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

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

For members whose first employment making them eligible for membership in the system began on or after January 1, 2012, members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service; the accrual rate is three and one-third percent.

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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

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

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

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

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

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

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

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

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

At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible, or to rollover the assets to another qualified plan.

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

Employer Contributions: According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2019, the actual employer contribution rate was 12.25%. Employer contributions for the year ended June 30, 2019 were \$975,980.

In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$460,468 and included in pension expense for the year ended June 30, 2019.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2019, the Sheriff reported a liability of \$4,325,096 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 employers, actuarially determined. At June 30, 2018, the Sheriff's proportion was 1.127899% which was an increase of 0.023627% from its proportion measured as of June 30, 2017.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

For the year ended June 30, 2019, the Sheriff recognized pension expense of \$936,649 less the employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of \$638.

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

Actuarial Assumptions: The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018 are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	6 years
Investment Rate of Return	7.25%, net of investment expense
Discount Rate	7.25%
Projected Salary Increases	5.5% (2.6% inflation, 2.9% merit)
Mortality	RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Table for active members, healthy annuitants, and beneficiaries, RP-2000 Disabled Lives Mortality Table for disabled annuitants
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.

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

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

The long-term expected rate of return on pension plan investments was determined using a building block method 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 rate of return by the target asset allocation percentage and adding expected inflation.

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

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

Discount Rate: The discount rate used to measure the total pension liability was 7.25%, which was a decrease of 0.15% from the prior year valuation. 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.

ST. LANDRY PARISH SHERIFF
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Notes to Basic Financial Statements (Continued)

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the employer's proportionate share of the net pension liability using the discount rate of 7.25%, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate.

	<u>1% Decrease 6.25%</u>	<u>Current Discount Rate 7.25%</u>	<u>1% Increase 8.25%</u>
Employer's proportionate share of the net pension liability	<u>\$ 9,788,271</u>	<u>\$ 4,325,096</u>	<u>\$ (274,272)</u>

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

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$ 1,214,122
Change of assumptions	1,278,559	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	353,977	488,033
Net differences between projected and actual earnings on plan investments	-	256,751
Contributions subsequent to the measurement date	<u>975,980</u>	<u>-</u>
Total	<u>\$ 2,608,516</u>	<u>\$ 1,958,906</u>

Deferred outflows of resources of \$975,980 related to pensions resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	
2020	\$ 163,365
2021	(28,139)
2022	(424,226)
2023	(20,596)
2024	<u>(16,774)</u>
	<u>\$ (326,370)</u>

At June 30, 2019, the Sheriff recorded an accrued liability to the pension plan for the contractually required contribution for the month of June 2019 in the amount of \$69,451.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(10) Taxes Paid Under Protest

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 2019, include \$1,276,429 of taxes paid under protest plus interest earned to date on the investment of these funds. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

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

The Sheriff's offices are located in the parish courthouse and/or other buildings owned by the St. Landry Parish Government. The cost of maintaining the parish courthouse and jail, as required by statute, is paid by the St. Landry Parish Government. These expenditures are not included in the accompanying financial statements.

(12) Changes in Agency Fund Balances

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

	Balance 7/1/2018	Additions	Reductions	Balance 6/30/2019
Agency Funds:				
Sheriff's Fund	\$ 67,049	\$ 2,364,047	\$ 2,377,701	\$ 53,395
Bond Fund	583,737	2,084,497	2,104,961	563,273
Tax Collector Fund	1,328,584	36,971,350	36,944,639	1,355,295
License Fund	37,358	627,953	620,767	44,544
Prisoners' Money Fund	34,846	52,846	34,716	52,976
Drug Seizure Fund	32,242	-	30,756	1,486
Total	<u>\$ 2,083,816</u>	<u>\$ 42,100,693</u>	<u>\$ 42,113,540</u>	<u>\$ 2,070,969</u>

(13) Operating Leases

The Sheriff is contracted under a vehicle fleet lease agreement. The monthly lease payments per vehicle range from \$410 to \$1,169 for 60 months and expire at various dates.

Future minimum lease payments are as follows:

2020	\$ 55,386
2021	48,697
2022	23,273
Total	<u>\$ 127,356</u>

Lease expense for the year ended June 30, 2019 was \$159,891.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(14) Litigation and Claims

At June 30, 2019, the Sheriff is involved in several lawsuits claiming damages. The Sheriff's legal counsel has reviewed the Sheriff's claims and lawsuits, which are primarily personal injury claims and automobile accident claims, in order to evaluate the likelihood of an unfavorable outcome to the Sheriff and to arrive at an estimate, if any, of the amount or range of potential loss to the Sheriff. As a result of the review, the various claims and lawsuits have been categorized into "probable", "reasonably possible", or "remote", as defined by the Governmental Accounting Standards Board. The Sheriff is involved in three lawsuits that are classified as "probable". It is estimated that any unfavorable outcome to the Sheriff should not exceed \$50,000, which is accrued in the government-wide financial statements. It is the opinion of legal counsel that all remaining lawsuits would not create a material liability to the Sheriff in excess of insurance coverage.

(15) Risk Management

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

(16) Assigned Fund Balances

At June 30, 2019, fund balance of the General Fund in the amount of \$1,000,000 was assigned for the purpose of renovating acquired property into a training facility and fund balance of the Contraband Fund in the amount of \$106,514 was assigned for the purpose of operations.

(17) Sheriff Collections on Behalf of Other Taxing Authorities

For the fiscal year ended June 30, 2019, the collection and distribution of on-behalf payments were as follows:

	Total Collections	St. Landry Parish Government	St. Landry Parish Sheriff
Occupational Licenses	<u>\$ 627,953</u>	<u>\$ 533,760</u>	<u>\$ 94,193</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(18) Ex-officio Tax Collector

The amount of cash on hand at year end was \$1,355,295. The unsettled balances of the Tax Collector Fund at June 30, 2019 consist of the following:

Collection of current and prior year taxes, not settled	\$ 22,459
Refunds and redemptions	56,407
Protest taxes	<u>1,276,429</u>
Total	<u>\$ 1,355,295</u>

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

Bobby Guidroz, Sheriff	\$ 2,664,933
St. Landry Parish School Board	13,082,398
St. Landry Parish Government	5,049,504
St. Landry Parish Assessor	1,294,214
Gravity Drainage Districts	2,613,612
Public Works Commission	3,289,041
Fire Districts	6,919,635
Forestry Tax	13,249
Louisiana Tax Commission	47,564
Acadia-St. Landry Hospital	78,171
Consolidated District 1, Ward 3	798,261
Red River Levee	310,485
Retirement Plans	<u>1,028,880</u>
Total	<u>\$ 37,189,947</u>

For the fiscal year ended June 30, 2019, the taxes assessed and uncollected are as follows:

	Louisiana Tax Commission Decreases	Unpaid
Bobby Guidroz, Sheriff	\$ 17,424	\$ 18,306
St. Landry Parish School Board	85,533	89,869
St. Landry Parish Government	39,624	35,449
St. Landry Parish Assessor	8,462	8,890
Gravity Drainage Districts	26,810	24,018
Public Works Commission	10,607	12,438
Fire Districts	42,858	48,657
Acadia-St. Landry Hospital	1,081	1,121
Consolidated District 1, Ward 3	5,503	4,256
Red River Levee	502	1,135
Louisiana Tax Commission	<u>133</u>	<u>-</u>
Total	<u>\$ 238,537</u>	<u>\$ 244,139</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Basic Financial Statements (Continued)

(19) Compensation, Benefits, and Other Payments to Agency Head

The schedule of compensation and benefits paid to Bobby Guidroz, Sheriff, for the year ended June 30, 2019 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 159,540
Benefits-insurance	10,320
Benefits-retirement	19,544
Per diem	540
Conference travel	3,169
Registration fees	595
Total	<u>\$ 193,708</u>

(20) Tax Abatement

Louisiana's State Constitution Chapter VII Section 21 authorizes the State Board of Commerce and Industry to create a ten (10) year ad valorem tax abatement program for new manufacturing establishments in the State. Under the terms of this program, qualified businesses may apply for an exemption of local ad valorem taxes on capital improvements and equipment related to manufacturing for the first ten years of its operation; after which the property will be added to the local tax roll and taxed at the value and millage in force at that time. The future value to this exempt property could be subject to significant fluctuations from today's value; however, the Sheriff could receive a substantial increase in ad valorem tax revenues once the exemption on this property expires. Because these taxes are not assessed, no adjustments have been made to the Sheriff's financial statements to record the exempt amounts. At June 30, 2019, the Sheriff's ad valorem revenues were reduced by \$0 for industrial exemptions issued related to these abatements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Budgetary Comparison Schedule
For the Year Ended June 30, 2019

	Budget		Actual	Variance with Final Budget
	Original	Amended		Positive (Negative)
Revenues:				
Taxes and licenses -				
Ad valorem taxes	\$ 2,850,000	\$ 2,815,000	\$ 2,823,159	\$ 8,159
Sales taxes	8,525,000	8,800,000	8,877,265	77,265
Intergovernmental revenues -				
Federal grants	27,500	32,000	31,897	(103)
State grants	27,500	38,000	38,807	807
State grants - state revenue sharing (net)	265,000	266,000	266,292	292
State supplemental pay	560,000	580,000	580,679	679
Video poker commissions	570,000	376,000	536,057	160,057
Fees charges and commissions for services -				
Civil and criminal fees	1,145,500	1,151,000	1,232,535	81,535
Special duty detail	245,000	170,000	179,393	9,393
Feeding, keeping, and transporting prisoners	440,000	345,000	342,422	(2,578)
Interest income	25,000	46,000	51,540	5,540
Sale of equipment	20,000	-	6,369	6,369
Miscellaneous	90,000	123,000	161,636	38,636
Total revenues	<u>14,790,500</u>	<u>14,742,000</u>	<u>15,128,051</u>	<u>386,051</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	9,335,000	9,485,000	9,428,141	56,859
Operating services	2,456,000	2,546,000	2,511,003	34,997
Operations and maintenance	2,087,000	2,341,500	2,525,072	(183,572)
Travel and other charges	60,000	68,000	33,888	34,112
Capital outlay	<u>1,775,000</u>	<u>1,539,000</u>	<u>1,538,051</u>	<u>949</u>
Total expenditures	<u>15,713,000</u>	<u>15,979,500</u>	<u>16,036,155</u>	<u>(56,655)</u>
Excess (deficiency) of revenues over expenditures	(922,500)	(1,237,500)	(908,104)	329,396
Fund balance, beginning	<u>4,902,333</u>	<u>4,902,333</u>	<u>4,902,333</u>	<u>-</u>
Fund balance, ending	<u>\$ 3,979,833</u>	<u>\$ 3,664,833</u>	<u>\$ 3,994,229</u>	<u>\$ 329,396</u>

St. Landry Parish Sheriff
Opelousas, Louisiana

Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2019

Total OPEB Liability	<u>2019</u>	<u>2018</u>
Service cost	\$ 186,252	\$ 204,524
Interest	273,127	255,018
Changes in benefit terms	-	-
Differences between expected and actual experience	447,002	66,004
Changes of assumptions	91,665	-
Benefit payments and net transfers	<u>(225,589)</u>	<u>(202,515)</u>
Net changes	772,457	323,031
Total OPEB liability - beginning	<u>7,710,508</u>	<u>7,387,477</u>
Total OPEB liability - ending	<u>\$ 8,482,965</u>	<u>\$ 7,710,508</u>
Covered employee payroll	\$ 8,168,355	\$ 7,622,252
Net OPEB liability as a percentage of covered-employee payroll	103.85%	101.16%

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Schedule of Employer's Share of Net Pension Liability
For the Year Ended June 30, 2019*

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2019	1.127899%	\$ 4,325,096	\$ 7,764,682	55.7%	90.41%
2018	1.104272%	4,781,800	7,648,730	62.5%	88.49%
2017	1.187031%	7,533,961	8,110,274	92.9%	82.10%
2016	1.098046%	4,894,559	7,567,230	64.7%	86.61%
2015	1.184180%	4,689,359	7,548,660	62.1%	87.34%

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

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Schedule of Employer Pension Contributions
For the Year Ended June 30, 2019

<u>Year ended June 30,</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractual Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
2019	\$ 975,980	\$ 975,980	\$ -	\$ 7,967,181	12.25%
2018	989,997	989,997	-	7,764,682	12.75%
2017	1,013,457	1,013,457	-	7,648,730	13.25%
2016	1,115,163	1,115,163	-	8,110,274	13.75%
2015	1,078,330	1,078,330	-	7,567,230	14.25%

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

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Required Supplementary Information

(1) Budgets and Budgetary Accounting

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

- a. The chief administrative deputy prepares a proposed budget for the General and special revenue funds and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Sheriff. Such amendments were not material in relation to the original appropriations.

(2) Pension Plans

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plan.

(3) Other Postemployment Benefits

- a. Benefit Changes – There were no changes of benefit terms.
- b. Changes of Assumptions – The implicit subsidy for blended rates increased from 130% to 145% for the year ended June 30, 2019.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Notes to Required Supplementary Information (Continued)

(4) Excess of Expenditures Over Appropriations

For the year ended June 30, 2019, the General Fund had actual expenditures over appropriations as follows:

	<u>Final Budget</u>	<u>Actual</u>	<u>Excess</u>
Operations and maintenance	\$ 2,341,500	\$ 2,525,072	\$ (183,572)

**OTHER SUPPLEMENTARY
INFORMATION**

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Comparative Statement of Net Position
June 30, 2019 and 2018

	Governmental Activities	
	2019	2018
ASSETS		
Current assets:		
Cash and interest-bearing deposits	\$ 4,449,767	\$ 5,430,675
Due from other governmental units	180,661	264,485
Prepaid expenditures	15,716	17,641
Other	500	500
Total current assets	4,646,644	5,713,301
Noncurrent assets:		
Capital assets, net	6,800,017	5,769,318
Total assets	11,446,661	11,482,619
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows of resources related to pension	2,608,513	2,165,944
Deferred outflows of resources related to postemployment benefit obligation	568,555	62,121
Total deferred outflows or resources	3,177,068	2,228,065
LIABILITIES		
Current liabilities:		
Accounts, salaries, and other payables	545,901	727,883
Noncurrent liabilities:		
Long-term liabilities	216,947	284,639
Net OPEB obligation	8,482,965	7,710,508
Net pension liability	4,325,096	4,781,800
Total noncurrent liabilities	13,025,008	12,776,947
Total liabilities	13,570,909	13,504,830
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to pension	1,958,906	1,560,070
NET POSITION		
Net investment in capital assets	6,800,017	5,769,318
Unrestricted (deficit)	(7,706,103)	(7,123,534)
Total net position (deficit)	\$ (906,086)	\$ (1,354,216)

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana
General Fund

Comparative Balance Sheet
June 30, 2019 and 2018

	2019	2018
ASSETS		
Cash and interest-bearing deposits	\$4,343,253	\$5,347,590
Receivables -		
Due from other governmental units	180,661	264,485
Prepaid expenditures	15,716	17,641
Other	500	500
Total assets	<u>\$4,540,130</u>	<u>\$5,630,216</u>
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ 177,345	\$ 337,487
Retainage payable	5,804	25,167
Accrued liabilities	362,752	365,229
Total liabilities	545,901	727,883
Fund balance:		
Nonspendable (prepaid expenditures)	15,716	17,641
Assigned for construction	1,000,000	1,000,000
Unassigned	2,978,513	3,884,692
Total fund balance	3,994,229	4,902,333
Total liabilities and fund balance	<u>\$4,540,130</u>	<u>\$5,630,216</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana
General Fund

Budgetary Comparison Schedule -
Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Year Ended June 30, 2019
With Comparative Actual Amounts for Year Ended June 30, 2018

	2019			Variance with Final Budget Positive (Negative)	2018
	Budget		Actual		
	Original	Amended			
Revenues:					
Taxes -					
Ad valorem taxes	\$2,850,000	\$2,815,000	\$2,823,159	\$ 8,159	\$2,843,238
Sales taxes	8,525,000	8,800,000	8,877,265	77,265	8,688,898
Intergovernmental revenues -					
Federal grants	27,500	32,000	31,897	(103)	9,775
State grants	27,500	38,000	38,807	807	55,737
State grants - state revenue sharing (net)	265,000	266,000	266,292	292	266,344
State supplemental pay	560,000	580,000	580,679	679	567,684
Video poker commissions	570,000	376,000	536,057	160,057	644,130
Fees, charges and commissions for services -					
Civil and criminal fees	1,145,500	1,151,000	1,232,535	81,535	1,241,244
Special duty detail	245,000	170,000	179,393	9,393	281,947
Feeding, keeping, and transporting prisoners	440,000	345,000	342,422	(2,578)	477,771
Interest income	25,000	46,000	51,540	5,540	27,850
Sale of equipment	20,000	-	6,369	6,369	7,700
Miscellaneous	90,000	123,000	161,636	38,636	94,299
Total revenues	<u>14,790,500</u>	<u>14,742,000</u>	<u>15,128,051</u>	<u>386,051</u>	<u>15,206,617</u>
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	9,335,000	9,485,000	9,428,141	56,859	9,299,721
Operating services	2,456,000	2,546,000	2,511,003	34,997	2,426,349
Operations and maintenance	2,087,000	2,341,500	2,525,072	(183,572)	2,201,298
Travel and other charges	60,000	68,000	33,888	34,112	31,295
Capital outlay	<u>1,775,000</u>	<u>1,539,000</u>	<u>1,538,051</u>	<u>949</u>	<u>817,981</u>
Total expenditures	<u>15,713,000</u>	<u>15,979,500</u>	<u>16,036,155</u>	<u>(56,655)</u>	<u>14,776,644</u>
Excess (deficiency) of revenues over expenditures	(922,500)	(1,237,500)	(908,104)	329,396	429,973
Fund balance, beginning	<u>4,902,333</u>	<u>4,902,333</u>	<u>4,902,333</u>	<u>-</u>	<u>4,472,360</u>
Fund balance, ending	<u>\$3,979,833</u>	<u>\$3,664,833</u>	<u>\$3,994,229</u>	<u>\$ 329,396</u>	<u>\$4,902,333</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana
General Fund

Budgetary Comparison Schedule - Expenditures
For the Year Ended June 30, 2019
With Comparative Actual Amounts for Year Ended June 30, 2018

	2019			Variance with Final Budget Positive (Negative)	2018
	Budget		Actual		
	Original	Amended			
Current:					
Public safety -					
Personal services and related benefits:					
Sheriff's salary	\$ 146,000	\$ 146,000	\$ 145,036	\$ 964	\$ 145,036
Deputies salaries	8,035,000	8,225,000	8,172,206	52,794	8,030,448
Pension and payroll taxes	1,140,000	1,100,000	1,096,395	3,605	1,109,733
Sheriff's expense allowance	<u>14,000</u>	<u>14,000</u>	<u>14,504</u>	<u>(504)</u>	<u>14,504</u>
Total personal services and related benefits	<u>9,335,000</u>	<u>9,485,000</u>	<u>9,428,141</u>	<u>56,859</u>	<u>9,299,721</u>
Operating services:					
Deputy group insurance	2,020,000	2,116,000	2,012,728	103,272	1,932,809
Auto insurance	250,000	250,000	249,233	767	239,131
Deputy liability insurance	140,000	145,000	144,023	977	142,389
Other	<u>46,000</u>	<u>35,000</u>	<u>105,019</u>	<u>(70,019)</u>	<u>112,020</u>
Total operating services	<u>2,456,000</u>	<u>2,546,000</u>	<u>2,511,003</u>	<u>34,997</u>	<u>2,426,349</u>
Operations and maintenance:					
Auto fuel and oil	400,000	380,000	380,506	(506)	394,664
Auto maintenance	215,000	200,000	190,894	9,106	208,374
Computer and copier expenditures	100,000	97,000	92,779	4,221	109,696
Deputy uniforms, supplies, etc.	115,000	220,000	214,529	5,471	167,379
Office supplies and expenditures	197,000	240,000	224,459	15,541	239,752
Telephone and utilities	240,000	229,000	225,976	3,024	235,364
Liability claims	125,000	220,000	213,370	6,630	97,465
Maintenance of equipment and buildings	325,000	375,000	374,036	964	360,858
Postage	55,000	55,000	51,635	3,365	53,226
Prisoner feeding and maintenance	50,000	32,500	43,244	(10,744)	63,880
Professional fees	215,000	232,000	239,521	(7,521)	218,743
Criminal investigation expenditures	4,000	4,000	4,400	(400)	1,921
Other	<u>46,000</u>	<u>57,000</u>	<u>269,723</u>	<u>(212,723)</u>	<u>49,976</u>
Total operations and maintenance	<u>2,087,000</u>	<u>2,341,500</u>	<u>2,525,072</u>	<u>(183,572)</u>	<u>2,201,298</u>
Travel and other charges	<u>60,000</u>	<u>68,000</u>	<u>33,888</u>	<u>34,112</u>	<u>31,295</u>
Capital outlay:					
Vehicles	250,000	142,000	141,033	967	166,360
Equipment	260,000	85,000	51,678	33,322	28,024
Buildings	<u>1,265,000</u>	<u>1,312,000</u>	<u>1,345,340</u>	<u>(33,340)</u>	<u>623,597</u>
Total capital outlay	<u>1,775,000</u>	<u>1,539,000</u>	<u>1,538,051</u>	<u>949</u>	<u>817,981</u>
Total expenditures	<u>\$ 15,713,000</u>	<u>\$ 15,979,500</u>	<u>\$ 16,036,155</u>	<u>\$ (56,655)</u>	<u>\$ 14,776,644</u>

AGENCY FUNDS

Sheriff's Fund -

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

Bond Fund -

To account for the collection of cash bonds and payment of these collections to the eligible recipients in accordance with applicable laws.

Tax Collector Fund -

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

Prisoners' Money Fund -

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

Drug Seizure Fund -

To account for monies seized during drug policing activities.

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana
Agency Funds

Combining Balance Sheet
June 30, 2019
With Comparative Totals for June 30, 2018

	Sheriff's Fund	Bond Fund	Tax Collector Fund		Prisoners' Money Fund	Drug Seizure Fund	June 30,	
			Tax Collector	License Account			2019	2018
ASSETS								
Cash	\$ -	\$ 301	\$ 750	\$ 150	\$ 52,976	\$ 1,486	\$ 55,663	\$ 68,288
Interest-bearing deposits	<u>53,395</u>	<u>562,972</u>	<u>1,354,545</u>	<u>44,394</u>	<u>-</u>	<u>-</u>	<u>2,015,306</u>	<u>2,015,528</u>
Total assets	<u>\$ 53,395</u>	<u>\$ 563,273</u>	<u>\$ 1,355,295</u>	<u>\$ 44,544</u>	<u>\$ 52,976</u>	<u>\$ 1,486</u>	<u>\$ 2,070,969</u>	<u>\$ 2,083,816</u>
LIABILITIES								
Due to taxing bodies and others	\$ 53,395	\$ 563,273	\$ 1,355,295	\$ 44,544	\$ 9,124	\$ 1,486	\$ 2,027,117	\$ 2,056,815
Due to inmates	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,852</u>	<u>-</u>	<u>43,852</u>	<u>27,001</u>
Total liabilities	<u>\$ 53,395</u>	<u>\$ 563,273</u>	<u>\$ 1,355,295</u>	<u>\$ 44,544</u>	<u>\$ 52,976</u>	<u>\$ 1,486</u>	<u>\$ 2,070,969</u>	<u>\$ 2,083,816</u>

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana
Agency Funds

Combining Statement of Changes in Assets and Liabilities
Year Ended June 30, 2019
With Comparative Actual Amounts for the Year Ended June 30, 2018

	Sheriff's Fund	Bond Fund	Tax Collector Fund		Prisoners' Money Fund	Drug Seizure Fund	Total	
			Tax Collector	License Account			2019	2018
Balances, beginning of year	<u>\$ 67,049</u>	<u>\$ 583,737</u>	<u>\$ 1,328,584</u>	<u>\$ 37,358</u>	<u>\$ 34,846</u>	<u>\$ 32,242</u>	<u>\$ 2,083,816</u>	<u>\$ 2,315,271</u>
Additions:								
Deposits -								
Sheriff's sales	1,691,007	-	-	-	-	-	1,691,007	2,105,067
Sheriff's fees	382,271	-	-	-	-	-	382,271	304,152
Bonds	-	236,438	-	-	-	-	236,438	193,148
Fines and costs	-	1,816,598	-	-	-	-	1,816,598	2,053,788
Work release housing & transportation	-	24,210	-	-	28,974	-	53,184	60,203
Garnishments	288,833	-	-	-	-	-	288,833	259,726
Licenses and fees	-	-	-	627,388	-	-	627,388	598,889
Inmates	-	-	-	-	-	-	-	48,299
Taxes, fees, etc. paid to tax collector	-	-	36,941,056	-	23,558	-	36,964,614	38,798,195
Interest on interest-bearing deposits	1,936	7,251	30,294	565	314	-	40,360	22,421
Total additions	<u>2,364,047</u>	<u>2,084,497</u>	<u>36,971,350</u>	<u>627,953</u>	<u>52,846</u>	<u>-</u>	<u>42,100,693</u>	<u>44,443,888</u>
Total	<u>2,431,096</u>	<u>2,668,234</u>	<u>38,299,934</u>	<u>665,311</u>	<u>87,692</u>	<u>32,242</u>	<u>44,184,509</u>	<u>46,759,159</u>
Reductions:								
Taxes, fees, etc. distributed to taxing bodies and others	-	1,886,176	36,944,639	-	-	-	38,830,815	41,074,146
Deposits settled to -								
Sheriff's General Fund	767,807	218,785	-	93,115	-	-	1,079,707	1,009,671
Clerk of court	104,501	-	-	-	-	-	104,501	148,376
Parish Government	-	-	-	527,652	-	-	527,652	492,487
Inmates	-	-	-	-	5,428	-	5,428	51,751
Appraisers	41,007	-	-	-	-	-	41,007	54,850
Attorneys, litigants, etc.	1,159,585	-	-	-	-	-	1,159,585	1,685,715
Other reductions	304,801	-	-	-	29,288	30,756	364,845	158,347
Total reductions	<u>2,377,701</u>	<u>2,104,961</u>	<u>36,944,639</u>	<u>620,767</u>	<u>34,716</u>	<u>30,756</u>	<u>42,113,540</u>	<u>44,675,343</u>
Balances, end of year	<u>\$ 53,395</u>	<u>\$ 563,273</u>	<u>\$ 1,355,295</u>	<u>\$ 44,544</u>	<u>\$ 52,976</u>	<u>\$ 1,486</u>	<u>\$ 2,070,969</u>	<u>\$ 2,083,816</u>

STATE OF LOUISIANA, PARISH OF ST. LANDRY

AFFIDAVIT

Bobby Guidroz, Sheriff of St. Landry Parish

BEFORE ME, the undersigned authority, personally came and appeared, Bobby Guidroz, the sheriff of St. Landry Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$1,361,688 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 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.

Bobby J. Guidroz
Sheriff of St. Landry Parish

SWORN to and subscribed before me, Notary, this 14 day of October 2019, in my office in Opelousas, Louisiana.

Jennifer M Guidroz (Signature)
Jenniter M Guidroz (Print), # 53160
Notary Public
Life (Commission)

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

KOLDER, SLAVEN & COMPANY, LLC

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Victor R. Slaven, CPA*
Gerald A. Thibodeaux, Jr., CPA*
Robert S. Carter, CPA*
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable Bobby Guidroz
St. Landry Parish Sheriff
Opelousas, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the St. Landry Parish Sheriff (the Sheriff) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements and have issued our report thereon dated December 12, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
December 12, 2019

ST. LANDRY PARISH SHERIFF
Opelousas, Louisiana

Summary Schedule of Current and Prior Year Findings
and Management's Corrective Action Plan

Part I. Current Year Findings and Management's Corrective Plan

A. Internal Control Findings –

There are no findings to report under this section.

B. Compliance Findings –

There are no findings to report under this section.

Part II. Prior Year Findings

A. Internal Control Findings –

2018-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

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

RECOMMENDATION: The Sheriff should establish and monitor controls over functions that are not completely segregated.

CURRENT STATUS: Resolved.

B. Compliance Findings –

There are no findings to report under this section.

ST. LANDRY PARISH SHERIFF

Opelousas, Louisiana

Agreed-Upon Procedures Report

Year Ended June 30, 2019

KOLDER, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

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The Honorable Bobby Guidroz
St. Landry Parish Sheriff and the
Louisiana Legislative Auditor

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

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

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

- g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Board or Finance Committee

The following procedures were not performed since there were no exceptions in the prior year.)

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) Observe that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - c) Obtain the prior year audit report and observe the unrestricted fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

Bank Reconciliations

(The following procedures were not performed since there were no exceptions in the prior year.)

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

Collections

(The following procedures were not performed since there were no exceptions in the prior year.)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquired 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.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly select and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

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

(The following procedures were not performed since there were no exceptions in the prior year.)

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

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

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

11. We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. We obtained management's representation that the listing is complete.
12. Using the listing prepared by management, we randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtained supporting documentation, and:
 - a) We observed 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.
 - b) We observed that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected 10 transactions (or all transactions if less than 10) from each statement, and obtained supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, we observed that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

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

(The following procedures were not performed since there were no exceptions in the prior year.)

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

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

(The following procedures were not performed since there were no exceptions in the prior year.)

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

Payroll and Personnel

(The following procedures were not performed since there were no exceptions in the prior year.)

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

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Ethics

(The following procedures were not performed since there were no exceptions in the prior year.)

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Debt Service

(The following procedures were not performed since there were no exceptions in the prior year.)

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Other

(The following procedures were not performed since there were no exceptions in the prior year.)

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions:

No exceptions were found as a result of applying the procedures listed above except:

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

1. Of the nineteen credit card transactions tested, two transactions were not supported by an original itemized receipt.

Management's response: Management will ascertain that all reimbursements are supported by an original itemized receipt that identifies what was purchased.

2. Of the nineteen credit card transactions tested, fourteen credit card charges did not display written documentation of business/public purpose.

Management's response: Management will ascertain that all credit card transactions have written documentation of the business or public purpose.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the St. Landry Parish Sheriff and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Lafayette, Louisiana
December 12, 2019