

**EAST FELICIANA PARISH SHERIFF**

Clinton, Louisiana

Financial Report

Year Ended June 30, 2019

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## INDEPENDENT AUDITOR'S REPORT

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The Honorable Jeffery E. Travis  
East Feliciana Parish Sheriff  
Clinton, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the East Feliciana 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 as listed in the table of contents.

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

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

### *Auditor's Responsibility*

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

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

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the East Feliciana Parish Sheriff as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows 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 information, schedule of changes in total OPEB liability, schedule of employer's share of net pension liability, and the schedule of employer contributions on pages 45 through 50 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The prior year comparative information included in the required supplementary information has been 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 taken as a whole.

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 general fund expenditure budgetary comparison schedule, agency funds combining statements, and tax collector fund affidavit included in other supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The agency funds combining statements 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 agency funds combining statements are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The prior year comparative information included on the agency funds combining statements included in other supplementary information has been derived from the Sheriff's 2018 financial statements. The information was subjected to the auditing procedures applied in the audit of those 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 and, in our opinion, was fairly presented, in all material respects, in relation to the basic financial statements from which they have been derived.

The general fund expenditure budgetary comparison schedule and the tax collector fund affidavit 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 October 15, 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 solely 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 the effectiveness of the Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Oberlin, Louisiana  
October 15, 2019

## **BASIC FINANCIAL STATEMENTS**

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Net Position  
June 30, 2019

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and interest-bearing deposits	\$ 1,133,285	\$ 80,199	\$ 1,213,484
Receivables	-	29,890	29,890
Due from other governmental units	140,921	-	140,921
Inventory	4,303	18,613	22,916
Prepaid items	16,184	-	16,184
Capital assets, net	207,242	-	207,242
Total assets	1,501,935	128,702	1,630,637
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pensions	578,221	-	578,221
<b>LIABILITIES</b>			
Accounts and other accrued payables	148,147	1,089	149,236
Long-term liabilities:			
Due within one year	53,250	-	53,250
Due after one year	280,000	-	280,000
Other post employment benefits payable	4,429,484	-	4,429,484
Net pension liability	983,495	-	983,495
Total liabilities	5,894,376	1,089	5,895,465
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions	363,944	-	363,944
<b>NET POSITION</b>			
Net investment in capital assets	188,992	-	188,992
Unrestricted (deficit)	(4,367,156)	127,613	(4,239,543)
Total net position	\$(4,178,164)	\$ 127,613	\$(4,050,551)

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Activities  
Year Ended June 30, 2019

Activities	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:							
Public safety:							
Law enforcement	\$ 4,646,912	\$ 2,883,729	\$ 103,865	\$ 309,550	\$ (1,349,768)	\$ -	\$ (1,349,768)
Business-type activities:							
Commissary	213,862	348,780	-	-	-	134,918	134,918
Total	<u>\$ 4,860,774</u>	<u>\$ 3,232,509</u>	<u>\$ 103,865</u>	<u>\$ 309,550</u>	<u>(1,349,768)</u>	<u>134,918</u>	<u>(1,214,850)</u>
General revenues:							
Taxes -							
Property taxes, levied for general purposes					1,015,879	-	1,015,879
State revenue sharing					47,527	-	47,527
Nonemployer pension contribution					104,707	-	104,707
Miscellaneous					1,557	-	1,557
Interest and investment earnings					11,213	958	12,171
Transfers					120,000	(120,000)	-
Total general revenues					<u>1,300,883</u>	<u>(119,042)</u>	<u>1,181,841</u>
Change in net position					(48,885)	15,876	(33,009)
Net position, as restated - July 1, 2018					<u>(4,129,279)</u>	<u>111,737</u>	<u>(4,017,542)</u>
Net position - June 30, 2019					<u>\$ (4,178,164)</u>	<u>\$ 127,613</u>	<u>\$ (4,050,551)</u>

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.

### **Enterprise Fund**

### **Commissary Fund**

To account for the provision of a commissary to the parish inmates housed by the Sheriff. All activities necessary to provide such services are accounted for in this fund.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Balance Sheet - Governmental Fund  
June 30, 2019

	<u>General Fund</u>
ASSETS	
Cash and interest-bearing deposits	\$1,133,285
Due from other governmental units	140,921
Inventory	4,303
Prepaid items	<u>16,184</u>
Total assets	<u>\$1,294,693</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 43,398
Other accrued liabilities	<u>104,749</u>
Total liabilities	<u>148,147</u>
Fund balance:	
Nonspendable	4,303
Unassigned	<u>1,142,243</u>
Total fund balance	<u>1,146,546</u>
Total liabilities and fund balance	<u>\$1,294,693</u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

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

Total fund balance for the governmental fund at June 30, 2019		\$ 1,146,546
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 fund. Those assets consist of:		
Buildings, net of \$89,058 accumulated depreciation	\$ 40,303	
Furniture, fixtures, and equipment, net of \$332,930 accumulated depreciation	37,885	
Vehicles, net of \$343,636 accumulated depreciation	<u>129,054</u>	207,242
Deferred outflows of contributions to the retirement system are not available resources, and therefore, are not reported in the fund.		578,221
Some liabilities are not due and payable from current financial resources and are, therefore not reported in the fund. These liabilities consist of the following:		
Capital lease payable	(18,250)	
Judgment payable	(315,000)	
Other post employment benefits payable	(4,429,484)	
Net pension liability	<u>(983,495)</u>	(5,746,229)
The deferred inflows of contributions to the retirement system are not payable from current expendable resources and, therefore are not reported in the fund.		<u>(363,944)</u>
Total net position (deficit) of governmental activities at June 30, 2019		<u>\$ (4,178,164)</u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

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

	<u>General Fund</u>
Revenues:	
Ad valorem taxes	\$1,015,879
Intergovernmental revenues -	
Grants	23,386
State revenue sharing	47,527
State supplemental pay	80,479
Local government	131,448
Fees, charges, and commissions for services -	
Civil and criminal	139,902
Feeding and keeping prisoners	2,452,272
Other	160,107
Donations	309,550
Interest income	11,213
Miscellaneous	<u>1,557</u>
Total revenues	<u>4,373,320</u>
Expenditures:	
Current -	
Public safety:	
Personal services and related benefits	2,421,636
Operating services	718,407
Operations and maintenance	897,954
Travel and other charges	30,056
Capital outlay	9,500
Debt service	<u>22,724</u>
Total expenditures	<u>4,100,277</u>
Deficiency of revenues over expenditures	273,043
Other financing sources (uses)	
Transfers in	<u>120,000</u>
Net change in fund balance	393,043
Fund balance, beginning	<u>753,503</u>
Fund balance, ending	<u>\$1,146,546</u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

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

Total net change in fund balance for the year ended June 30, 2019 per the statement of revenues, expenditures and changes in fund balance	\$ 393,043
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The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay 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 an expenditure on statement of revenues, expenditures and changes in fund balance	\$ 9,500	
Depreciation expense for the year ended June 30, 2019	<u>(72,049)</u>	(62,549)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are amortized in the statement of activities over multiple periods.

Repayment of long-term debt	55,957
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Some long-term liabilities are not recognized at the fund level because they do not represent a claim on current financial resources. Expenses at the government-wide level are recognized when these liabilities are incurred, while expenditures are recognized at the fund level when cash payments are made. The amounts below represent the difference between the expenses incurred at the government-wide level and the current financial resources expended at the fund level.

Other post employment benefits payable	(533,835)	
Net pension liability	<u>98,499</u>	<u>(435,336)</u>

Total change in net position at June 30, 2019 per the statement of activities	\$ <u>(48,885)</u>
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The accompanying notes are an integral part of the basic financial statements.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Net Position  
Proprietary Fund  
June 30, 2019

ASSETS

Current assets:

Cash and interest-bearing deposits	\$ 80,199
Receivables	29,890
Inventory	<u>18,613</u>
Total assets	128,702

LIABILITIES

Current liabilities:

Accounts and other payables	<u>1,089</u>
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NET POSITION

Unrestricted	<u>127,613</u>
Total net position	<u>\$ 127,613</u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Revenues, Expenses, and Changes in Net Position  
Proprietary Fund  
Year Ended June 30, 2019

Operating revenues:	
Sales	\$ 348,780
Cost of goods sold	<u>207,999</u>
Gross profit	140,781
Operating expenses:	
Supplies	<u>5,863</u>
Operating income	134,918
Nonoperating revenues:	
Interest income	<u>958</u>
Income before transfers	135,876
Transfers out	<u>(120,000)</u>
Change in net position	15,876
Net position, beginning, as restated	<u>111,737</u>
Net position, ending	<u><u>\$ 127,613</u></u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Cash Flows  
Proprietary Fund Type - Enterprise  
Year Ended June 30, 2019

Cash flows from operating activities:	
Receipts from customers	\$ 340,960
Payments to suppliers	<u>(215,345)</u>
Net cash provided by operating activities	125,615
Cash flows from noncapital financing activities:	
Transfers to other funds	<u>(120,000)</u>
Cash flows from investing activities:	
Interest earned	<u>958</u>
Net cash provided by investing activities	<u>958</u>
Net increase in cash and cash equivalents	6,573
Cash and cash equivalents, beginning of period	<u>73,626</u>
Cash and cash equivalents, end of period	<u><u>\$ 80,199</u></u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income	\$ 134,918
Adjustments to reconcile operating income to net cash provided by operating activities:	
Changes in current assets and liabilities -	
Increase in receivables	(7,820)
Increase in inventory	(1,671)
Increase in accounts and other payables	<u>188</u>
Net cash provided by operating activities	<u><u>\$ 125,615</u></u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Statement of Fiduciary Net Position -  
Fiduciary Funds  
June 30, 2019

	<u>Agency Funds</u>
ASSETS	
Cash	\$ 25,865
Interest-bearing deposits	<u>441,816</u>
Total assets	<u>\$ 467,681</u>
LIABILITIES	
Due to taxing bodies, prisoners and others	<u>\$ 467,681</u>

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements

INTRODUCTION

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

As the chief law enforcement officer of the parish, the Sheriff is responsible for enforcing state and local laws, ordinances, et cetera, within the territorial boundaries of the parish. The Sheriff provides protection to the residents of the parish through on-site patrols, investigations, et cetera, and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. In addition, the Sheriff, when requested, 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, sportsmen's licenses, 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 East Feliciana Parish 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

The accompanying basic financial statements of the East Feliciana Parish Sheriff have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. Reporting Entity

For financial reporting purposes, the Sheriff includes all funds and activities that are controlled by the Sheriff. 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 policy jury as required by Louisiana law, the Sheriff is financially independent.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

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

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The government-wide financial statements provide operational accountability information for the Sheriff as an economic unit. The government-wide financial statements report the Sheriff's ability to maintain service levels and continue to meet its obligations as they come due. The statements include all governmental activities and all business-type activities of the primary government.

Fund Financial Statements (FFS)

The accounts of the Sheriff are organized and operated on the basis of funds, each of which is considered to be an independent fiscal and accounting entity. The operations of each fund are accounted for within separate sets of self-balancing accounts, which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance/net position, revenues, and expenditures/expenses, and transfers. Major funds are determined as funds whose revenues, expenditures/expenses, assets and deferred outflows of resources, or liabilities and deferred inflows of resources are at least ten percent of the totals for all governmental and enterprise funds for the same item or funds designated as major at the discretion of the Sheriff. Funds not classified as a major fund are aggregated and presented in a single column in the fund financial statements. The Sheriff uses the following funds, grouped by fund type.

Governmental Fund -

Governmental funds are those through which most governmental functions of the Sheriff are financed. The acquisition, use, and balance of the Sheriff's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds.

General Fund -

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

Governmental fund financial statements include a balance sheet and a statement of revenues, expenditures, and changes in fund balances for all major governmental funds and nonmajor funds aggregated. A reconciliation is presented to summarize the differences in fund balances of the governmental fund financial statements and the net position of the governmental activities in the government-wide financial statements.

Proprietary Fund -

Proprietary funds are used to account for the Sheriff's ongoing operations and activities which are similar to those often found in the private sector where the intent is that costs of providing goods and services be recovered through user charges. The proprietary fund maintained by the Sheriff is an enterprise fund.

Enterprise Fund -

Enterprise funds are proprietary funds that are used to report activities for which a fee is charged to external users. These funds account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the government body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the government body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Sheriff's major enterprise fund is the Commissary Fund.

Fiduciary Funds -

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

C. Measurement Focus/Basis of Accounting

The measurement focus determines the accounting and financial reporting treatment applied to a fund. The governmental and business-type activities within the government-wide statement of net position and statement of activities are presented using the economic resources measurement focus. The economic resources measurement focus meets the accounting objectives of determining net income, net position, and cash flows.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

The fund financial statements use either the current financial resources measurement focus or the economic resources measurement focus as appropriate. Governmental funds use the current financial resources measurement focus. The measurement focus is based upon the receipt and disbursement of current available financial resources rather than upon net income. The measurement focus of the proprietary fund type, the flow of economic resources, is based upon determination of net income, net position, and cash flows.

The accrual basis of accounting is used throughout the government-wide statements; conversely, the financial statements of the governmental funds have been prepared in accordance with the modified accrual basis of accounting, whereby revenues are recognized when considered both measurable and available to finance expenditures of the current period. For this purpose, the Sheriff considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. An exception to this is grants collected on a reimbursement basis. Those reimbursable grants are recognized as revenue when reimbursable expenditure are made. The Sheriff considers reimbursement amounts received within on year as available. The Sheriff accrues intergovernmental revenue, ad valorem tax revenue, charges for services, and investment income based upon this concept. Expenditures generally are recognized when the related fund liabilities are incurred and become payable in the current period. Proceeds of debt are reported as other financing sources, and principal and interest on long-term debt, as well as expenditure related to compensated absences and claims and judgments, are recorded as expenditure when paid.

Interest on invested funds is recognized when earned. Intergovernmental revenues that are reimbursement for specific purposes or projects are recognized in the period in which the expenditures are recorded. All other revenue items are considered to be measurable and available only when the cash is received by the Sheriff. Transfers between the governmental and proprietary funds are recorded when the related liability is incurred. These transfers do not represent revenues (expenditure) to the Sheriff and are, therefore, reported as other financing sources (uses) in the governmental fund financial statements.

The financial statements of the enterprise fund have been prepared in accordance with the accrual basis of accounting. Accordingly, revenues are recorded when earned, and expenses and related liabilities are recorded when incurred.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Equity

Cash and interest-bearing deposits

Cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Sheriff. They are stated at cost, which approximates market.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

For the purpose of the propriety fund statement of cash flows, “cash and cash equivalents” includes all demand and savings accounts, and certificates of deposit or short-term investments with an original maturity of three months or less when purchased.

Inventory

Inventory of the Sheriff's General Fund consists of food purchased by the Sheriff and are recorded as expense when consumed. Inventory of the Sheriff's Enterprise Fund consists of items purchased for resale to prisoners. All purchased inventory items are stated at cost, which is determined by the first-in, first-out method.

Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, 2019 are recorded as prepaid items.

Capital Assets

Capital assets, which include buildings, furniture, fixtures and equipment, and vehicles, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical is not available. Donated assets are recorded as capital assets at acquisition value at the date of donation. The Sheriff maintains a threshold level of \$1,500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Vehicles	5 years
Buildings	10-40 years
Furniture, fixtures and equipment	5-7 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

Compensated Absences

Employees of the Sheriff's office earn eight hours per month of sick leave and eight hours per month of vacation after one year of service. Employees with over 20 years of service earn 12 hours per month. An employee may not accrue vacation leave from one year to the next. Sick leave may be accumulated up to 1,000 hours; however, if an employee resigns, retires, or is terminated, the accumulated sick leave is forfeited. At June 30, 2019, the Sheriff has no leave benefits that are required to be reported in accordance with generally accepted accounting principles.

Deferred Outflows of Resources and Deferred Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Sheriff has one item that qualifies for reporting in this category, the deferred outflow of resources attributable to its pension plan. The Sheriff reported deferred outflows of resources totaling \$578,221 at June 30, 2019.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Sheriff has one item that qualifies for reporting in this category, the deferred inflow of resources attributable to its pension plan. The Sheriff reported deferred inflows of resources totaling \$363,944 at June 30, 2019.

Equity Classifications

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

- a. Net investment in capital assets consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position consists of net position with constraints placed on the use either by external groups, such as creditors, grantors, and contributors, laws or regulations of other governments; or law through constitutional provisions or enabling legislation. It is the Sheriff's policy to use restricted net position prior to the use of unrestricted net position when both restricted and unrestricted net position are available for an expense which has been incurred.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

- c. Unrestricted net position consists of all other assets, deferred outflows of resources, liabilities and deferred inflows of resources that do not meet the definition of “restricted” or “net investment in capital assets.”

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balances for governmental funds are reported in classifications that comprise a hierarchy based primarily upon the extent to which the Sheriff is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The categories and their purposes are:

- a. Nonspendable includes fund balance amounts that cannot be spent either because they are not in spendable form or because of legal or contractual constraints requiring they remain intact. The Sheriff’s nonspendable fund balance includes inventories.
- b. Restricted includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors, grantors, contributors or amounts constrained due to constitutional provisions or enabling legislation or the laws or regulations of other governments.
- c. Committed includes fund balance amounts that can be used only for specific purposes determined by a formal action of the Sheriff. The Sheriff is the highest level of decision-making authority for the Sheriff’s office. Commitments may be established, modified, or rescinded only through resolutions approved by the Sheriff.
- d. Assigned includes fund balance amounts that are constrained by the Sheriff’s intent to be used for specific purposes, that are neither restricted nor committed. The assignment of fund balance is authorized by a directive approved by the Sheriff.
- e. Unassigned includes fund balance amounts which have not been classified within the above-mentioned categories.

It is the Sheriff’s policy to use restricted amounts first when both restricted and unrestricted fund balance is available unless prohibited by legal or contractual provisions. Additionally, the Sheriff uses committed, assigned, and lastly unassigned amounts of fund balance in that order when expenditures are made.

Proprietary fund equity is classified as the same as in the government-wide statements.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

E. Revenues and Expenditures

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. The taxes are generally collected in December, January, and February of the fiscal year. Intergovernmental revenues and fees, charges, and commissions for services are recorded when the Sheriff is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Operating Revenues and Expenses

In the proprietary fund, operating revenues are those revenues produced as a result of providing services and producing and delivering goods and/or services. Nonoperating revenues are funds primarily provided by investing activities, such as financial institution interest income, gains on disposal of assets, and insurance recovers on property loss. Operating expenses are those expenses are not directly related to the production of revenue and include items such as interest expense and losses on disposal of assets.

Expenditures/Expenses

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.

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities. In the fund financial statements, expenditures are classified by character in the governmental fund and as operating or nonoperating in the proprietary fund. In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

Interfund Transfers

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

F. Bad Debts

Uncollectible amounts due for accounts receivable are recognized as bad debts at the time information becomes available, which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible receivables was made due to immateriality at June 30, 2019.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

G. Use of Estimates

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

H. Report Reclassifications

Certain previously reported amounts for the year ended June 30, 2018 have been reclassified to conform to the June 30, 2019 classifications.

(2) Cash and Cash Equivalents

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 had cash and interest-bearing deposits (book balances) totaling \$1,681,165 as follows:

	Government-wide Statement of Net Position		Fiduciary Funds Statement of Net Position	Total
	Governmental Activities	Business-Type Activities		
Noninterest-bearing deposits	\$ -	\$ -	\$ 25,865	\$ 25,865
Interest-bearing deposits	<u>1,133,285</u>	<u>80,199</u>	<u>441,816</u>	<u>1,655,300</u>
Total	<u>\$1,133,285</u>	<u>\$ 80,199</u>	<u>\$467,681</u>	<u>\$1,681,165</u>

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Sheriff's deposits may not be recovered or the collateral securities that are in the possession of an outside party will not be recovered. These deposits are stated at cost, which approximates market. 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 pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2019, are secured as follows:

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

Bank balances	<u>\$ 1,685,988</u>
Federal deposit insurance	917,438
Pledged securities	<u>768,550</u>
Total	<u>\$ 1,685,988</u>

Pledged securities in the amount of \$768,550 were exposed to custodial credit risk. These securities include uninsured or unregistered investments for which the securities are held by the bank, or by its trust department or agent, but not in the Sheriff's name. Even though the pledged securities are considered uncollateralized (Category 3), 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.

(3) Ad Valorem Taxes

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

Ad valorem taxes are budgeted and recorded in the year for which 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 5.25 mills on property with net assessed valuations totaling \$185,076,439.

Total law enforcement taxes levied during fiscal year 2019 were \$971,651. Taxes receivable were \$7,922 at June 30, 2019 and are reported as a component of Due from other Governments in the General Fund in these financial statements.

The amount of cash on hand in the tax collector account at June 30, 2019 was \$171,415.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

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

Parish Wide Taxes	\$ 510,054
Police Jury (Constitution)	620,549
Parish Wide School (Maintenance)	3,158,488
Health Unit	557,380
Library	464,484
Law Enforcement	975,416
Assessment District	1,187,221
Fire District	1,161,209
Forrest Acreage	12,759
911 Emergency	185,793
Fire Protection Fees	368,968
Louisiana Tax Commission	45,981
Total	<u>\$ 9,248,302</u>

The amount of all taxes assessed and uncollected, by taxing authority is as follows:

	Decreases to tax roll	Adjudication of taxes	Other	Total
Parish Wide Taxes	\$ 45,116	\$ 142	\$ 124	\$ 45,382
Police Jury (Constitution)	54,595	196	150	54,941
Parish Wide School (Maintenance)	277,880	996	763	279,639
Health Unit	49,037	176	135	49,348
Library	40,864	146	112	41,122
Law Enforcement	85,816	307	236	86,359
Assessment District	104,450	374	287	105,111
Fire District	102,162	366	281	102,809
Forrest Acreage	1	-	-	1
911 Emergency	16,346	59	45	16,450
Fire Protection	592	3,222	190	4,004
Total	<u>\$ 776,859</u>	<u>\$ 5,984</u>	<u>\$ 2,323</u>	<u>\$ 785,166</u>

(4) Unsettled Balances –Tax Collector Fund

The unsettled cash balance of the Tax Collector Fund at June 30, 2019 of \$171,415 consists of the following:

Parish licenses	\$ 15,566
Taxes, notices, etc.	<u>155,849</u>
Total	<u>\$ 171,415</u>

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(5) Due From Other Governmental Units

Amounts due from other governmental units totaling \$140,921 at June 30, 2019 consisted of the following:

State of Louisiana:		
Maintenance of prisoners	\$ 102,196	
Ad valorem taxes	7,922	
Other	<u>30,803</u>	
Total		<u><u>\$ 140,921</u></u>

(6) 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:				
Buildings	\$ 129,361	\$ -	\$ -	\$ 129,361
Furniture, fixtures, and equipment	374,862	-	4,047	370,815
Vehicles	<u>463,190</u>	<u>9,500</u>	<u>-</u>	<u>472,690</u>
Total	<u>967,413</u>	<u>9,500</u>	<u>4,047</u>	<u>972,866</u>
Less: accumulated depreciation				
Buildings	85,856	3,202	-	89,058
Furniture, fixtures, and equipment	319,543	17,434	4,047	332,930
Vehicles	<u>292,223</u>	<u>51,413</u>	<u>-</u>	<u>343,636</u>
Total	<u>697,622</u>	<u>72,049</u>	<u>4,047</u>	<u>765,624</u>
Net capital assets	<u><u>\$ 269,791</u></u>	<u><u>\$(62,549)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 207,242</u></u>

Depreciation expense in the amount of \$72,049 was charged to public safety.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(7) Changes in Long-Term Liabilities

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

	<u>Balance 7/1/2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2019</u>	<u>Amount due in one year</u>
Governmental activities -					
Long-term debt:					
Capital lease	\$ 39,207	\$ -	\$ 20,957	\$ 18,250	\$ 18,250
Other liabilities:					
Judgment payable	<u>350,000</u>	<u>-</u>	<u>35,000</u>	<u>315,000</u>	<u>35,000</u>
	<u>\$ 389,207</u>	<u>\$ -</u>	<u>\$ 55,957</u>	<u>\$ 333,250</u>	<u>\$ 53,250</u>

Capital lease payable at June 30, 2019 consisted of the following:

	<u>Original Amount</u>	<u>Maturity Date</u>	<u>Interest Rates</u>	<u>Balance Outstanding</u>
Law enforcement vehicles	<u>\$ 62,419</u>	04/10/20	4.814%	<u>\$ 18,250</u>

Annual debt service requirements to maturity for the capital lease are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	<u>\$ 18,250</u>	<u>\$ 405</u>	<u>\$ 18,655</u>

Vehicles under capital lease are included in capital assets at June 30, 2019 as follows:

Vehicles	\$ 69,202
Less: Accumulated depreciation	<u>(31,140)</u>
Net	<u>\$ 38,062</u>

Depreciation of vehicles under capital lease in the amount of \$13,840 for the year ended June 30, 2019 is included in depreciation expense.

**Judgment Payable:**

A settlement was imposed on the Sheriff totaling \$490,156 during fiscal year ended June 30, 2016 as the result of a lawsuit. The Sheriff paid \$55,000 in 2016, \$50,156 in 2017, \$35,000 in 2018, \$35,000 in 2019 and will be required to pay \$35,000 each year, over the next nine (9) years after June 30, 2019.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(8) Post-Retirement Health Care and Life Insurance Benefits

In adopting the requirements of GASB Statement No. 75 during the year ended June 30, 2018, the Sheriff recognizes the cost of postemployment healthcare and life insurance benefits in the year when employee services are received, recognizes a liability for OPEB obligations, known as the net OPEB liability, on the statement of net position, and provides information useful in assessing potential demands on the Sheriff's future cash flows. 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.

Plan Description: The Sheriff provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the Sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the Sheriff. The plan is an agent multiple employer defined benefit health care plan administered by the Louisiana Sheriff's Association Office of Group Benefits. The plan does not issue a publicly available financial report. LRS 42:801-883 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 related 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 (the Sheriff's portion of premiums) as an expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you go basis.

Plan Membership: Plan membership was as follows:

Status	Single	Employee + Dependent Coverage
Active	55	-
Retired	8	-
Total	66	-

Benefits Provided: The plan provides healthcare, dental, vision and life insurance benefits for retirees and their dependents.

Generally, employees hired prior to July 1, 2018, who retire after age 55 with 15 years of service, or 30 years of service without regard to age, are eligible for benefits. Coverage is also provided to spouses of retirees who are currently receiving benefits. Coverage is also provided to spouses of retirees who are currently receiving benefits. If the retiree pre-deceases the spouse, coverage for the surviving spouse continues.

Retirees are not required to contribute for individual coverage. The Sheriff pays 100% of the individual contribution for medical, dental, and vision coverage and for the first \$20,000 of life insurance coverage. The retiree pays 100% of the contribution for any elected dependent coverage and the cost of life insurance in excess of \$20,000 of coverage.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

Net OPEB Liability of the Sheriff: The components of the net OPEB liability of the Sheriff were as follows:

Total OPEB Liability	\$ 3,895,649
OPEB Plan Fiduciary Net Position	<u>-</u>
Net OPEB Liability	<u>\$ 4,429,484</u>
Plan Fiduciary Net Position as a percentage of the Total OPEB Liability	0%

Actuarial Assumptions: The total OPEB liability was determined by an actuarial valuation as of June 30, 2018 with a measurement date of June 30, 2019. The following actuarial assumptions were applied to all periods in the measurement, unless otherwise specified:

In the June 30, 2018 actuarial valuation individual entry age normal cost method – level percentage of projected salary was used. The significant actuarial assumptions used in the valuation of the plan are as follows:

1. The service cost was determined for each employee as the Actuarial Present Value of Benefits allocated to the valuation year. The benefit attributed to the valuation year is that incremental portion of the total projected benefit earned during the year in accordance with the plan’s benefit formula. This allocation is based on each participant’s service between date of heir and date of expected termination.
2. The annual per capita medical cost for age 65 and older is the annualized Medicare supplement premium of \$5,235. The annual per capital dental/vision cost is a level \$352. The average per capita claim cost determined as of June 30, 2018 is:

Age	Medical
50	\$ 8,683
51	\$ 8,900
52	\$ 9,123
53	\$ 9,351
54	\$ 9,584
55	\$ 9,824
56	\$ 10,070
57	\$ 10,321
58	\$ 10,579
59	\$ 10,844
60	\$ 11,115

3. 100% of employees who elect coverage while in active employment and who are eligible for retiree benefits are assumed to elect continued medical coverage in retirement. It is assumed that no spouse coverage is elected.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

4. Health care cost trends are level 5.50% for medical and level 2.50% for dental/vision.
5. Mortality rates were based on RPH-2014 Total Table with Projection MP-2017.
6. The turnover rates were developed from assumptions used in valuing the Louisiana Sheriff's Pension and Relief Fund (LSPRF).
7. Salary increases were 3.50%.

Discount Rate: The discount rate used to measure the total OPEB liability was 3.88%. The discount rate was selected by reviewing the recently published Bon Pay GO-20 bond index.

Changes in Actuarial Methods Since Prior Valuation: The actuarial cost method was updated from Projected Unit Cost Method to Individual Entry Age Normal Cost Method in accordance with GASB 75.

In addition to the actuarial method used, actuarial cost estimates depend to an important degree on the assumptions made relative to various occurrences, such as rate of expected investment earnings by the fund, rates of mortality among active and retired employees, rates of termination from employment and retirement rates.

The following presents changes in the net OPEB liability.

Balance as of June 30, 2018	\$ 3,895,649
Changes for the year:	
Service cost	457,876
Interest cost	149,720
Benefit payments	<u>(73,761)</u>
Net change in total OPEB liability	<u>533,835</u>
Balance as of June 30, 2019	<u><u>\$ 4,429,484</u></u>

Total OPEB expense recognized is as follows:

Service cost	\$ 457,876
Interest cost	<u>149,720</u>
Total OPEB expense	<u><u>\$ 607,596</u></u>

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

Sensitivity of the Net OPEB Liability to changes in the Discount Rate: The following presents the Sheriff's net OPEB liability calculated using the discount rate of 3.88%, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.88%) or one percentage point higher (4.88%) than the current rate:

	1% Decrease 2.88%	Current Discount Rate 3.88%	1% Increase 4.88%
Net OPEB Liability	\$ 3,712,939	\$ 4,429,484	\$ 5,356,553

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates: The following presents the Sheriff's net OPEB liability, calculated using the current healthcare cost trend rates of 5.50%, as well as what the Sheriff's net OPEB liability would be if it were calculated using trend rates that are one percentage point lower (4.50%) or one percentage point higher (6.50%) than the current trend rates:

	1% Decrease 4.50%	Current Trend Rate 5.50%	1% Increase 6.50%
Net OPEB Liability	\$ 3,657,475	\$ 4,429,484	\$ 5,463,494

(9) Pension Plan

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 Sheriff's Pension and Relief Fund (Fund) and additions to/deductions from the Fund's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The following is a description of the plan and its benefits and is provided for general information purposes only.

Plan Description: Employees of the Sheriff are provided with retirement benefits 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 stand-alone audit report that can be obtained on the Legislative Auditor's website, [www.la.la.gov](http://www.la.la.gov).

EAST FELICIANA PARISH SHERIFF  
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Notes to the Basic Financial Statements (Continued)

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

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

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

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

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

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

**Survivor's Benefits:** Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty- two, if the child is a full-time student in good standing enrolled at a board approved or accredited school, college, or university.

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

**Back Deferred Retirement Option Plan (Back-DROP):** In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued 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, 2018, the actual employer contribution rate was 12.75% with an additional -0-% allocated from the Funding Deposit Account. Employer proportionate share of contributions for the year ended June 30, 2018 was \$225,263.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

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 nonemployer contributing entities but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$104,707 and excluded from pension expense for the year ended June 30, 2018.

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 \$983,495 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 0.256476%, which was an increase of 0.003531% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Sheriff recognized pension expense of \$232,731 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$4,400.

Contributions – Proportionate Share: Differences between contributions remitted to the Fund and the employer's proportionate share are 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 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.

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 procedures indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.



EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

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

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 or one percentage-point higher than the current rate:

	1.0% Decrease <u>6.25%</u>	Current Discount Rate <u>7.25%</u>	1.0% Increase <u>8.25%</u>
Employ's proportionate share of the net pension liability	\$ 2,225,781	\$ 983,495	\$ (62,367)

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between expected and actual experiences	\$ -	\$ 276,083
Changes of assumptions	290,735	-
Net difference between projected and actual earnings on pension plan investments	-	58,383
Change in proportion and differences between Employer contributions and proportionate share of contributions	65,364	29,478
Employer contributions subsequent to the measurement date	222,122	-
Total	\$ 578,221	\$ 363,944

Deferred outflows of resources of \$222,122 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	Net Amount Recognized in Pension Expense
2020	\$ 52,492
2021	23,147
2022	(94,919)
2023	(3,137)
2024	14,572
	\$ (7,845)

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(10) Changes in Agency Fund Balances

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

	Sheriff's Fund	Tax Collector Fund	Garnishments Fund	Prison Inmate Fund	Total
Balances, July 1, 2018	\$ 116,838	\$ 191,036	\$ 27,159	\$ 161,135	\$ 496,168
Additions	638,697	9,894,122	174,537	1,920,196	12,627,552
Reductions	<u>(634,610)</u>	<u>(9,913,743)</u>	<u>(175,831)</u>	<u>(1,931,855)</u>	<u>(12,656,039)</u>
Balances, June 30, 2019	<u>\$ 120,925</u>	<u>\$ 171,415</u>	<u>\$ 25,865</u>	<u>\$ 149,476</u>	<u>\$ 467,681</u>

(11) Risk Management

The Sheriff is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Sheriff maintains commercial insurance policies covering automobile liability, medical payments, uninsured motorist, and collision, and surety bond coverage. In addition to the above policies, the Sheriff maintains a public official's liability policy and a law enforcement policy. No claims were paid, which exceeded the policies' coverage amount, on any of the policies during the past three years.

(12) Litigation and Claims

At June 30, 2019, the Sheriff is subject to various lawsuits and claims, many of which arise in the normal course of business. Although their outcome is not presently determinable, it is the opinion of legal counsel that resolution of these matter will not have a material adverse effect on the financial condition of the Sheriff.

(13) Expenditures of the Sheriff's Office Paid by the Parish Police Jury

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(14) On-Behalf Payment of Salaries

The State of Louisiana paid the Sheriff's deputies \$80,479 of supplemental pay during the year ended June 30, 2019. Such payments are recorded as intergovernmental revenues and public safety expenditures in the government-wide and General Fund financial statements.

(15) Compensation, Benefits and Other Payments to Sheriff

A detail of compensation, benefits, and other payments made to Sheriff Jeffery E. Travis for the year ended June 30, 2019 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 141,934
Expense allowance	14,185
Benefits - insurance	6,234
Benefits - retirement	19,125
Benefits - vision and dental insurance	352
Cell phone	1,332
Dues	13,010
Travel	862
Registration fees	385
Conference travel	1,245
	<u>\$ 198,664</u>

(16) Interfund Transactions

Transfers consisted of \$120,000 transferred from the Commissary Fund to the General Fund for the year ended June 30, 2019. These transfers were used to move a portion of commissary earnings to the General Fund to be used for programs accounted for in that fund in accordance with budgetary authorizations.

(17) New Accounting Pronouncements

In January 2017, the Governmental Accounting Standards Board (GASB) approved Statement No. 84, *Fiduciary Activities*. GASB Statement No. 84 improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This statement establishes criteria for identifying fiduciary activities of all state and local governments. The provisions of GASB Statement No. 84 must be implemented by the Sheriff for the year ending June 30, 2020. The effect of implementation of this statement on the Sheriff's financial statements has not yet been determined.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Basic Financial Statements (Continued)

(18) Beginning Net Position Adjustment

During the fiscal year ended June 30, 2019, the Sheriff determined that certain transactions were recorded incorrectly in a prior year. These errors resulted in the operations of the Commissary to be reported as part of an agency fund. This correction resulted in a restatement of previously reported net position, as follows:

Business-type activities:	
Net position, previously reported	\$ -
Prior period adjustment:	
Correction of error	<u>111,737</u>
Net position, as restated	<u>\$ 111,737</u>
Major enterprise fund:	
Net position, previously reported	\$ -
Prior period adjustment:	
Correction of error	<u>111,737</u>
Net position, as restated	<u>\$ 111,737</u>

**REQUIRED SUPPLEMENTARY  
INFORMATION**

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

General Fund  
Budgetary Comparison Schedule  
Year Ended June 30, 2019  
With Comparative Actual Amounts for Year Ended June 30, 2018

	2019		Actual	Variance With Final Budget Positive (Negative)	2018 Actual
	Budget				
	Original	Final			
Revenues:					
Ad valorem taxes	\$ 800,000	\$ 957,656	\$1,015,879	\$ 58,223	\$ 820,322
Intergovernmental revenues -					
Grants	40,000	5,439	23,386	17,947	55,851
State revenue sharing	47,500	41,684	47,527	-	47,539
State supplemental pay	80,000	87,268	80,479	(6,789)	83,256
Local government	80,000	134,479	131,448	(3,031)	86,309
Fees, charges, and commissions for services -					
Civil and criminal	160,000	146,034	139,902	(6,132)	164,074
Court attendance	2,500	-	-	-	-
Feeding and keeping prisoners	2,385,000	2,380,729	2,452,272	71,543	2,327,449
Other	157,900	134,515	160,107	25,592	189,762
Donations	250,000	309,000	309,550	550	331,500
Interest income	3,000	8,032	11,213	3,181	7,270
Miscellaneous	-	720	1,557	837	2,000
Total revenues	<u>4,005,900</u>	<u>4,205,556</u>	<u>4,373,320</u>	<u>161,921</u>	<u>4,115,332</u>
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	2,472,425	2,464,625	2,421,636	42,989	2,379,348
Operating services	724,000	717,648	718,407	(759)	709,758
Operations and maintenance	868,200	923,755	897,954	25,801	953,184
Travel and other charges	30,700	36,848	30,056	6,792	26,314
Capital outlay	-	12,890	9,500	3,390	37,800
Debt service	22,900	22,386	22,724	(338)	22,386
Total expenditures	<u>4,118,225</u>	<u>4,178,152</u>	<u>4,100,277</u>	<u>77,875</u>	<u>4,128,790</u>
Excess (deficiency) of revenues over expenditures	(112,325)	27,404	273,043	239,796	(13,458)
Other financing sources (uses)					
Transfers in	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	<u>-</u>	<u>120,000</u>
Net change in fund balance	7,675	147,404	393,043	239,796	106,542
Fund balance, beginning	<u>753,503</u>	<u>753,503</u>	<u>753,503</u>	<u>-</u>	<u>646,961</u>
Fund balance, ending	<u>\$ 761,178</u>	<u>\$ 900,907</u>	<u>\$1,146,546</u>	<u>\$ 239,796</u>	<u>\$ 753,503</u>

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Changes in Total OPEB Liability  
Year Ended June 30, 2019

	2019	2018
Service cost	\$ 457,876	\$ 440,774
Interest cost	149,720	146,883
Benefit payments	(73,761)	(73,761)
Net change in total OPEB liability	533,835	513,896
Total OPEB liability -- beginning	3,895,649	3,381,753
Total OPEB liability -- ending	\$ 4,429,484	\$ 3,895,649
Net OPEB liability	\$ 4,429,484	\$ 3,895,649
Covered-employee payroll	\$ 1,654,916	\$ 1,654,916
Total OPEB liability as a percentage of covered-employee payroll	267.66%	235.40%
Fiduciary Net Position	\$ -	\$ -
Funded Ratio	0.0%	0.0%

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Employer's Share of Net Pension Liability  
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)	Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<b>Sheriff's Pension and Relief Fund:</b>					
2019	0.256476%	\$ 983,495	\$ 1,770,938	55.5%	90.41%
2018	0.252945%	1,095,321	1,748,794	62.6%	88.49%
2017	0.242907%	1,541,705	1,627,894	94.7%	82.10%
2016	0.244740%	1,090,933	1,632,841	66.8%	86.61%
2015	0.236064%	934,815	1,502,419	62.2%	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.*

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Employer Contributions  
Year Ended June 30, 2019

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
<b>Sheriff's Pension and Relief Fund:</b>					
2019	\$ 222,102	\$ 222,122	\$ (20)	\$ 1,813,076	12.25%
2018	225,795	227,663	(1,868)	1,770,938	12.86%
2017	231,715	231,716	(1)	1,748,794	13.25%
2016	223,835	226,603	(2,768)	1,627,894	13.92%
2015	232,680	231,739	941	1,632,841	14.19%

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

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Required Supplementary Information

(1) Budgets and Budgetary Accounting

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

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

(2) OPEB Plan

Changes in Benefit Terms – There were no changes in benefit terms for the OPEB plan.

Changes of Assumptions – There was no change in the discount rate from June 30, 2018 to June 30, 2019 for the OPEB plan.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of the Governmental Accounting Standards Board Statement No. 75 to pay related benefits.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Notes to the Required Supplementary Information (Continued)

(3) Pension Plan

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

Amounts reported in fiscal year ended June 30, 2018 for Sheriffs' Pension and Relief Fund reflect the following changes used to measure the total pension liability:

Valuation Date	<u>June 30, 2016</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>
Discount rate	7.50%	7.40%	7.25%
Investment Rate of Return	7.60%	7.50%	7.25%

**OTHER SUPPLEMENTARY INFORMATION**

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

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

	2019		Actual	Variance With Final Budget Positive (Negative)	2018 Actual
	Budget				
	Original	Final			
Current:					
Public safety -					
Personal services and related benefits:					
Sheriff's salary	\$ 145,000	\$ 141,100	\$ 141,934	\$ (834)	\$ 141,934
Deputies' salaries	2,030,000	2,030,735	1,998,030	32,705	1,952,618
Pension and payroll taxes	282,425	277,790	267,487	10,303	270,611
Sheriff's expense allowance	<u>15,000</u>	<u>15,000</u>	<u>14,185</u>	<u>815</u>	<u>14,185</u>
Total personal services and related benefits	<u>2,472,425</u>	<u>2,464,625</u>	<u>2,421,636</u>	<u>42,989</u>	<u>2,379,348</u>
Operating services:					
Hospitalization insurance	568,000	544,640	553,640	(9,000)	554,837
Auto insurance	79,000	98,577	95,659	2,918	86,278
Other liability insurance	<u>77,000</u>	<u>74,431</u>	<u>69,108</u>	<u>5,323</u>	<u>68,643</u>
Total operating services	<u>724,000</u>	<u>717,648</u>	<u>718,407</u>	<u>(759)</u>	<u>709,758</u>
Operations and maintenance:					
Auto, fuel and oil	157,000	178,988	179,529	(541)	165,342
Auto maintenance	56,500	55,881	63,544	(7,663)	54,820
Deputy uniforms, supplies, etc.	20,000	16,317	18,133	(1,816)	17,212
Office supplies and expenditures	180,000	159,121	171,243	(12,122)	177,707
Telephone	17,000	19,132	11,174	7,958	15,421
Prisoner feeding and maintenance	361,200	398,036	407,664	(9,628)	471,064
Professional fees	25,500	48,362	32,180	16,182	41,200
Other	<u>51,000</u>	<u>47,918</u>	<u>14,487</u>	<u>33,431</u>	<u>10,418</u>
Total operations and maintenance	<u>868,200</u>	<u>923,755</u>	<u>897,954</u>	<u>25,801</u>	<u>953,184</u>
Travel and other charges	<u>30,700</u>	<u>36,848</u>	<u>30,056</u>	<u>6,792</u>	<u>26,314</u>
Capital outlay:					
Autos	-	9,000	9,500	(500)	31,500
Equipment	<u>-</u>	<u>3,890</u>	<u>-</u>	<u>3,890</u>	<u>6,300</u>
Total capital outlay	<u>-</u>	<u>12,890</u>	<u>9,500</u>	<u>3,390</u>	<u>37,800</u>
Debt service:					
Principal	21,000	20,957	21,294	(337)	19,974
Interest	<u>1,900</u>	<u>1,429</u>	<u>1,430</u>	<u>(1)</u>	<u>2,412</u>
Total debt service	<u>22,900</u>	<u>22,386</u>	<u>22,724</u>	<u>(338)</u>	<u>22,386</u>
Total expenditures	<u>\$4,118,225</u>	<u>\$4,178,152</u>	<u>\$4,100,277</u>	<u>\$ 77,875</u>	<u>\$4,128,790</u>

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

### **Sheriff's Fund**

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

### **Tax Collector Fund**

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

### **Garnishments Fund**

To account for the collection of garnishments paid on an installment basis as authorized by the court and payment of these collections to the Sheriff's General Fund and other recipients in accordance with applicable laws.

### **Prisoner Inmate Fund**

To account for the deposits made by, and for, inmates to their individual accounts and the appropriate disbursements to these inmates.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana  
Fiduciary Fund Type - Agency Funds

Combining Statement of Fiduciary Net Position  
June 30, 2019  
With Comparative Totals for June 30, 2018

	2019				Totals	2018 Totals
	Sheriff's Fund	Tax Collector Fund	Garnishments Fund	Prison Inmate Fund		
<b>ASSETS</b>						
Cash	\$ -	\$ -	\$ 25,865	\$ -	\$ 25,865	\$ 27,159
Interest-bearing deposits	<u>120,925</u>	<u>171,415</u>	<u>-</u>	<u>149,476</u>	<u>441,816</u>	<u>469,009</u>
Total Assets	<u>\$ 120,925</u>	<u>\$ 171,415</u>	<u>\$ 25,865</u>	<u>\$ 149,476</u>	<u>\$ 467,681</u>	<u>\$ 496,168</u>
<b>LIABILITIES</b>						
Due to taxing bodies and others	\$ 120,925	\$ 171,415	\$ 25,865	\$ -	\$ 318,205	\$ 335,033
Due to inmates and others	<u>-</u>	<u>-</u>	<u>-</u>	<u>149,476</u>	<u>149,476</u>	<u>161,135</u>
Total Liabilities	<u>\$ 120,925</u>	<u>\$ 171,415</u>	<u>\$ 25,865</u>	<u>\$ 149,476</u>	<u>\$ 467,681</u>	<u>\$ 496,168</u>

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana  
Fiduciary Fund Type - Agency Funds

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

	2019				Totals	2018 Totals
	Sheriff's Fund	Tax Collector Fund	Garnishments Fund	Prison Inmate Fund		
Balances, beginning of year	<u>\$ 116,838</u>	<u>\$ 191,036</u>	<u>\$ 27,159</u>	<u>\$ 161,135</u>	<u>\$ 496,168</u>	<u>\$ 380,994</u>
Additions:						
Deposits -						
Sheriff's sales, suits, and seizures	113,112	-	-	-	113,112	530,278
Garnishments	-	-	174,537	-	174,537	134,690
Bonds	98,250	-	-	-	98,250	98,500
Fines and costs	427,335	-	-	-	427,335	611,487
Inmates	-	-	-	172,183	172,183	152,020
Taxes, fees, etc., paid to tax collector	-	9,838,056	-	-	9,838,056	8,174,290
Prisoner work release fees	-	-	-	1,747,948	1,747,948	1,492,294
Other additions	-	56,066	-	65	56,131	43,192
Total additions	<u>638,697</u>	<u>9,894,122</u>	<u>174,537</u>	<u>1,920,196</u>	<u>12,627,552</u>	<u>11,236,751</u>
Total	<u>755,535</u>	<u>10,085,158</u>	<u>201,696</u>	<u>2,081,331</u>	<u>13,123,720</u>	<u>11,617,745</u>
Reductions:						
Taxes, fees, etc., distributed to taxing bodies and others	-	9,913,743	-	-	9,913,743	8,216,242
Deposits settled to -						
Sheriff's General Fund	101,297	-	9,682	1,173,998	1,284,977	1,078,040
Clerk of Court	85,965	-	-	-	85,965	98,389
Police Jury	122,443	-	-	-	122,443	160,128
District Attorney Expenditure Fund	51,394	-	-	-	51,394	76,103
Indigent Defender Board	79,038	-	-	-	79,038	113,224
Litigants and attorneys	115,973	-	166,149	-	282,122	676,668
Refunds	78,500	-	-	-	78,500	83,750
Inmates	-	-	-	757,857	757,857	619,033
Total reductions	<u>634,610</u>	<u>9,913,743</u>	<u>175,831</u>	<u>1,931,855</u>	<u>12,656,039</u>	<u>11,121,577</u>
Balances, end of year	<u>\$ 120,925</u>	<u>\$ 171,415</u>	<u>\$ 25,865</u>	<u>\$ 149,476</u>	<u>\$ 467,681</u>	<u>\$ 496,168</u>

STATE OF LOUISIANA, PARISH OF EAST FELICIANA

AFFIDAVIT

Jeffery E. Travis, Sheriff of East Feliciana Parish

BEFORE ME, the undersigned authority, personally came and appeared, Jeffery E. Travis, the Sheriff of East Feliciana Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$171,415 is the amount of cash on hand in the tax collector account on June 30, 2019;

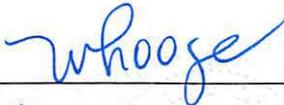
He further deposed and said:

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.

  
\_\_\_\_\_  
Signature  
Sheriff of East Feliciana Parish

SWORN to and subscribed before me, Notary, this 15th day of October 2019, in my office in Clinton, Louisiana.

  
\_\_\_\_\_  
WENDI HOOGE (Print), # 90197  
Notary Public @death (Commission)  
\_\_\_\_\_

**INTERNAL CONTROL, COMPLIANCE**

**AND**

**OTHER MATTERS**

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA\*  
Victor R. Slaven, CPA\*  
Gerald A. Thibodeaux, Jr., 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*

WWW.KCSRPCAS.COM

The Honorable Jeffery E. Travis  
East Feliciana Parish Sheriff  
Clinton, 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 business-type activities, each major fund, and the aggregate remaining fund information of the East Feliciana 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 October 15, 2019.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Sheriff's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion of 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 Sheriff's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of current and prior year audit findings and management's corrective action plan, that we consider to be significant deficiencies as items 2019-001 and 2019-002.

## **Compliance and Other Matters**

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

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

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

## **Purpose of this Report**

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

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Oberlin, Louisiana  
October 15, 2019

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended June 30, 2019

Part I: Current Year Findings and Management's Corrective Action Plan

A. Internal Control Over Financial Reporting

2019-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

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

CRITERIA: AU-C§315.04, *Understanding the Entity and its Environment and Assessing the Risks of Material Misstatement*, defines internal control as follows:

“Internal control is a process, affected by those charged with governance, management, and other personnel, designed to provide reasonable assurance about the achievement of objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.”

CAUSE: The cause of the condition is the fact that the Sheriff does not have a sufficient number of individuals performing administrative and financial duties so as to provide adequate segregation of accounting and financial duties.

EFFECT: Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

RECOMMENDATION: Management should evaluate the cost vs. benefit of complete segregation and whenever possible, reassign incompatible duties among different employees to ensure that a single employee does not have a control of more than one of the following responsibilities: (1) authorization; (2) custody; (3) recording keeping; and (4) reconciliation.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff has determined that it is not cost effective to achieve complete segregation of duties within the accounting department.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan (Continued)  
Year Ended June 30, 2019

2019-002      Application of Generally Accepted Accounting Principles (GAAP)

Fiscal year finding initially occurred: 2008

CONDITION: The Sheriff does not have adequate internal controls over recording the entity's financial transactions or preparing its financial statements, including the related notes in accordance with generally accepted accounting principles (GAAP).

CRITERIA: AU-C§265.A37 identifies the following as a deficiency in the design of (internal) controls:

“... in an entity that prepares financial statements in accordance with generally accepted accounting principles, the person responsible for the accounting and reporting function lacks the skills and knowledge to apply generally accepted accounting principles in recording the entity's financial transactions or preparing its financial statements.”

CAUSE: The cause of the condition is the result of a failure to design or implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Financial statements and related supporting transactions may reflect a material departure from generally accepted accounting principles.

RECOMMENDATION: Management should evaluate the additional costs required to achieve the desired benefit and determine if it is economically feasible in relation to the benefit received.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the Sheriff to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

B.      Compliance

There were no compliance findings.

EAST FELICIANA PARISH SHERIFF  
Clinton, Louisiana

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan (Continued)  
Year Ended June 30, 2019

Part II: Prior Year Findings:

A. Internal Control Over Financial Reporting

2018-001 Inadequate Segregation of duties

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

RECOMMENDATION: Management should evaluate the cost vs. benefit of complete segregation and whenever possible, reassign incompatible duties among different employees to ensure that a single employee does not have a control of more than one of the following responsibilities: (1) authorization; (2) custody; (3) recording keeping; and (4) reconciliation..

CURRENT STATUS: Unresolved. See item 2019-001.

2018-002 Application of Generally Accepted Accounting Principles (GAAP)

CONDITION: The Sheriff does not have adequate internal controls over recording the entity's financial transactions or preparing its financial statements, including the related notes in accordance with generally accepted accounting principles (GAAP).

RECOMMENDATION: Management should evaluate the additional costs required to achieve the desired benefit and determine if it is economically feasible in relation to the benefit received.

CURRENT STATUS: Unresolved. See item 2019-002.

B. Compliance

There were no compliance findings.

**EAST FELICIANA PARISH SHERIFF**

Clinton, Louisiana

Statewide Agreed-Upon Procedures Report

Year Ended June 30, 2019

# KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

\* A Professional Accounting Corporation

WWW.KCSRPCAS.COM

To the Honorable Jeffery E. Travis  
East Feliciana Parish Sheriff;  
And the Louisiana Legislative Auditor

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

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

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

---

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

reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

*Written policies and procedures were obtained and address the functions noted above.*

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*Written policies and procedures were obtained and address the functions noted above.*

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

*Written policies and procedures were obtained and address the functions noted above.*

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

*Written policies and procedures were obtained and address the functions noted above.*

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

*Written policies and procedures were obtained and address the functions noted above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

*Written policies and procedures were obtained and address the functions noted above.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

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

**(The following procedures are not applicable to the East Feliciana Parish Sheriff.)**

---

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit*

*accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

### ***Bank Reconciliations***

---

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

*Obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete.*

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*Obtained bank reconciliations noting that they were prepared within 2 months of the related statement closing date.*

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

*Obtained bank reconciliations noting that they do include evidence of review by a member of management who does not handle cash, post ledgers, or issue checks.*

- 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.

*There were no items outstanding for more than 12 months from the statement closing date.*

### ***Collections (excluding EFTs)***

---

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

*Obtained a listing of deposit sites for the fiscal period where deposits are prepared and management's representation that the listing is complete.*

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

*Employees 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.

*Some of the employees responsible for collecting cash are responsible for preparing/making bank deposits, and there is not another employee responsible for reconciling collection documentation 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.

*Some of the employees responsible for collecting cash are responsible for posting collection entries to the general ledger or subsidiary ledgers, and there is not another employee 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.

*Employees responsible for reconciling cash collections to the general ledger or subsidiary ledgers are responsible for collecting cash; however, 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.

*Through inquiry with management, all employees who have access to cash are covered by an insurance policy for theft.*

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

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

*Receipts are sequentially pre-numbered.*

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

*Traced supporting documentation to the deposit slips noting no exceptions.*

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

*Traced the deposit slip total to the actual deposit per the bank statement noting no exceptions.*

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

*Deposits were made within one business day of receipt.*

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

*Traced the actual deposit per the bank statement to the general ledger noting no exceptions.*

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

---

**(The following procedures are not applicable because there were no exceptions noted in year 2.)**

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

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); should not be reported.]
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

---

**(The following procedures are not applicable because there were no exceptions noted in year 1.)**

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

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

---

**(The following procedures are not applicable because there were no exceptions noted in year 1.)**

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](http://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***

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**(The following procedures are not applicable because there were no exceptions noted in year 1.)**

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

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

**(The following procedures are not applicable because there were no exceptions noted in year 1.)**

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

### ***Ethics***

**(The following procedures are not applicable because there were no exceptions noted in year 2.)**

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 are not applicable because the entity does not have any debt.)**

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

***Other***

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**(The following procedures are not applicable, because there were no exceptions noted in year 1.)**

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.

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**Management's Response:**

*Management of East Feliciana Parish Sherriff concurs with the exceptions and are working to address the deficiencies identified.*

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Oberlin, Louisiana  
October 15, 2019