

Caddo Parish Sheriff
Shreveport, Louisiana

Financial Report

June 30, 2023



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Carr, Riggs & Ingram, LLC
1000 East Preston Avenue
Suite 200
Shreveport, LA 71105

Mailing Address:
P.O. Box 4278
Shreveport, LA 71134-0278

(318) 222-2222
(318) 226-7150 (fax)
CRIcpa.com

INDEPENDENT AUDITORS' REPORT

The Honorable Steve Prator
Caddo Parish Sheriff
Shreveport, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Caddo Parish Sheriff ("the Sheriff") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information, as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Caddo Parish Sheriff, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion,

forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, the schedule of the Sheriff's proportionate share of the net pension liability, the schedule of contributions to the Sheriffs' pension and relief fund, and the schedule of changes in Sheriff's proportionate share of net OPEB liability and related ratios on pages 5 through 13 and 48 through 51 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Caddo Parish Sheriff's basic financial statements. The custodial funds – combining statement of fiduciary net position, custodial funds – combining statement of changes in fiduciary net position, and the sheriff's affidavit are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of compensation, benefits, and other payments to agency head, is presented in accordance with Louisiana Revised Statutes (LRS) 24:513(A)(3). In addition, Act 87 requires the Justice System Funding Schedule – Collecting/Disbursing Entity and Justice System Funding Schedule – Receiving Entity to be presented. These schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 custodial funds – combining statement of fiduciary net position, custodial funds – combining statement of changes in fiduciary net position, the sheriff’s affidavit, the schedule of compensation, benefits, and other payments to agency head, the Justice System Funding Schedule – Collecting/Disbursing Entity, and Justice System Funding Schedule – Receiving Entity are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2023, on our consideration of the Caddo Parish Sheriff’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Caddo Parish 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 Caddo Parish Sheriff’s internal control over financial reporting and compliance.



CARR, RIGGS & INGRAM, LLC

Shreveport, Louisiana
December 20, 2023

Required Supplementary Information

Management's Discussion and Analysis (Unaudited)

Within this section of the Caddo Parish Sheriff’s (“Sheriff”) Office annual financial report, the Sheriff’s management is to provide this narrative discussion and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2023. The Sheriff’s financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

FINANCIAL HIGHLIGHTS

The Sheriff’s liabilities exceeded its assets resulting in net position (deficit) of \$(10,384,166) for the fiscal year ended June 30, 2023.

The net position (deficit) is composed of the following:

- Capital assets, including assets under lease, of \$3,723,571 representing property and equipment net of accumulated depreciation and amortization of \$8,769,070, which is reduced by outstanding lease liability of \$315,274 related to right of use leased assets.
- Restricted for specific purpose of \$306,073 representing the amount of the opioid settlement funds that have not been spent.
- Unrestricted net deficit of \$(14,092,912) represents the portion needed to maintain the Sheriff’s continuing obligation to the citizens of Caddo Parish.

The Sheriff’s governmental funds reported total ending fund balance of \$44,225,916 this year. This compares to the prior year ending fund balance of \$34,640,562 resulting in an increase of \$9,585,354 during the current year.

At the end the current fiscal year, unassigned fund balance for the General Fund was \$43,679,470 which represents 132% of the total expenditures of the Sheriff’s General Fund and 102% of total revenues in the General Fund including other financing sources. Overall, the Sheriff continues to maintain a strong financial position.

The above financial highlights are explained in more detail in the “financial analysis” section of this document.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

Exhibit 1 below summarizes the major features of the Sheriff’s financial statements, including the portion of the Sheriff’s government they cover and the types of information they contain. The remainder of this overview section of this Management’s Discussion and Analysis explains the structure of the contents of each of the statements.

Exhibit 1 Major Features of Sheriff’s Government and Fund Financial Statements			
	Government-Wide Statements	Fund Statements - Governmental Funds	Fiduciary Funds
Scope	The entire Sheriff’s governmental unit (excluding fiduciary funds).	The activities of the Sheriff that are not proprietary or fiduciary, such as public safety.	Instances in which the Sheriff is the trustee or agent for someone else’s resources.
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance sheet • Statement of revenues, expenditures, and changes in fund balances 	<ul style="list-style-type: none"> • Statement of fiduciary net position • Statement of changes in fiduciary net position

Exhibit 1 (Cont'd)			
Major Features of Sheriff's Government and Fund Financial Statements			
	Government-Wide Statements	Fund Statements -	
		Governmental Funds	Fiduciary Funds
Accounting basis and measurement focus	Accrual accounting and economic resources focus.	Modified accrual accounting and current financial resources focus.	Accrual accounting and economic resource focus.
Type of asset/liability	All assets and liabilities, both financial and capital, and short-term and long-term.	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets are included.	All assets and liabilities, both short-term and long-term; the Sheriff's funds do not currently contain capital assets, although they can.
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is paid or received.	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter.	All revenues and expenses during the year, regardless of when cash is received or paid.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Sheriff's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Sheriff's overall financial status. Financial reporting at this level uses a perspective similar to private sector using the economic resources measurement focus and the accrual basis of accounting.

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

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

The government-wide financial statements present governmental activities of the Sheriff that are principally supported by property and sales taxes. The sole purpose of these governmental activities is public safety. The government-wide financial statements are presented on pages 15 and 16.

FUND FINANCIAL STATEMENTS

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

The Sheriff uses two kinds of funds, governmental funds and fiduciary funds:

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

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to assist in understanding the differences between these two perspectives.

Fiduciary funds consist of custodial funds which are reported in the fund financial statements and report taxes collected for the other taxing bodies and deposits held pending court actions.

The basic governmental fund and fiduciary fund financial statements are presented on pages 18 to 23 of this report.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 24 of this report.

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Sheriff's budget presentation including a budgetary comparison schedule for the Sheriff's general fund. These schedules demonstrate compliance with the Sheriff's adopted and final revised budget. Additional "required supplementary information" for the Sheriff includes schedules on the Sheriff's proportionate share of net pension liability and contributions, and the changes in Sheriff's proportionate share of net OPEB liability and related ratios. Required supplementary information can be found on pages 48 through 51 in this report.

FINANCIAL ANALYSIS OF THE SHERIFF AS A WHOLE

The Sheriff's government-wide net position (deficit) at June 30, 2023, is (\$10,378,542). The following table provides a summary of the Sheriff's government-wide assets, liabilities and net position:

	2023		2022	
Assets				
Cash, cash equivalents, receivables and other assets	\$ 44,732,681	57.77%	\$ 37,348,938	58.21%
Capital assets, net of accumulated depreciation and amortiz	3,725,876	4.81%	4,088,575	6.37%
Deferred outflows	28,975,587	37.42%	22,727,223	35.42%
Total assets and deferred outflows	77,434,144	100.00%	64,164,736	100.00%
Liabilities				
Current liabilities	506,765	0.58%	1,461,338	1.74%
Long-term liabilities	65,749,514	74.88%	48,572,963	57.98%
Deferred inflows	21,554,102	24.55%	33,734,972	40.27%
Total liabilities and inflows	87,810,381	100.00%	83,769,273	100.00%
Net position				
Investment in capital assets	3,410,602	-32.87%	3,704,108	-18.89%
Restricted for specific purpose	306,073	-2.95%	-	-
Unrestricted	(14,092,912)	135.82%	(23,308,645)	118.89%
Net position	\$ (10,376,237)	100.00%	\$ (19,604,537)	100.00%

The Sheriff continues to maintain a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio for the government activities is 88:1.

The Sheriff's ending balance in net position (deficit) of the government-wide activities is (\$10,378,542). During 2023, net position increased a total of \$9,228,300, from 2022 net deficit of (\$19,604,537). This increase is mostly due to an increase in revenues related to an increase in ad valorem taxes and interest and investment earnings.

**Caddo Parish Sheriff
Management's Discussion and Analysis (Unaudited)
June 30, 2023**

The following table provides a summary of the Sheriff's changes in net position at June 30:

	2023	2022
Revenues		
Program revenues		
Fees, fines and charges for services	\$ 7,470,027	\$ 7,187,496
Operating grants and contributions	231,102	1,029,499
General revenues		
Taxes		
Property taxes	25,634,520	24,711,562
Sales and use taxes	3,743,855	3,467,560
State revenue sharing	365,746	366,433
Supplemental pay	1,149,305	999,755
Proceeds from sale of general fixed assets	76,693	2,312
Interest and investment earnings	1,504,617	77,496
Miscellaneous	3,811,983	3,071,817
Total revenues	43,987,848	40,913,930
Program expenses		
Public safety	34,759,548	31,093,959
Total expenses	34,759,548	31,093,959
Change in net position	9,228,300	9,819,971
Beginning net position	(19,604,537)	(29,424,508)
Ending net position	\$ (10,376,237)	\$ (19,604,537)

FUND LEVEL STATEMENTS

GOVERNMENTAL REVENUES

The Sheriff is heavily reliant on ad valorem taxes to support its operations. Ad valorem taxes, which total \$25,634,520 in fiscal year 2023 compared to \$24,711,562 in fiscal year 2022, provided 58.3% of the Sheriff's total revenues. The Sheriff has earned \$1,504,617 in interest on funds available, which in turn, have been used to support the Sheriff's government activities. Other revenues, including fines and fees, cover 22.15% in fiscal year 2023 and 26.43% in fiscal year 2022, respectively, of the governmental operating expenses.

FINANCIAL ANALYSIS OF THE SHERIFF'S FUNDS

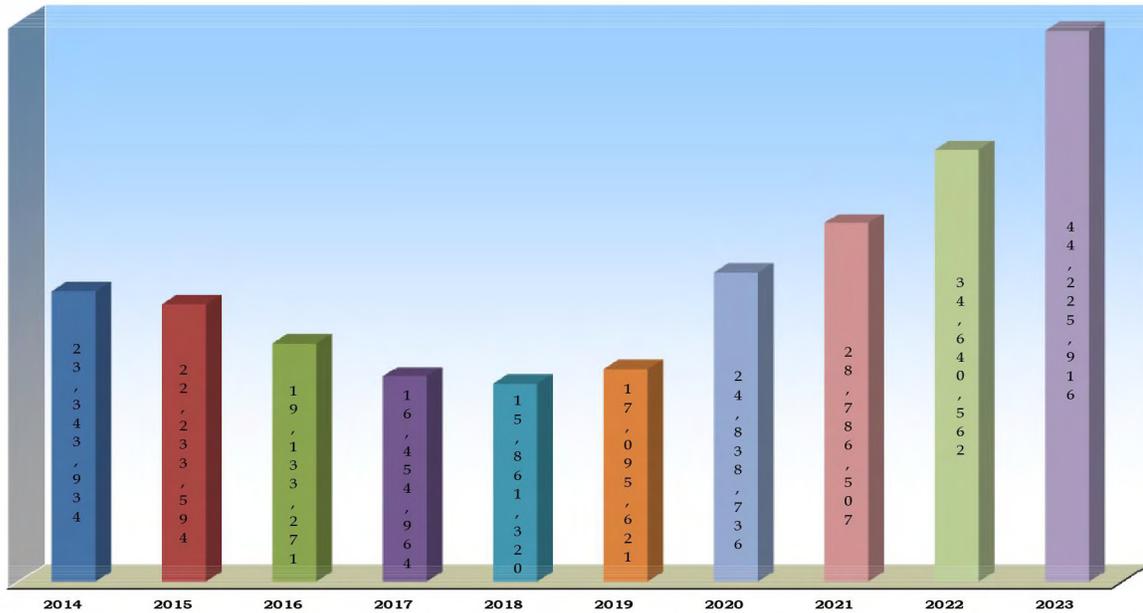
As discussed, government funds are reported in the fund statements with a short-term inflow and outflow of expendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Government funds reported an ending fund balance of \$44,225,916.

MAJOR GOVERNMENTAL FUNDS

The General Fund is the Sheriff's primary operating fund and source of day-to-day administrative and operations service. The General Fund's total fund balance as of June 30, 2023, was \$44,225,916, an increase of \$9,585,354 from the prior year's fund balance. In fiscal year 2022, the fund balance of \$34,640,562 increased from the prior year by \$5,854,055.

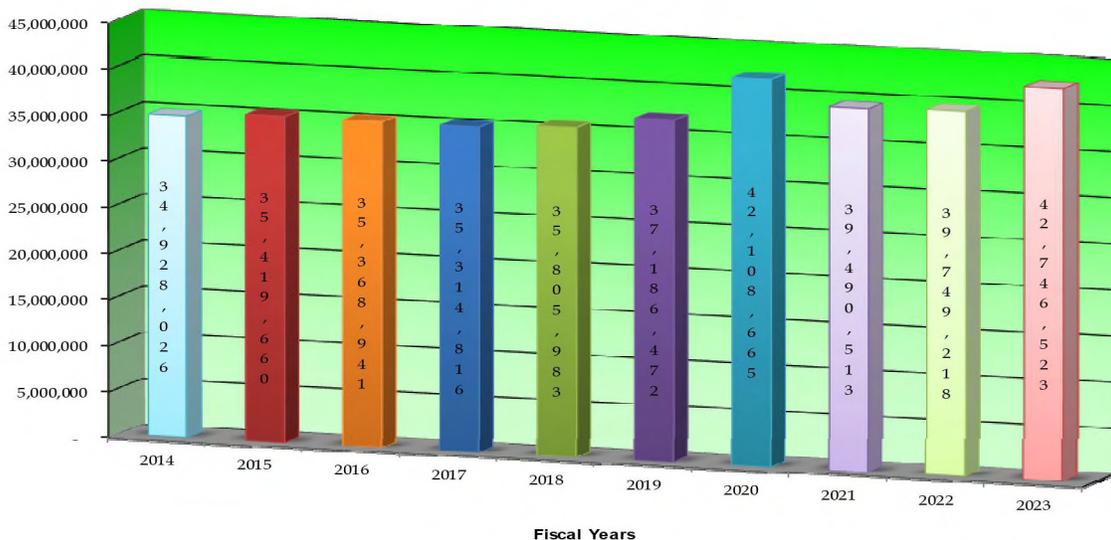
The following chart illustrates the General Fund's ending fund balance for the past ten fiscal years:

Caddo Parish Sheriff's Office Fund Balance

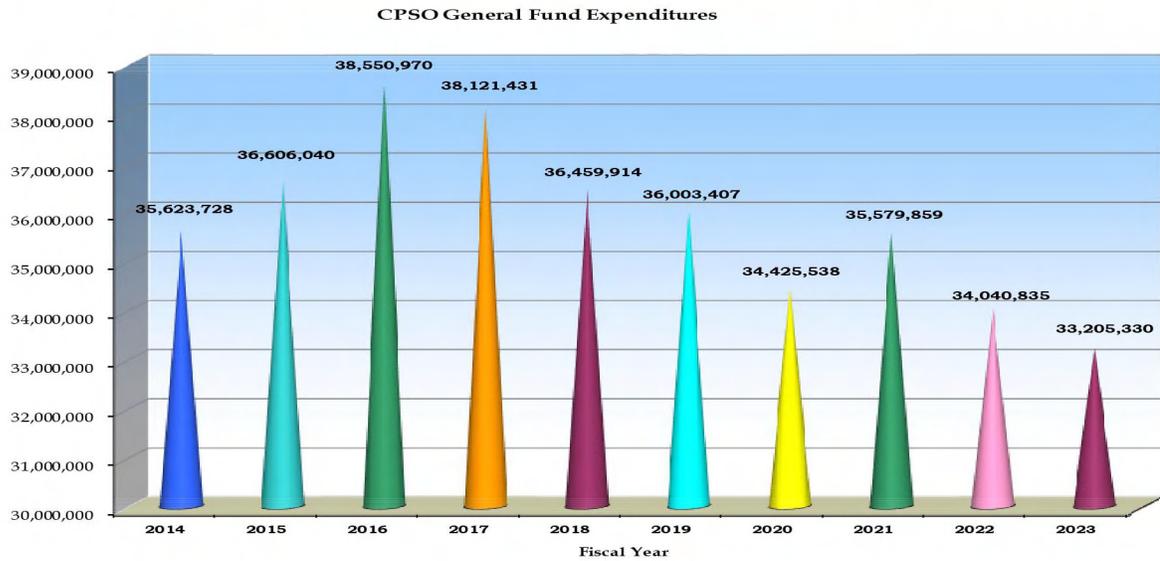


The General Fund revenue for 2023 increased \$2,997,305 from 2022. The major factors contributing to this change were an increase in ad valorem taxes and interest and investment earnings. The following chart illustrates the General Fund's total revenues for the past ten fiscal years:

CPSO General Fund Revenue



Operating expenditures totaled \$33,205,330 for the fiscal year 2023, which was \$835,505 or 2.45% less than expenditures of \$34,040,835 in fiscal year 2022, due mainly due to a decrease in overall spending related to capital outlay. The following chart illustrates the General Fund’s total expenditures for the past ten fiscal years:

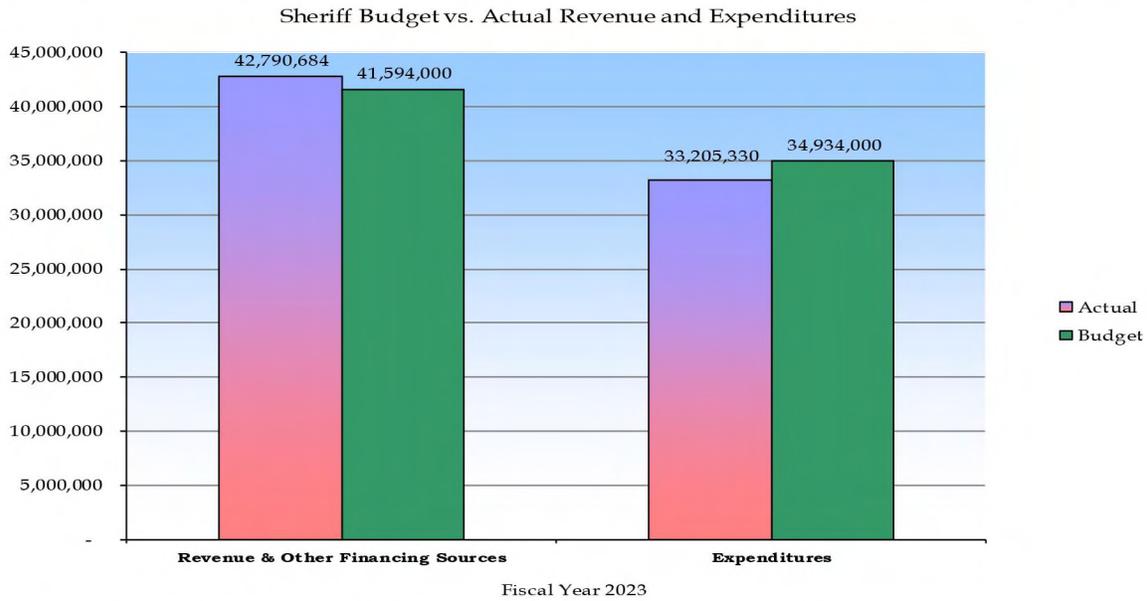


BUDGETARY HIGHLIGHTS

The General Fund’s original revenue budget was less than the actual amounts recorded in fiscal year 2023. The final amended budgeted revenue and other financing sources of \$41,594,000 was more than the actual amount received in fiscal year 2022 of \$39,894,890. The actual revenue and other financing sources recognized, on the budgetary basis, in fiscal year 2023 of \$42,790,684, exceeds the amended budgeted revenue and other financing sources by \$1,196,684 due to increase in ad valorem taxes and interest and investment earnings.

The General Fund’s original expenditure budget was more than the actual amounts recorded in fiscal year 2023. The final amended budgeted expenditures of \$34,934,000 were less than the actual expenditures in fiscal year 2022 of \$34,040,835. The actual expenditures, on the budgetary basis, in fiscal year 2023 of \$33,205,330 were less than the amended budgeted expenditures by \$1,728,670.

The following graph demonstrates the budgeted and actual revenue and expenditures for fiscal year 2023:



CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets

The Sheriff's investment in capital assets, net of accumulated depreciation of \$8,699,876 as of June 30, 2023, was \$3,402,673. See Note 5 for additional information about changes in capital assets during the fiscal year. The following table provides a summary of capital asset activity.

	2023	2022
Buildings	\$ 2,572,059	\$ 2,322,719
Law enforcement, weapons and equipment	372,676	413,353
Computer equipment and office furniture	1,161,093	1,035,483
Equipment	682,878	664,236
Vehicles	7,372,001	7,748,962
Total capital assets	<u>12,160,707</u>	<u>12,184,753</u>
Less accumulated depreciation	<u>\$ 8,750,105</u>	<u>\$ 8,480,644</u>
Book value – capital assets	<u>\$ 3,410,602</u>	<u>\$ 3,704,109</u>
Percentage depreciated	<u>71.95%</u>	<u>69.60%</u>

At June 30, 2023, the depreciable capital assets for government activities were 71.95% depreciated versus 69.60% in the prior year. Depreciation expense of buildings, computer equipment, office equipment and vehicles was \$952,640 for fiscal year 2023 and is included in total expenses for the public safety activity.

Caddo Parish Sheriff
Management’s Discussion and Analysis (Unaudited)
June 30, 2023

The Capital Assets – Leased as of June 30, 2023 are:

	2023	2022	Change
Right of Use Leased Assets	\$ 454,808	\$ 454,808	\$ -
Less Accumulated amortization	(139,534)	(70,341)	(69,193)
Book value - right of use leased assets	<u>\$ 315,274</u>	<u>\$ 384,467</u>	<u>\$ (69,193)</u>
Lease Liabilities	<u>\$ 315,274</u>	<u>\$ 384,467</u>	<u>\$ (69,193)</u>

Other Post-Employment Benefits

According to Government Accounting Standards Board Statement Number 75, *Accounting and Financial Reporting for Post-employment Benefits Other than Pensions* the Caddo Parish Sheriff’s Office recognized a net OPEB liability of \$42,054,181 at June 30, 2023.

Deferred Outflows and Inflows of Resources

Net pension liability, net OPEB liability, and related deferred outflows and inflows of resources, are included in the Sheriff’s Statement of Net Position. Deferred outflows of resources, although similar to “assets,” is set apart because these items do not meet the technical definition of being an asset of the Sheriff on the date of these financial statements. In other words, these amounts are not available to pay liabilities in the way assets are available. When all the recognition criteria are met, the deferred outflow of resources will become an expense/expenditure. Contributions made during the fiscal year to the retirement system be reported as deferred outflows of resources. Consequently, the majority of the deferred outflows of resources reported are comprised of current year contributions to the retirement system. However, there may be some deferred outflows of resources attributable to the various components that impact pension changes, and can include investment changes amortization, changes due to actuarial assumptions, and differences between expected or actual experience.

Deferred inflows of resources are the counterpart to deferred outflows of resources on the Statement of Net Position. Deferred inflows of resources are not technically liabilities of the Sheriff as of the date of the financial statements. When all the recognition criteria are met, the deferred inflow of resources will become revenue or an increase to net position. Deferred inflows of resources reported represent a net amount attributable to the various components that impact pension and OPEB changes, and can include investment changes amortization, changes due to actuarial assumptions, and differences between expected or actual experience.

The Sheriff’s pension related items included in the Statement of Net Position and discussed in Note 6 are:

	2023	2022	Change
Net pension liability (asset)	\$ 20,472,575	\$ (1,247,038)	\$ 21,719,613
Deferred outflows - pensions	\$ 15,190,997	\$ 6,126,336	\$ 9,064,661
Deferred inflows - pensions	\$ 1,609,076	\$ 13,859,153	\$ (12,250,077)

The Sheriff’s OPEB related items included in the Statement of Net Position and discussed in Note 7 are:

	2023	2022	Change
Net OPEB liability	\$ 42,054,181	\$ 45,216,745	\$ (3,162,564)
Deferred outflows - OPEB	\$ 13,784,590	\$ 16,600,887	\$ (2,816,297)
Deferred inflows - OPEB	\$ 19,945,026	\$ 19,875,819	\$ 69,207

CONTACTING THE SHERIFF’S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of the Sheriff’s finances, comply with finance-related laws and regulations, and demonstrate the Sheriff’s commitment to public accountability. If you have questions about this report contact Diana Crawford, Caddo Parish Sheriff’s Office, 505 Travis Street, Room 700, Shreveport, LA 71101.

Government – Wide Financial Statements (GWFS)

Caddo Parish Sheriff
Statement of Net Position
June 30, 2023

Assets

Cash and cash equivalents	\$ 10,183,995
Investments	33,317,269
Receivables	991,044
Prepaid expenses	240,373
Capital assets	
Capital assets being depreciated, net of accumulated depreciation	3,410,602
Capital assets being amortized, net of accumulated amortization	315,274
Total assets	48,458,557

Deferred Outflows of Resources

Deferred outflows related to other post-employment benefit	13,784,590
Deferred outflows related to pension	15,190,997
Total deferred outflows of resources	28,975,587

Liabilities

Accounts payable	119,760
Accrued expenses	387,005
Total current liabilities	506,765
Long-term liabilities	
Portion due within one year	
Accrued compensated absences	1,772,454
Lease liability	71,120
Portion due after one year	
Net pension liability	20,472,575
Net other post-employment benefit liability	42,054,181
Accrued compensated absences	821,530
Claims and judgments payable	313,500
Lease liability	244,154
Total long-term liabilities	65,749,514
Total liabilities	66,256,279

Deferred Inflows of Resources

Deferred inflows related to other post-employment benefit	19,945,026
Deferred inflows related to pension	1,609,076
Total deferred inflows of resources	21,554,102

Net Position (deficit)

Invested in capital assets	3,410,602
Restricted for	
Specific purpose	306,073
Unrestricted	(14,092,912)
Total net position (deficit)	\$ (10,376,237)

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

Caddo Parish Sheriff
Statement of Activities
For Year Ended June 30, 2023

	Program Revenues			
Expenses	Fees, fines and charges for services	Operating grants and contributions	Net (expense) revenue and changes in net position	
Functions/programs				
Governmental activities				
Public safety	\$ 34,759,548	\$ 7,470,027	\$ 231,102	\$ (27,058,419)
 Total governmental activities	 \$ 34,759,548	 \$ 7,470,027	 \$ 231,102	 (27,058,419)
 General revenues				
Taxes -				
Ad valorem taxes				25,634,520
Sales and use taxes				3,743,855
State revenue sharing				365,746
 Supplemental pay				
Gain from sale of general fixed assets				1,149,305
Interest and investment earnings				76,693
Caddo Parish Commission reimbursements				1,504,617
Non-employer contribution revenue (NCE)				988,401
Miscellaneous				1,164,632
				1,658,950
Total general revenues				36,286,719
 Changes in net position (deficit)				
				9,228,300
 Net position (deficit), beginning				
				(19,604,537)
 Net position (deficit), ending				
				\$ (10,376,237)

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

Fund Financial Statements

Caddo Parish Sheriff
Balance Sheet – Governmental Funds
June 30, 2023

		General Fund
Assets		
Cash and cash equivalents	\$	10,183,995
Investments		33,317,269
Intergovernmental receivables		878,716
Receivables		112,328
Prepaid expenses		240,373
 Total assets	 \$	 <u><u>44,732,681</u></u>
Liabilities and Fund Balances		
Current liabilities		
Accounts payable	\$	119,760
Accrued expenses		387,005
Total current liabilities		506,765
 Fund balances		
Nonspendable		
Prepaid expenses		240,373
Restricted		
Specific purpose		306,073
Unassigned		43,679,470
Total fund balances		44,225,916
 Total liabilities and fund balances	 \$	 <u><u>44,732,681</u></u>

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

Caddo Parish Sheriff
Reconciliation of the Balance Sheet –
Governmental Funds to the Statement of Net Position
June 30, 2023

Total fund balances - governmental funds	\$	44,225,916
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.		
Cost of capital assets	\$ 12,545,175	
Less accumulated depreciation and amortization	<u>(8,819,299)</u>	3,725,876
Deferred outflows of resources reported in the Statement of Net Position		28,975,587
Long-term liabilities		
Net other post-employment benefit liability	(42,054,181)	
Compensated absences payable	(2,593,984)	
Claims and judgments payable	(313,500)	
Net pension (liability) asset	(20,472,575)	
Lease liability	<u>(315,274)</u>	(65,749,514)
Deferred inflows of resources reported in the Statement of Net Position		<u>(21,554,102)</u>
Total net position (deficit) of governmental activities	\$	<u><u>(10,376,237)</u></u>

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

Caddo Parish Sheriff
Statement of Revenues, Expenditures, and Changes
in Fund Balances – Governmental Funds
For the Year Ended June 30, 2023

	General Fund
Revenues	
Ad valorem taxes	\$ 25,634,520
Sales and use taxes	3,743,855
Intergovernmental revenues	
Federal grants	203,352
State sources	
Grants	27,750
Revenue sharing	365,746
Supplemental pay	1,149,305
Fees, charges, and commissions for services	
Commissions on state revenue sharing	534,630
Civil and criminal fees	4,167,341
Administrative - Caddo Correctional Center (CCC)	2,679,342
Transporting prisoners	88,715
Interest and investment earnings	1,504,617
Parish reimbursements	1,034,806
Salary reimbursements	868,264
Miscellaneous	744,280
Total revenues	42,746,523
Expenditures	
Current - public safety	
Personnel services and related benefits	27,619,517
Operating services	2,245,639
Materials and supplies	1,889,072
Other charges	741,182
Capital outlay	626,603
Debt service - lease principal and interest	83,317
Total expenditures	33,205,330
Excess of revenues	9,541,193
Other financing sources	
Proceeds from sale of general fixed assets	44,161
Total other financing sources	44,161
Net change in fund balances	9,585,354
Fund balances at beginning of year	34,640,562
Fund balances at end of year	\$ 44,225,916

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

Caddo Parish Sheriff
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances – Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2023

Net change in fund balances - total governmental funds \$ 9,585,354

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. This is the effect of capital outlay, depreciation and amortization expense, and other capital asset transactions in the current period.

Capital Outlay	\$	626,603	
Disposal of capital assets		32,531	
Less depreciation and amortization expense recorded		<u>(1,021,833)</u>	(362,699)

The net OPEB liability is not susceptible to accrual and therefore is not reported in the funds. This amount represents the change in the net OPEB liability. 277,060

The net pension liability is not susceptible to accrual and therefore is not reported in the funds. This amount represents the change in the net pension liability (asset). (404,875)

Repayment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. 69,193

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available.

Compensated absences increase in current year			<u>64,267</u>
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Change in net position of governmental activities			<u>\$ 9,228,300</u>
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The accompanying notes are an integral part of the financial statements.

Caddo Parish Sheriff
Statement of Fiduciary Net Position – Custodial Funds
June 30, 2023

Assets	
Cash	\$ 7,392,109
Total assets	<u>7,392,109</u>
Liabilities	
Payable to Caddo Parish Sheriff's Office	58,178
Prepayment program	<u>352,537</u>
Total liabilities	<u>410,715</u>
Net Position	
Restricted - unsettled balances due to taxing bodies and others	<u>6,981,394</u>
Total net position	<u>\$ 6,981,394</u>

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

Caddo Parish Sheriff
Statement of Changes in Fiduciary Net Position – Custodial Funds
For the Year Ended June 30, 2023

Additions

Sheriff's Sales	\$	7,969,115
Bonds, Fines and Costs		4,361,086
Garnishments		1,050,959
Taxes, State Revenue Sharing, and Fees Paid to Tax Collector		276,408,163
Total additions		289,789,323

Deductions

Taxes, State Revenue Sharing, and Fees Distributed to Taxing Bodies and Others		275,628,380
Sheriff's General Fund		5,076,521
Litigants		5,714,899
District Attorney		998,862
Clerk of Court		522,502
Indigent Defender Board		12,390
Other Settlements		1,031,609
Total deductions		288,985,163

Change in Fiduciary Net Position

804,160

Net Position, Beginning of Year

6,177,234

Net Position, End of Year

\$ 6,981,394

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

Introduction

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

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

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

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting entity - The basic criterion for determining whether a governmental organization should be included in a primary governmental unit's reporting entity for financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government or an entity which, when excluded would create misleading or incomplete financial statements, should be included in its reporting entity. The accompanying financial statements include the operations of the Sheriff. There are no component units for which the Sheriff is financially accountable.

The position of Sheriff is a constitutional office and as such has power to set budgets, call tax elections, and appropriate funds with no oversight or review by the Caddo Parish Commission (the "Commission"). The Commission has an obligation to furnish the Sheriff space and minimal financial support according to state statutes. The Commission is not responsible for the financing of deficits of the Sheriff, nor is it entitled to receive any surplus. The Sheriff is not included as a component unit in the reporting entity of the Commission for financial reporting purposes.

By agreement between the Sheriff and the Commission, the Sheriff manages and operates the jail facility, known as the Caddo Correctional Center ("Center"). The Sheriff also maintains accounting records, prepares annual budgets, and prepares financial information. The maintenance and operation of the Center is funded by a one-quarter cent sales tax. The Sheriff receives directly all funds generated from any source as a result of operations of the Center, including concessions, telephones, and grants, all of which are dedicated to the operation of the Center. Ultimate responsibility for the Center is vested in the Commission. The financial operations of the Center are reflected in the financial statements of the Commission and are not reflected in the financial statements of the Sheriff.

Beginning in 2000, the Sheriff occupied space in the Parish Complex. The cost of maintaining and operating the Parish Courthouse and the Parish Complex, as required by Louisiana law, is paid by the Commission. These expenditures are not recorded in the accompanying financial statements.

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

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government-Wide Financial Statements (GWFS) - The Statement of Net Position and the Statement of Activities display information about the Sheriff as a whole. These statements include all the financial activities and funds of the reporting entity, which are considered to be governmental activities. Fiduciary funds are reported only in the Statement of Fiduciary Net Position – Custodial Funds and the Statement of Changes in Fiduciary Net Position – Custodial Funds at the fund financial statement level.

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

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

The Sheriff reports the following major governmental fund:

General Fund - The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the Sheriff and accounts for the operations of the Sheriff. The Sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district and state revenue sharing. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees and transporting of prisoners, etc. General operating expenditures are paid from this fund.

The Sheriff also reports the following fund types:

Fiduciary Funds - Fiduciary funds are used to account for assets held by the Sheriff in a trustee capacity or as an agent for individuals, private organizations, and other governmental units. The only funds accounted for in this category by the Sheriff are custodial funds. The Sheriff's custodial funds are described below:

Sheriff's Fund - This fund accounts for assets held in civil suits, Sheriff's sales, and garnishments. It also accounts for collections of bonds, fines, and costs and payment of these collections to the recipients in accordance with applicable laws.

Tax Collector Fund - Article V, Section 27 of the Louisiana Constitution of 1974 provides that the Sheriff will serve as the collector of state and parish taxes and fees. The accounts are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement focus/basis of accounting

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

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

The government-wide financial statements are accounted for using an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. The government-wide financial statements are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or an economic asset used.

The following practices are used in recording revenues and expenditures within the governmental funds:

Revenues

Ad valorem taxes, sales taxes and commissions earned from state revenue sharing are recorded in the year they become due and payable. Ad valorem taxes are assessed for the calendar year, become due on December 30 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year. The lien date is January 1, when interest begins accumulating at one-percent monthly. Revenue sharing is generally collected in three equal installments in December, March and May of the fiscal year.

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

Interest income on time deposits is recorded as earned.

Substantially all other revenues are recorded when received.

Expenditures

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

Other financing sources (uses)

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses).

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Unearned revenues

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

The following practices are used in recording additions and reductions within the Fiduciary Funds (Custodial Funds):

Additions - The majority of additions are not susceptible to accrual because they are not measurable until received in cash.

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

Budgetary accounting - The Sheriff utilizes the following procedures in establishing the budgetary data for the General Fund:

- 1) During May, the Sheriff's office prepares the proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
- 2) A public hearing is held on the proposed budget.
- 3) The adopted budget is published in the official journal prior to the commencement of the fiscal year for which the budget is being adopted.
- 4) A public hearing is held for proposed amendments to the budget.
- 5) Amended budget is published in official journal.
- 6) All budgetary appropriations lapse at the end of each fiscal year.
- 7) The budget is prepared on the same basis as these financial statements are prepared, specifically the modified accrual basis, as described in the preceding pages. Expenditures may not legally exceed appropriations on a fund basis.

The proposed budget for the year ended June 30, 2023, was made available for public inspection and was published in the Shreveport Times, more than ten days before the public hearing, which was held on June 28, 2022, at the Caddo Parish Sheriff's office for comments from taxpayers. The budget was amended and published more than ten days before the public hearing, which was held on June 20, 2023, at the Caddo Parish Sheriff's office for comments from taxpayers.

Encumbrances and budget - Encumbrance accounting, under which purchase orders are recorded to reserve that portion of the applicable appropriation, is not employed. However, formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

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

Investments - Investments are reported at fair value based on quoted market prices. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

State statutes generally authorize the Sheriff to invest in direct United States Treasury obligations; indebtedness issued or guaranteed by federal governmental agencies (provided such obligations are backed by the full faith and credit of the U.S. government); indebtedness issued or guaranteed by federally sponsored U.S. government agencies; time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the State of Louisiana; or mutual or trust fund institutions which are registered with the Securities and Exchange Commission. In addition, local governmental entities in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (“LAMP”), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

State law authorizes the Sheriff, as the Tax Collector for Caddo Parish, to deposit tax collections in interest-bearing accounts with a bank domiciled in the parish when the funds are collected. Furthermore, state statutes authorize the Tax Collector to invest in direct United States Treasury obligations; indebtedness issued or guaranteed by federal governmental agencies (provided such obligations are backed by the full faith and credit of the U.S. government); indebtedness issued or guaranteed by federally sponsored U.S. government agencies; time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the state of Louisiana; or mutual or trust fund institutions which are registered with the Securities and Exchange Commission.

While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2-a-7, which governs registered money market funds. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. LAMP is designed to be highly liquid to give participants immediate access to their account balances.

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Sheriff does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates; however, the Sheriff has no funds that would be classified as investments or anything with maturities greater than three months.

Capital assets - Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The threshold level for capitalizing assets is \$5,000 or more.

Capital assets are recorded in the Statement of Net Position. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the useful lives of 30 years for buildings, 5-10 years for furniture, fixtures and equipment, and 5 years for vehicles.

Leases - Lease contracts that provide the Sheriff with control of a non-financial asset, such as land, buildings or equipment, for a period of time in excess of twelve months are reported as a right of use leased asset with a related lease liability. The lease liability is recorded at the present value of future lease payments, including fixed payments, variable payments based on an index or fixed rate and reasonably certain residual guarantees. The intangible right of use leased asset is recorded for the same amount as the related lease liability plus any prepayments and initial direct costs to place the asset in service. Right of use leased assets are amortized over the shorter of the useful life of the asset or the lease term. The lease liability is reduced for lease payments made, less the interest portion of the lease payment.

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Compensated absences - Employees of the Sheriff’s office earn from 10 to 20 days of vacation leave and sick leave each year, depending upon their length of service. Employees resigning or the heirs of employees may be paid for unused vacation leave at the employee’s current rate of pay. Payment of accumulated sick leave is granted at the discretion of the Sheriff, but employees are not paid for accumulated sick leave upon retirement or resignation. The long term portion of the accrued liability for compensated absences, along with the current portion of the liability, is included in the government-wide financial statements.

Claims and judgments - Claims and judgments are recorded as expenditures in governmental funds for the amount that will be liquidated with current available financial resources. The remainder of any liability is recorded in the government-wide financial statements.

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

- Invested in capital assets – Consists of capital assets, net of accumulated depreciation.
- Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – Net position that does not meet the definition of “restricted” or “invested in capital assets”.

Fund balance classification - The fund balance is classified into categories to make the nature and extent of the constraints placed on a government’s fund balances more transparent. The following classifications describe the relative strength of the spending restraints:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Sheriff had \$240,373 in prepaid expenses, which is a non-spendable resource as of June 30, 2023.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Sheriff had \$306,073 in restricted resources as of June 30, 2023.
- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Sheriff. These amounts cannot be used for any other purpose unless the Sheriff removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Sheriff did not have any committed resources as of June 30, 2023.
- **Assigned:** This classification includes amounts that are constrained by the Sheriff’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Sheriff or by an official or body to which the Sheriff delegates the authority. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Sheriff did not have any assigned resources as of June 30, 2023.
- **Unassigned:** This classification includes the residual fund balance for the General Fund and also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of assigned fund balance amounts. General Fund had \$43,679,470 at June 30, 2023, classified as unassigned.

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Sheriff would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

On-behalf payments for fringe benefits and salaries - The Caddo Parish Sheriff receives on-behalf payments from the State of Louisiana to be used for supplemental pay to qualified law enforcement officers. On-behalf payments to the Caddo Parish Sheriff totaled \$1,149,305 for the fiscal year ended June 30, 2023. Such payments are recorded as intergovernmental revenue (state supplemental pay) and public safety expenses (personnel services and related benefits) in the GAAP basis government-wide and general fund financial statements.

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

Deferred outflows and inflows of resources - In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Sheriff has two items that meet this criterion, deferred outflows of resources related to net other-post employment benefits and deferred outflows of resources related net pension. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, Deferred Inflows of Resources, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Sheriff has two items that meet the criterion for this category, a deferral of pension expense and a deferral of other postemployment benefits.

Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund ("the 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.

Budgets and budget basis of accounting - The budget is adopted on a modified accrual basis which means that for budgetary purposes revenues and expenditures are recorded in the year earned (incurred) rather than in the year received (paid). Revisions made to the original general fund expenditures budget was as follows:

	Original Budget	Total Decrease	Revised Budget
General Fund	\$ 35,645,000	\$ 711,000	\$ 34,934,000

Subsequent Events - Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 20, 2023, and determined there were no events that occurred that required disclosure.

NOTE 1 – REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Accounting pronouncements - The Caddo Parish Sheriff adopted the following Governmental Accounting Standards Board (GASB) Statement in the current fiscal year ended June 30, 2023.

- In May 2020, the GASB issued GASB Statement No. 96, Subscription-Based Information Technology Arrangements. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement. Adoption of this guidance did not have a material impact on the financial statements.

The Governmental Accounting Standards Board has issued statements that will become effective in future years. The Caddo Parish Sheriff is evaluating the requirements of the statements below and the impact on reporting. These statements are as follows:

- GASB Statement No. 100, Accounting Changes and Error Corrections, This Statement establishes accounting and financial reporting requirements for (a) accounting changes and (b) the correction of an error in previously issued financial statements (error correction). This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated. Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.
- GASB Statement No. 101, Compensated Absences, The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

NOTE 2 – CASH AND CASH EQUIVALENTS

All deposits of the Sheriff are held by area financial institutions. At June 30, 2023, the carrying amount of the Sheriff's cash was as follows:

	Government- Wide Statement of Net Position	Fiduciary Funds Statement of Net Position
Demand deposits	\$ 10,182,145	\$ 7,392,109
Petty cash	1,850	-
Total cash and cash equivalents	\$ 10,183,995	\$ 7,392,109

The collected funds on deposit in the General Fund and Fiduciary Funds totaled \$31,889,609. The difference in the bank balances and the carrying amounts presented above is mostly due to the bank balances including amounts carried in a cash concentration account jointly used by the Caddo Correctional Center and Sheriff. The amount allocated to the Caddo Correctional Center at June 30, 2023 was \$13,014,922. Of the bank balances, \$250,045 was covered by federal depository insurance (GASB Category 1) and \$31,639,564 was collateralized with securities held by the pledging financial institution's trust department or agent, but in the Sheriff's name (GASB Category 2). The Sheriff does not have a written policy for custodial credit risk.

NOTE 3 – INVESTMENTS

The Sheriff had \$33,317,269 invested with LAMP at June 30, 2023. Because these investments are not evidenced by securities that exist in physical or book entry form, they are not categorized for the purposes of this note. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local governments may participate in LAMP. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments are authorized to invest. The dollar weighted average portfolio maturity of LAMP is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value.

Fair Value Measurement – GASB Statement No. 72, establishes a hierarchy of inputs to valuation techniques used to measure fair value. The Sheriff measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles using a market approach technique. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1 - Investments reflect prices quoted in active markets.
- Level 2 - Investments reflect prices that are based on a similar observable asset either directly or indirectly, which may include inputs in markets that are not considered to be active.
- Level 3 - Investments reflect prices based upon unobservable sources.

As of June 30, 2023, the Sheriff's investments were invested with LAMP. The fair value of a share in LAMP is the same as the book value (i.e., a share in the pool is always worth \$1.00 per share).

NOTE 4 – RECEIVABLES

Receivables in the General Fund at June 30, 2023, are as follows:

Ad valorem taxes	\$	58,178
Intergovernmental revenues		
Federal and state grants		27,502
Fees, charges, and commissions for services		
Auto recovery and sheriff sale commissions		106,668
Fines and bonds fees and commissions		79,340
Garnishment commissions (gc)		6,111
Civil and criminal fees		73,439
Tax collection		7,708
Transportation of prisoners		3,430
Patrol, reports and seizure fees		23,202
Security and court fees		120,829
Gaming proceeds		233,129
Refunds and reimbursements		251,457
Other		51
	\$	<u><u>991,044</u></u>

These amounts are presented in the accompanying fund financial statements under the following captions:

Intergovernmental	\$	878,716
Receivables		<u>112,328</u>
	\$	<u><u>991,044</u></u>

NOTE 5 – CAPITAL ASSETS

A summary of changes in capital assets used in governmental activities is as follows:

	<u>Balance</u> <u>July 1, 2022</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>June 30, 2023</u>
Assets, at cost				
Buildings	\$ 2,322,719	\$ 249,340	\$ -	\$ 2,572,059
Law enforcement weapons and equipment	413,353	-	40,677	372,676
Computer equipment and office furniture	1,035,483	140,727	15,117	1,161,093
Equipment	664,236	18,642	-	682,878
Vehicles	<u>7,748,962</u>	<u>217,894</u>	<u>594,854</u>	<u>7,372,002</u>
Total cost	12,184,753	\$ <u>626,603</u>	\$ <u>650,648</u>	12,160,708
Less accumulated depreciation	<u>8,480,644</u>	\$ <u>952,640</u>	\$ <u>735,712</u>	<u>8,750,106</u>
Capital assets, net	\$ <u><u>3,704,109</u></u>			\$ <u><u>3,410,602</u></u>

Depreciation expense of buildings, computer equipment, office equipment and vehicles was \$952,640 for fiscal year 2023 and is included in total expenses for the public safety activity.

NOTE 5 – CAPITAL ASSETS (continued)

A summary of changes in capital assets – leased used in governmental activities is as follows:

	Balance July 1, 2022	Additions	Disposals	Balance June 30, 2023
Capital assets being amortized				
Right of use leased property and buildings	\$ 425,179	\$ -	\$ -	\$ 425,179
Right of use leased equipment	29,629	-	-	29,629
Total cost	454,808	\$ -	\$ -	454,808
Less accumulated amortization	70,341	\$ 69,193	\$ -	139,534
Capital assets, net	\$ 384,467		-	\$ 315,274

Amortization expense of \$69,193 for fiscal year 2023 and is included in total expenses for the public safety activity.

NOTE 6 – DEFINED BENEFIT PENSION PLAN

Plan Description

The Sheriffs' Pension and Relief Fund (the "Fund") was established for the purpose of providing retirement benefits for employees of sheriffs' offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' association and the employees of the Fund. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. The Fund is a cost-sharing multiple-employer defined pension plan.

Benefits Provided

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

Retirement

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.

NOTE 6 – DEFINED BENEFIT PENSION PLAN (continued)

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 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 service related disability. Disability benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability, or 2) the retirement benefit which would be payable assuming continued service to the earliest normal retirement age. Members who become partially disabled receive 75% of the amount payable for total disability.

Survivor's Benefits

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

NOTE 6 – DEFINED BENEFIT PENSION PLAN (continued)

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.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the years ended June 30, 2023 and 2022, the actuarially determined employer contribution rate was 11.5% and 12.25%, respectively, with an additional 0% allocated from the Funding Deposit Account. Required employer contributions for the years ended June 30, 2023 and 2022, were \$2,322,035 and \$2,288,882, respectively.

In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions of \$1,164,632 are recognized as revenue and excluded from pension expense for the year ended June 30, 2023.

Plan members are required by state statute to contribute 10.25% of their annual covered salary. For the year ended June 30, 2023, in addition to the required employer contribution, the Sheriff elected to contribute the employee's required portion on behalf of its plan members. The total extra contributions paid by the Sheriff on behalf of the plan member were \$1,851,912 for the year ended June 30, 2023.

NOTE 6 – DEFINED BENEFIT PENSION PLAN (continued)

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

At June 30, 2023, the Caddo Parish Sheriff reported a net pension liability of \$37,222,864 for its proportionate share of the Net Pension Liability. The Sheriff reported a net pension liability of \$20,472,575, which was 55% of the total Net Pension Liability. The remaining 45% of the liability is reported by Caddo Correctional Center. The Net Pension Liability was measured as of June 30, 2022, 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, 2022, the Sheriff’s proportion (including the Caddo Correctional Center) was 4.579662% which decreased 0.004259% from the proportion measured as of June 30, 2021. Of this amount, 55% was allocated to the Sheriff.

For the year ended June 30, 2023, the Caddo Parish Sheriff’s pension expense was \$2,913,930, which included the Sheriff’s amortization of change in proportionate share and difference between employer contributions and proportionate share of contributions of \$955. This expense was allocated 55% (\$1,602,661) to the Sheriff and 45% (\$1,311,268) to the Caddo Correctional Center.

At June 30, 2023, 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
Difference between expected and actual experience	\$ 941,761	\$ (1,017,203)
Changes in assumptions	3,057,972	-
Net difference between projected and actual earnings on retirement plan investments	8,863,336	-
Changes in proportion and differences between Sheriff contributions and proportionate share of contributions	5,893	(591,873)
Sheriff contributions subsequent to measurement date	2,322,035	-
Total	\$ 15,190,997	\$ (1,609,076)

Deferred outflows of resources of \$2,322,035 related to pensions resulting from the Sheriff’s contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ended June 30, 2024. 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 Ending June 30,	Amount
2023	\$ 2,827,583
2024	2,444,966
2025	1,198,357
2026	4,789,935
2027	(955)

NOTE 6 – DEFINED BENEFIT PENSION PLAN (continued)

Actuarial Assumptions – A summary of the actuarial methods and assumptions used in determining the total pension liability (asset) as of June 30, 2022 (measurement date), are as follows:

Actuarial Cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment rate of return	6.85% net of pension plan investment expense, including inflation
Discount rate	6.85%
Projected salary increases	5.0% (2.50% Inflation, 2.50% Merit)
Mortality rates	Pub-2010 Public Retirement Plans Mortality Table for Safety Below Median Employees, Retirees, and Disabled Retirees, multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.
Expected remaining service lives	2022 – 5 years, 2021 – 5 years, 2020 – 6 years, 2019 – 6 years, 2018 – 9 years, 2017 – 7 years, 2016 – 7 years
Cost of Living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014, through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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

The rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Real Return Arithmetic Basis</u>	<u>Long-Term Expected Rate of Return</u>
Equity Securities	62%	6.61%	4.10%
Fixed Income	25	4.92%	1.23
Alternative Investments	13	6.54%	0.85
Totals	100%		6.18%
Inflation			2.25%
Expected Arithmetic Nominal Return			8.43%

NOTE 6 – DEFINED BENEFIT PENSION PLAN (continued)

Discount Rate - The discount rate used to measure the total pension liability was 6.85%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Sheriff's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate - The following presents the Sheriff's proportionate share of the Net Pension Liability (Asset) using the discount rate of 6.85%, as well as what the Sheriff's proportionate share of the Net Pension Liability (Asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.85%) or one percentage-point higher (7.85%) than the current rate:

	1.0% Decrease (5.85%)	Current Discount Rate (6.85%)	1.0% Increase (7.85%)
Sheriff's proportionate share of the net pension liability (asset)	\$ 36,252,403	\$ 20,472,575	\$ 7,314,958

Support of Non-employer Contributing Entities - Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The Sheriff recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended June 30, 2023, the Sheriff recognized revenue as a result of support received from non-employer contributing entities of \$1,164,632 for its participation in the Sheriff's Pension and Relief Fund.

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in the separately issued Sheriffs' Pension and Relief Fund Audit Report at www.la.gov. The Sheriffs' Pension and Relief Fund issues a publicly available audit report that includes financial statements and required supplementary information.

Payables to the Pension Plan - At June 30, 2023, the Sheriff had payables due to the pension plan totaling \$126,073.

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan description – The Caddo Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Caddo Parish Sheriff's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Sheriff. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Sheriff. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board (GASB) Statement No. 75.

Benefits Provided – Medical, dental, vision and life insurance benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows: attainment of age 55 and 15 years of service.

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (continued)

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) for \$10,000 face amount is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70.

Employees covered by benefit terms – At July 1, 2022, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	181
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	255
	436

Total OPEB Liability

The Sheriff’s total OPEB liability of \$42,054,181 was measured as of July 1, 2022, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the July 1, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0% annually
Salary increases	5.0% including inflation
Discount rate	3.54% annually (Beginning in Year to Determine ADC)
	3.65% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Getzen Model
Mortality	Pub-2010

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index on the applicable measurement dates.

The actuarial assumptions used in the July 1, 2022 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

Changes in the Total OPEB Liability

Balance at June 30, 2022	\$ 45,216,743
Changes for the year:	
Service cost	995,399
Interest	1,609,213
Differences between expected and actual experience	(2,377,178)
Changes of assumptions	(1,868,496)
Benefit payments and net transfers	(1,521,500)
Net changes	(3,162,562)
Balance at June 30, 2023	\$ 42,054,181

NOTE 7 – OTHER POST-EMPLOYMENT BENEFITS (continued)

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current discount rate:

	1.0% Decrease (2.65%)	Current Discount Rate (3.65%)	1.0% Increase (4.65%)
Total OPEB liability	\$ 48,328,383	\$ 42,054,181	\$ 36,907,688

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

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 37,421,991	\$ 42,054,181	\$ 47,904,098

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

For the year ended June 30, 2023, the Sheriff recognized OPEB expense of \$1,244,440. At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,176,733	\$ (10,966,883)
Changes in assumptions	12,607,857	(8,978,143)
Total	<u>\$ 13,784,590</u>	<u>\$ (19,945,026)</u>

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

Years ending June 30:	
2024	\$ (1,360,172)
2025	(1,360,172)
2026	(1,360,172)
2027	(1,360,172)
2028	(1,108,027)
Thereafter	388,281

NOTE 8 – LONG-TERM LIABILITIES

Leases

At June 30, 2023, the Sheriff had entered into leases for various equipment, buildings, and facilities that expire at various dates through August 2062. The total annual rental under these leases for the fiscal year ended June 30, 2023, was \$83,317. The building and facility leases are for the Training Academy, Fleet Management facility, Narcotics Task Force, Pistol Range, Cross Bayou Boat Ramp, Safety Town and Caddo Correctional Center Annex Facility. These payments are currently reimbursed by the Caddo Parish Commission, except the Training Academy and the Fleet Maintenance Building, as required by law.

The minimum future lease payments under lease agreements are as follows:

Fiscal year ending June 30,	Lease Liability	Interest	Total
2024	\$ 71,120	\$ 11,306	\$ 82,426
2025	65,216	8,584	73,800
2026	67,873	5,927	73,800
2027	70,638	3,162	73,800
2028	18,334	1,016	19,350
2029-2033	1,713	4,287	6,000
2034-2038	2,084	3,916	6,000
2039-2043	2,536	3,464	6,000
2044-2048	3,085	2,915	6,000
2049-2053	3,753	2,247	6,000
2054-2058	4,567	1,433	6,000
2059-2063	4,355	445	4,800
Total	\$ 315,274	\$ 48,702	\$ 363,976

Changes in Long-Term Liabilities

The long-term liabilities of the Sheriff, which are due to governmental activities, consist of accrued compensated absences payable, net pension liability, net OPEB liability, lease liability, and claims and judgments payable. The Sheriff's net pension asset was reduced to \$0 at year end. At June 30, 2023, the Sheriff has a net pension liability of \$20,472,575.

Long-term liability activity for the year ended June 30, 2023, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Amounts Due Within One Year
Compensated absences	\$ 2,658,251	\$ 1,347,147	\$ 1,411,414	\$ 2,593,984	\$ 1,772,454
Net pension liability (asset)	(1,247,038)	21,719,613	-	20,472,575	-
Net OPEB liability	45,216,745	2,604,612	5,767,176	42,054,181	-
Lease liability	384,467	-	69,193	315,274	71,120
Claims and judgments payable	313,500	-	-	313,500	-
Total	\$ 47,325,925	\$ 25,671,372	\$ 7,247,783	\$ 65,749,514	\$ 1,843,574

NOTE 9 – AD VALOREM TAXES

The Sheriff is the ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem taxes. Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the parish government in June and are actually billed to taxpayers by the Sheriff in October. Billed taxes are due by December 30, and become delinquent on December 31 of the current year. The taxes are based on assessed values determined by the Tax Assessor of Caddo Parish and are collected by the Sheriff. The taxes are remitted to the appropriate taxing bodies net of deductions for 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, 2023, law enforcement taxes applicable to the Sheriff’s General Fund, were levied at the rates described below on property with assessed valuations totaling \$1,936,063,317. This valuation is net of homestead exemption amounts of \$336,301,726.

The following is a summary of authorized and levied ad valorem taxes which represent separate millages authorized by the voters as of June 30, 2023:

	Authorized Millage	Levied Millage	Expiration Date
Caddo Parish Law Enforcement District:			
Act 689 of 1976	4.40	4.40	None
Continued general services	1.78	1.78	12/31/2032
Additional services	1.78	1.78	12/31/2032
Additional services	2.89	2.89	12/31/2032
Additional funding	2.74	2.74	12/31/2032
	13.59	13.59	

As of June 30, 2023, the cash balance on hand in the tax collector account are \$5,880,779 which is included in the cash balances reflected in Note 2. During the fiscal year ended June 30, 2023, Sheriff’s office, as Tax Collector for Caddo Parish, collected a total of \$266,025,060 of ad valorem taxes. Included in this amount was \$264,417,894 of 2023 assessed taxes, net of homestead exemptions, and \$1,607,166 of prior year taxes.

NOTE 9 – AD VALOREM TAXES (continued)

The Sheriff has collected and uncollected taxes as of June 30, 2023, attributable to the following taxing authorities:

<u>Tax Authority</u>	<u>Collected Taxes</u>	<u>Uncollected Taxes</u>
Charles Henington, Jr. Assessor	\$ 4,576,493	\$ 54,664
Caddo Fire District No. 1	2,147,296	27,684
Caddo Fire District No. 2	249	-
Caddo Fire District No. 3	2,498,562	16,762
Caddo Fire District No. 4	2,150,453	12,472
Caddo Fire District No. 5	1,761,701	1,670
Caddo Fire District No. 6	1,036,459	17,624
Caddo Fire District No. 7	1,485,609	74,242
Caddo Fire District No. 8	844,573	36,403
Caddo Fire District No. 9	-	-
Caddo Levee District	196	-
Caddo School Board	144,383,141	1,724,475
Caddo Sewer District 7	3	-
Caddo Sewer District 2	119,878	1,388
Caddo-Bossier Port Commission	4,846,789	57,886
Law Enforcement District	26,241,976	313,446
La Dept. Agriculture (Forest Protection)	22,199	6
La Tax Commission	132,052	-
North Caddo Hospital	472,937	21,250
Parish-Bio Medical	3,340,664	39,902
Parish-Bonded Debt Service	2,897,729	34,595
Caddo Parish	7,662,907	88,227
Parish-Courthouse Maintenance	5,252,680	62,738
Parish-Criminal Justice	147	-
Parish-Jail Facilities	10,582,433	126,387
Parish-Juvenile	3,804,350	45,441
Parish-Public Facilities	1,622,046	19,375
Parish-Public Health	4,171,082	49,817
Parish-Public Works	11,431,821	136,535
Red River Waterway Commission	4,502,961	53,964
Shreve Memorial Library	18,035,326	215,410
Water Districts No. 1 and No. 7	350	-
	<u>\$ 266,025,060</u>	<u>\$ 3,232,362</u>

These taxes are uncollected for these general reasons:

Mobile Home Accounts are excluded from tax sale. Lawsuits are filed as alternative to tax sale.	\$ 120,729
Oil & Gas Accounts are excluded from tax sale. Lawsuits are filed as alternative to tax sale.	631,725
Personal Property Accounts are excluded from tax sale. Lawsuits are filed as alternative to tax sale.	803,784

NOTE 10 – STATE REVENUE SHARING FUNDS

The revenue sharing funds provided by Louisiana Act 945 were distributed as follows:

Caddo Parish		
Assessor	\$	94,336
Commission		979,183
School Board		1,704,102
Sheriff		900,376
Sewerage districts		1,747
Fire protection districts		132,848
Shreve Memorial Library		371,493
Red River Waterway Commission		93,123
Pension funds		207,163
Total	\$	4,484,371

NOTE 11 – PROTEST TAXES

Louisiana Revised Statute 47:2110 provides that taxpayers, at the time of payment of all taxes due, may give notice to the Tax Collector of their intention to file suit for recovery of all or a portion of the total taxes paid. Upon receipt of this notice, the amount paid is segregated and held by the Tax Collector for a period of 30 days. If suit is filed within the 30-day period for recovery of such amounts, the funds are held pending outcome of the suit. If the taxpayer prevails, the Tax Collector refunds the amount due, with interest at the actual rate earned on the money paid under protest from the date the funds were received by the Tax Collector. At June 30, 2023, the Sheriff, as Tax Collector, held \$58,511 in protested taxes.

NOTE 12 – RELATED PARTY TRANSACTIONS

The Sheriff manages and operates the Caddo Correctional Center (“Center”). For the year ended June 30, 2023, the Center reimbursed the Sheriff \$2,679,342 for administrative services. This reimbursement is included in revenue as fees, charges, and commissions for services.

NOTE 13 – CONTINGENCIES, LITIGATIONS, AND CLAIMS

Litigation

At June 30, 2023, the Sheriff is named as defendant in several lawsuits. A claims liability for \$313,500 is included in claims payable in the government-wide financial statements. There are certain suits, which are in early stages of discovery and estimates of the ultimate liability of the Caddo Parish Sheriff cannot be determined. Resolution of some of these cases could involve liability to the Caddo Parish Sheriff if the courts find in favor of various plaintiffs. The Sheriff evaluates the existing litigation and accrues appropriate amounts in accordance with Financial Accounting Standards Board Statement (FASB) ASC Topic 450 as liabilities become probable and can be estimated. In the opinion of legal counsel, the Sheriff’s ultimate exposure is unknown at this time.

Grants

The Sheriff participates in several federal and state assisted grant programs. These programs are subject to program compliance audits. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. The Sheriff believes that the amount of disallowances, if any, which may arise from future audits will not be material.

NOTE 13 – CONTINGENCIES, LITIGATIONS, AND CLAIMS (continued)

Risk management

The Sheriff is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; and errors and omission. These risks are handled by the Sheriff through the purchase of various commercial insurance policies with varying coverage limits, deductibles, and premiums based on the type of policy. No significant reductions in insurance coverage from coverage in the prior year occurred and no claims exceeded the Sheriff's insurance coverage for each of the past three years.

Required Supplementary Information

Caddo Parish Sheriff
General Fund Budgetary Comparison Schedule
For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Ad valorem taxes	\$ 24,400,000	\$ 25,300,000	\$ 25,565,941	\$ 265,941
Sales and use taxes	3,200,000	3,600,000	3,743,855	143,855
Penalties and interest on taxes	85,000	85,000	68,579	(16,421)
Tax collection fees	425,000	425,000	392,628	(32,372)
Permits	15,000	15,000	17,475	2,475
Gaming fees	580,000	700,000	806,500	106,500
State grants	40,000	40,000	27,750	(12,250)
State revenue sharing	899,000	899,000	900,376	1,376
State supplemental pay	1,150,000	1,200,000	1,149,305	(50,695)
State permits	3,000	2,000	1,650	(350)
Federal grants	400,000	200,000	203,352	3,352
Civil and criminal fees	470,000	520,000	531,765	11,765
LA Opioid Settlement	-	550,000	306,073	(243,927)
Transporting prisoners	80,000	90,000	88,715	(1,285)
Sheriff's commissions (sales)	1,000,000	900,000	965,180	65,180
Sheriff's commissions (garnishment)	65,000	65,000	68,532	3,532
Outside civil service	200,000	200,000	219,802	19,802
Stock patrol fees	2,000	2,000	3,500	1,500
Notice of seizure	2,000	2,000	1,875	(125)
Accident reports	11,000	11,000	11,429	429
Criminal bail bond fees	220,000	270,000	299,746	29,746
Commissions on fines	100,000	100,000	92,257	(7,743)
Criminal fees	200,000	180,000	170,476	(9,524)
Appearance bond forfeitures	25,000	25,000	37,640	12,640
Interest earned on investments	30,000	1,200,000	1,504,617	304,617
Probation and parole fees	475,000	445,000	451,778	6,778
Sex offender registration	40,000	40,000	62,027	22,027
Miscellaneous revenue	922,000	878,000	1,385,957	507,957
CPC reimbursement	750,000	950,000	988,401	38,401
CCC accounting and administrative service	2,650,000	2,650,000	2,679,342	29,342
Total revenue	<u>38,439,000</u>	<u>41,544,000</u>	<u>42,746,523</u>	<u>1,202,523</u>
Expenditures				
Personnel services	28,760,000	28,707,000	27,619,517	1,087,483
Contractual services	2,379,000	2,362,000	2,245,639	116,361
Materials and supplies	2,861,000	2,078,000	1,889,072	188,928
Statutory charges	197,000	220,000	213,261	6,739
Other charges	758,000	511,000	527,921	(16,921)
Capital outlay	690,000	1,056,000	626,603	429,397
Debt service - lease principal and interest	-	-	83,317	(83,317)
Total expenditures	<u>35,645,000</u>	<u>34,934,000</u>	<u>33,205,330</u>	<u>1,728,670</u>
Excess of revenues over expenditures	2,794,000	6,610,000	9,541,193	2,931,193
Other financing sources				
Proceeds from sale of fixed assets	47,000	50,000	44,161	(5,839)
Leases issued	-	-	-	-
Total other financing sources	<u>47,000</u>	<u>50,000</u>	<u>44,161</u>	<u>(5,839)</u>
Net changes in fund balances	2,841,000	6,660,000	9,585,354	2,925,354
Fund balance at beginning of year	<u>34,640,562</u>	<u>34,640,562</u>	<u>34,640,562</u>	<u>-</u>
Fund balance at end of year	<u>\$ 37,481,562</u>	<u>\$ 41,300,562</u>	<u>\$ 44,225,916</u>	<u>\$ 2,925,354</u>

See Independent Auditors' Report

**Caddo Parish Sheriff
Schedule of the Sheriff's Proportionate Share
of the Net Pension Liability
June 30, 2023**

Fiscal Year*	Agency's proportion of the net pension liability *	Sheriff's allocated proportion of the net pension liability **	Sheriff's proportionate share of the net pension liability (asset) **	Sheriff's covered - employee payroll***	Sheriff's proportionate share of the net pension liability as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability*
Sheriff's Pension and Relief Fund						
2022	4.579662%	2.518814%	\$ 20,472,575	\$ 18,684,728	109.57%	83.90%
2021	4.575403%	2.516472%	\$ (1,274,308)	\$ 18,000,335	-7.08%	84.70%
2020	4.584440%	2.475598%	\$ 17,133,986	\$ 18,277,919	93.74%	88.90%
2019	4.949670%	2.672822%	\$ 12,643,059	\$ 18,333,505	68.96%	88.90%
2018	5.074486%	2.689478%	\$ 10,313,201	\$ 17,812,315	57.90%	90.40%
2017	5.123500%	2.612985%	\$ 11,314,938	\$ 18,097,866	62.52%	88.50%
2016	5.229570%	2.667081%	\$ 16,927,665	\$ 18,214,863	92.93%	82.10%
2015	5.299788%	2.702892%	\$ 12,048,187	\$ 17,041,690	70.70%	86.61%
2014	5.442640%	2.775746%	\$ 10,991,970	\$ 17,046,846	64.48%	87.34%

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

**Note that 45% of the proportionate share was allocated to the Caddo Correctional Center (Center) and 55% is allocated to the Caddo Parish Sheriff's Office (Sheriff) for measurement dates ended June 30, 2022 and 2021. The allocation of 46% (Center) and 54% (Sheriff) was used for the measurement dates ended June 30, 2020 and 2019. The allocation of 47% (Center) and 53% (Sheriff) was used for the measurement date ended June 30, 2018. The allocation of 49% (Center) and 51% (Sheriff) was used for the measurement dates ended June 30, 2017 and prior.

***Since the amounts presented have a measurement date of the previous fiscal year, the covered-employee payroll presented is for the prior fiscal year end.

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

**Caddo Parish Sheriff
Schedule of Contributions to the Sheriffs'
Pension and Relief Fund
June 30, 2023**

Fiscal Year*	(a) Statutorily required contribution for agency	(b) Contributions in relation to the statutorily required contribution	(a-b) Agency's contribution deficiency (excess)	(c) Allocation to Sheriff of contractually required contribution **	(d) Sheriff's contributions in relation to the contractually required contribution	(c-d) Sheriff's contribution deficiency (excess)	(e) Sheriff's covered employee payroll	(d/e) Contributions as a percentage of covered employee payroll
Sheriff's Pension and Relief Fund								
2023	\$ 4,221,884	\$ 4,221,884	\$ -	\$ 2,322,036	\$ 2,322,036	\$ -	\$ 20,191,613	11.50%
2022	\$ 4,161,603	\$ 4,161,603	\$ -	\$ 2,288,882	\$ 2,288,882	\$ -	\$ 18,684,728	12.25%
2021	\$ 4,083,412	\$ 4,083,412	\$ -	\$ 2,205,042	\$ 2,205,042	\$ -	\$ 18,000,335	12.25%
2020	\$ 4,146,459	\$ 4,146,459	\$ -	\$ 2,239,088	\$ 2,239,088	\$ -	\$ 18,277,919	12.25%
2019	\$ 4,237,461	\$ 4,237,461	\$ -	\$ 2,245,854	\$ 2,245,854	\$ -	\$ 18,333,505	12.25%
2018	\$ 4,453,079	\$ 4,453,079	\$ -	\$ 2,271,070	\$ 2,271,070	\$ -	\$ 17,812,315	12.75%
2017	\$ 4,701,897	\$ 4,701,897	\$ -	\$ 2,397,967	\$ 2,397,967	\$ -	\$ 18,097,866	13.25%
2016	\$ 4,910,869	\$ 4,910,869	\$ -	\$ 2,504,543	\$ 2,504,543	\$ -	\$ 18,214,863	13.75%
2015	\$ 5,007,228	\$ 5,007,228	\$ -	\$ 2,553,686	\$ 2,553,686	\$ -	\$ 17,041,690	14.98%

*The amounts presented were determined as of the end of the fiscal year.

**Note that 45% of the proportionate share was allocated to the Caddo Correctional Center (Center) and 55% is allocated to the Caddo Parish Sheriff's Office (Sheriff) for measurement dates ended June 30, 2023 and 2022. The allocation of 46% (Center) and 54% (Sheriff) was used for the measurement dates ended June 30, 2021 and 2020. The allocation of 47% (Center) and 53% (Sheriff) was used for the measurement date ended June 30, 2019. The allocation of 49% (Center) and 51% (Sheriff) was used for the measurement dates ended June 30, 2018 and prior.

Schedule is intended to show information for 10 years. Additional years will be presented as they become available.

**Notes to Required Supplementary Information
June 30, 2023**

Changes of Benefit Terms

There were no changes in benefit terms for the actuarial valuation measurement year ended June 30, 2022 and 2021.

Changes of Assumptions

The discount rate was lowered from 6.9% to 6.85% in the actuarial valuation for the measurement year ended June 30, 2022.

The discount rate was lowered from 7.0% to 6.90% in the actuarial valuation for the measurement year ended June 30, 2021.

Caddo Parish Sheriff
Schedule of Changes in Sheriff's Proportionate
Share of Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2023

	2018	2019	2020	2021	2022	2023
Sheriff's proportionate share of total OPEB liability						
Service cost	\$ 785,362	\$ 457,627	\$ 702,804	\$ 962,300	\$ 836,707	\$ 995,399
Interest	1,589,664	1,620,461	1,182,961	984,999	1,173,728	1,609,213
Changes of benefit terms	-	-	-	-	-	-
Differences between expected and actual experience	(242,523)	(13,270,830)	(180,933)	(2,613,697)	1,765,101	(2,377,178)
Changes of assumptions	-	-	9,237,763	11,776,241	(11,131,591)	(1,868,496)
Benefit payments	(1,195,849)	(1,309,334)	(1,305,160)	(1,277,838)	(1,348,119)	(1,521,502)
Net change in Sheriff's proportionate share of total OPEB liability	936,654	(12,502,076)	9,637,435	9,832,005	(8,704,174)	(3,162,564)
Sheriff's proportionate share of total OPEB liability - beginning	46,016,901	46,953,555	34,451,479	44,088,914	53,920,919	45,216,745
Sheriff's proportionate share of total OPEB liability - ending (a)	\$ 46,953,555	\$ 34,451,479	\$ 44,088,914	\$ 53,920,919	\$ 45,216,745	\$ 42,054,181
Sheriff's proportionate share of plan fiduciary net position						
Contributions - employer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net investment income	-	-	-	-	-	-
Net change in Sheriff's proportionate share of plan fiduciary net position	-	-	-	-	-	-
Sheriff's proportionate share of plan fiduciary net position - beginning	-	-	-	-	-	-
Sheriff's proportionate share of plan fiduciary net position - ending (b)	\$ -					
Sheriff's proportionate share of net OPEB liability - ending (a) - (b)	\$ 46,953,555	\$ 34,451,479	\$ 44,088,914	\$ 53,920,919	\$ 45,216,745	\$ 42,054,181
Plan fiduciary net position as a percentage of the total OPEB liability	0%	0%	0%	0%	0%	0%
Covered-employee payroll	\$ 19,011,097	\$ 15,101,145	\$ 15,705,191	\$ 15,882,767	\$ 16,359,250	\$ 15,585,284
Sheriff's proportionate share of the net OPEB liability as a percentage of covered-employee payroll	246.98%	228.14%	280.73%	339.49%	276.40%	269.83%

Notes to Schedule:

Supplementary Information

**Caddo Parish Sheriff
Custodial Funds
Combining Statement of Fiduciary Net Position
June 30, 2023**

	Sheriff's Fund	Tax Collector Fund	Total
Assets			
Cash	\$ 1,511,330	\$ 5,880,779	\$ 7,392,109
Total assets	<u>\$ 1,511,330</u>	<u>\$ 5,880,779</u>	<u>\$ 7,392,109</u>
Liabilities			
Payable to Caddo Parish Sheriff	\$ -	\$ 58,178	\$ 58,178
Prepayment program	-	352,537	352,537
Total liabilities	<u>\$ -</u>	<u>\$ 410,715</u>	<u>\$ 410,715</u>
Net Position			
Restricted - Unsettled balances due to taxing bodies and others	\$ 1,511,330	\$ 5,470,064	\$ 6,981,394
Total net position	<u>\$ 1,511,330</u>	<u>\$ 5,470,064</u>	<u>\$ 6,981,394</u>

**Caddo Parish Sheriff
Custodial Funds
Combining Statement of Changes in
Fiduciary Net Position
For the Year Ended June 30, 2023**

	Sheriff's Fund	Tax Collector Fund	Total
Balance, beginning of year	\$ 1,486,953	\$ 4,690,281	\$ 6,177,234
Additions			
Deposits			
Sheriff's sales	7,969,115	-	7,969,115
Bonds	4,361,086	-	4,361,086
Garnishments	1,050,959	-	1,050,959
Ad valorem taxes	-	266,025,060	266,025,060
State revenue sharing	-	4,484,371	4,484,371
Payment in lieu of taxes	-	1,747,113	1,747,113
Interest income on demand deposits	-	786,459	786,459
Refunds and redemptions	-	1,420,831	1,420,831
Collection fees	-	1,641,479	1,641,479
Miscellaneous ad valorem tax fees	-	302,850	302,850
Total additions	<u>13,381,160</u>	<u>276,408,163</u>	<u>289,789,323</u>
Reductions			
Sheriff's General Fund	5,076,521	-	5,076,521
Litigants	5,714,899	-	5,714,899
District Attorney	998,862	-	998,862
Clerk of Court	522,502	-	522,502
Indigent Defender Board	12,390	-	12,390
Other settlements	1,031,609	-	1,031,609
Louisiana Tax Commission	-	132,052	132,052
Louisiana Department of Agriculture and Forestry	-	18,545	18,545
Caddo Parish			
Commission	-	50,408,929	50,408,929
School Board	-	142,278,156	142,278,156
Sheriff	-	26,932,793	26,932,793
Assessor	-	4,684,815	4,684,815
Sewerage districts	-	118,233	118,233
Fire protection districts	-	11,672,920	11,672,920
Hospital district	-	456,538	456,538
Levee district	-	84	84
Shreve Memorial Library	-	17,928,496	17,928,496
Clerk of Court	-	62,370	62,370

See Independent Auditors' Report

**Caddo Parish Sheriff
Schedule of Compensation, Benefits, and
Other Payments to Agency Head
For the Year Ended June 30, 2023**

Agency Head Name: Steve Prator, Sheriff of Caddo Parish

Purpose	Amount
Salary	\$ 98,556 *
Benefits-insurance	\$ 7,400 *
Benefits-retirement	\$ 23,714 *
Deferred compensation	\$ 338 *
Conference travel	\$ 3,942

* The Caddo Parish Sheriff's compensation and benefits are paid by the Caddo Parish Sheriff's Office and the Caddo Correctional Center reimburses 50% of the payments through an administrative service allocation. The amounts reflected above are 50% of the total payments made to the Sheriff.

**Caddo Parish Sheriff
Justice System Funding Schedule – Collecting/Disbursing Entity
As Required by Act 87
For the Year Ended June 30, 2023**

Identifying Information		
Entity Name	Caddo Parish Sheriff	
LLA Entity ID #	3073	
Date that reporting Period ended	June 30, 2023	
	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 1,073,529	\$ 1,287,140
Add: Collections		
Bond Fees	1,152,809	963,186
Probation Class Fees	14,978	15,668
Criminal Court Costs/Fees	185,891	216,986
Criminal Fines - Contempt	4,100	2,675
Criminal Fines - Other	394,866	476,532
Restitution	46,185	84,674
Probation Supervision Fees	225,053	254,526
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	155,373	167,387
Other	-	197
Subtotal Collections	2,179,255	2,181,831
Less: Disbursements To Governments & Nonprofits		
<u>LA Commission on Law Enforcement</u>		
Crime Victims Reparations	16,685	23,259
Caddo District Court Sec. 5	-	-
SPD-Act 942	1,971	1,997
<u>Caddo Parish District Defender Office</u>		
Bond Percentage	166,316	152,956
Indigent Defender	75,346	83,010
I D Fees	6,211	2,565
SPD-Act 942	3,305	3,284
<u>Department of Health & Hospital-Special Injury</u>	4,395	5,301
<u>Crime Stoppers of LA</u>	3,287	3,829
<u>Parish Treasurer</u>		
Commission on Fines	261,901	317,112
Costs	15,379	16,959
Bond percentage	161,321	147,876
Witness Fees	6,794	7,565
Criminal Jury Fee	40,723	47,427
Judicial Expense	16,932	18,861
<u>Greenwood Police-DWI/Litter</u>	779	1,580
<u>LA State Police-DWI/Litter</u>	2,431	3,270
<u>North LA Crime Lab</u>		
SPD-Act 942	3,305	3,284
Act 432	15,646	19,651
Crime Lab/Bond Fee	46,005	53,098

Continued on next page

Caddo Parish Sheriff
Justice System Funding Schedule – Collecting/Disbursing Entity
As Required by Act 87
For the Year Ended June 30, 2023

Less: Disbursements To Governments & Nonprofits (continued)

<u>James E Stewart-DA</u>		
Act 942	29,051	29,274
Bond Commission	161,321	147,876
Commission on Fines	41,547	50,351
Court Costs/Reinstatement Fees	18,755	22,545
Prosecution Expense	16,278	19,091
Cash Bond Forfeiture	-	7,950
<u>LA Dept of WLF</u>		
		25
<u>LA Supreme Court</u>		
	834	922
<u>LA Commission Law Enforcement- Education & Training</u>		
	8,185	10,305
<u>Mike Spence- Clerk of Court</u>		
Act 942	4,995	5,080
Clerk Costs/Moving Violations	70,807	82,382
<u>Shreveport City Court - Act 942</u>		
	3,305	3,284
<u>Judicial Administrator- Court Case Mgmt System</u>		
	4,924	5,764
<u>State Treasurer</u>		
	50	-
<u>LA Public Safety and Correction- Caddo District Court Sec. 5</u>		
	-	-

Less: Amounts Retained by Collecting Agency

CPSO-Commission on Bonds	156,296	143,450
CPSO- Report Fees	541	418
CPSO-Bonds	47,423	47,030
CPSO-Commission on Fines	41,667	50,446
CPSO-Processing Fees	9,400	7,400
CPSO-Warrant Execution	5,250	4,550
CPSO-Criminal Costs	12,918	14,375
CPSO- Sex Offender Fees	23,535	22,682
CPSO-DWI Litter	2,475	3,292
CPSO-Probation Fees/Classes	211,699	240,959
CPSO-Act 942	8,300	8,364

Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies

Cash Bonds	163,277	295,065
Restitution Payments to Individuals (additional detail is not required)	29,501	61,415
Other Disbursements to Individuals (additional detail is not required)	42,728	4,337
Archon Payments to 3rd Party Collection/Processing Agencies	1,850	3,108
Subtotal Disbursements/Retainage	1,965,644	2,204,624

Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)

\$	1,287,140	\$	1,264,347
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Ending Balance of "Partial Payments" Collected but not Disbursed

-	-
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Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected	-	-
Total Waivers During the Fiscal Period	-	-

**Caddo Parish Sheriff
Justice System Funding Schedule – Receiving Entity
As Required by Act 87
For the Year Ended June 30, 2023**

Identifying Information

Entity Name	Caddo Parish Sheriff
LLA Entity ID #	3073
Date that reporting Period ended	June 30, 2023

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Cash Basis Presentation		
Receipts From:		
<i>Caddo Parish District Attorney - Bond Forfeiture Judgment Against Commercial Surety</i>	11,677	25,963
Subtotal Receipts	11,677	25,963
Ending Balance of Amounts Assessed but Not Received	-	-

STATE OF LOUISIANA, PARISH OF CADDO

AFFIDAVIT

Steve Prator, Sheriff of Caddo Parish

BEFORE ME, the undersigned authority, personally came and appeared, Steve Prator, the Sheriff of Caddo Parish, State of Louisiana, who after being duly sworn, deposed and said:

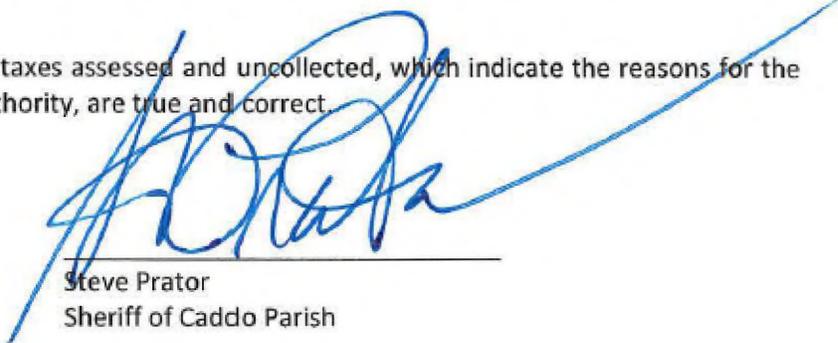
The following information is true and correct:

\$5,880,779 is the amount of cash on hand in the tax collector account on June 30, 2023;

He further deposed and said:

All itemized statements of the amount of taxes collected for tax year 2022, 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.



Steve Prator
Sheriff of Caddo Parish

SWORN to and subscribed before me, Notary, this 12 day of December 2023 in my office in Shreveport, Louisiana.



Gary Parker, Notary Public Bar #10319
Caddo Parish, Louisiana
My Commission is for Life



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

The Honorable Steve Prator
Caddo Parish Sheriff
Shreveport, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Caddo Parish Sheriff, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Caddo Parish Sheriff's basic financial statements, and have issued our report thereon dated December 20, 2023.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of This Report

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



CARR, RIGGS & INGRAM, LLC

Shreveport, Louisiana
December 20, 2023

Section I - Summary of Auditors' Results

A. Financial Statements

- | | |
|--|-------------------|
| 1. Type of Auditors' report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| • Material weakness(es) identified? | No |
| • Significant deficiency(ies) identified? | None noted |
| 3. Noncompliance material to financial statements noted? | No |

B. Federal Awards

Not applicable in the current year

Section II – Financial Statement Findings

A. Current Year Findings and Responses

None

B. Prior Year Findings and Responses

None

Section III – Federal Award Findings and Responses

A. Current Year Findings and Responses

None

B. Prior Year Findings and Responses

Not applicable



Caddo Parish Sheriff

STATEWIDE AGREED-UPON PROCEDURES REPORT

June 30, 2023

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

To the Honorable Steve Prator, Caddo Parish Sheriff and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The Caddo Parish Sheriff's management is responsible for those C/C areas identified in the SAUPs.

The Caddo Parish Sheriff has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they addressed 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.
Results: No exceptions were identified as a result of applying the procedure.
 - 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.
Results: No exceptions were identified as a result of applying the procedure.
 - c) **Disbursements**, including processing, reviewing, and approving.
Results: No exceptions were identified as a result of applying the procedure.
 - 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).

Results: No exceptions were identified as a result of applying the procedure.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

Results: Written policies do not address approval process for employee rates of pay or approval and maintenance of pay rate schedules.

- 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.

Results: Written polices do not address the monitoring of contracts.

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

Results: No exceptions were identified as a result of applying the procedure.

- h) **Credit Cards (and debit cards, fuel cards, purchase 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).

Results: No exceptions were identified as a result of applying the procedure.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Results: No exceptions were identified as a result of applying the procedure.

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

Results: This procedure is not applicable to the Caddo Parish Sheriff's Office.

- k) **Information Technology 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.

Results: Written policies do not address the storage of backups in an isolated location, periodic testing/verification that backups can be restored, timely application of all available system and software patches/updates, use of antivirus software on all systems, identification of personnel, or processes and tools needed to recover operations after a critical event.

- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: Written policies do not address annual employee training or annual reporting.

Board or Finance Committee

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

Results: This procedure is not applicable because the Sheriff of Caddo Parish is a single elected official.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-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.

Results: This procedure is not applicable because the Sheriff of Caddo Parish is a single elected official.

- 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.

Results: This procedure is not applicable because the Sheriff of Caddo Parish is a single elected official.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: This procedure is not applicable because the Sheriff of Caddo Parish is a single elected official.

Bank Reconciliations

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

period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

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

Results: One exception was identified where the bank reconciliation was not dated and did not have evidence that it was prepared within 2 months of the related closing date.

- b) Bank reconciliations include written evidence that a member of management or a 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

Results: No exceptions were identified as a result of applying the procedure.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: No exceptions were identified as a result of applying the procedure.

Collections (excluding electronic funds transfers)

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).

Results: CRI obtained a list of deposits sites and management's representation that the listing was complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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 responsible for cash collections do not share cash drawers/registers;

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

- c) Each employee responsible for collecting cash is not also 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; and

Results: One exception was identified where the employee responsible for collecting cash is also responsible for posting collections to the general ledger.

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

Results: No exceptions were identified as a result of applying the procedure.

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Results: No exceptions were identified as a result of applying the procedure.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (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). Alternatively, 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.

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

- 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 and the cash is stored securely in a locked safe or drawer).

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

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

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

Results: CRI obtained listing of locations that process payments and management's representation that the listing was complete. There is only one location that processes payments.

9. For each location selected under procedure #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, then 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 or making the purchase;
Results: No exceptions were identified as a result of applying the procedure.
 - b) At least two employees are involved in processing and approving payments to vendors;
Results: No exceptions were identified as a result of applying the procedure.
 - 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;
Results: No exceptions were identified as a result of applying the procedure.
 - 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; and
Results: No exceptions were identified as a result of applying the procedure.
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
Results: No exceptions were identified as a result of applying the procedure.
10. For each location selected under procedure #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 whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
Results: No exceptions were identified as a result of applying the procedure.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9 above, as applicable.
Results: CRI identified issues with segregation of duties where three locations had employees who process payments also mailing checks, and one location had employees who process payments also adding or modifying the vendor listing without another employee periodically reviewing changes.
11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and

(b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Results: No exceptions were identified as a result of applying the procedure.

Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

Results: CRI obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period and management's representation that the listing was complete.

13. 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 whether 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) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

14. Using the monthly statements or combined statements selected under procedure #13 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 (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: For one of the selections, CRI identified a meal charge that did not include documentation of individuals who participated. For two of the selections, CRI identified there was no written documentation of the business/public purpose of the charge on file.

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

15. 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 and 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, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

- 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 Policies and Procedures procedure #1g; and

Results: No exceptions were identified as a result of applying the procedure.

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

Results: No exceptions were identified as a result of applying the procedure.

Contracts

16. 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. Alternatively, 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 whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

Results: No exceptions were identified as a result of applying the procedure.

- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the

contract terms (e.g., if approval is required for any amendment, the documented approval); and

Results: No exceptions were identified as a result of applying the procedure.

- 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.

Results: No exceptions were identified as a result of applying the procedure.

Payroll and Personnel

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

Results: No exceptions were identified as a result of applying the procedure.

- 18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and

- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

Results: No exceptions were identified as a result of applying the procedure.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;

Results: No exceptions were identified as a result of applying the procedure.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

Results: No exceptions were identified as a result of applying the procedure.

- d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Results: No exceptions were identified as a result of applying the procedure.

- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Results: No exceptions were identified as a result of applying the procedure.

20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: No exceptions were identified as a result of applying the procedure.

Ethics

21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 obtain ethics documentation from management, and

a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

Results: No exceptions were identified as a result of applying the procedure.

b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results: No exceptions were identified as a result of applying the procedure.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Results: No exceptions were identified as a result of applying the procedure.

Debt Service

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Results: Management represented that no bond/notes or other debt instruments were issued during the fiscal period, as such, this procedure is not applicable.

24. 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).

Results: Management represented that no bond/notes or other debt instruments were outstanding at the end of the fiscal period, as such, this procedure is not applicable.

Fraud Notice

25. 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 as required by R.S. 24:523.

Results: Management represented no misappropriation of public funds or assets occurred during the fiscal period.

26. 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.

Results: No exceptions were identified as a result of applying the procedure.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

Results: We performed the procedure and discussed the results with management.

b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Results: We performed the procedures and discussed the results with management.

c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results: We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: CRI was unable to obtain documentation that terminated employees were removed or disabled from the network.

Prevention of Sexual Harassment

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Results: No exceptions were identified as a result of applying the procedure.

30. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Results: No exceptions were identified as a result of applying the procedure.

31. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Results: No exceptions were identified as a result of applying the procedure.

We were engaged by the Caddo Parish Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, 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.

We are required to be independent of the Caddo Parish Sheriff and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended 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.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana
December 20, 2023



SHERIFF STEVE PRATOR

SHERIFFS OF
CADDO PARISH

December 20, 2023

- ALEXANDER BOYD STERRETT
1838-1840
- MATTHEW WATSON
1840-1857
- THOMAS R. SIMPSON
1857-1858
- 1865-1868
- HENRY JOHN GREY BATTLE
1859-1860
- NATHAN HASS
1860-1862
- ISRAEL W. PICKENS
1862-1865
- JOHN J. HOPE
1868
- JOHN J. O'CONNOR
1868-1869
- MICHAEL A. WALSH
1869-1875
- JAMES W. WILSON
1875-1876
- WILLIAM HEFFNER
1876-1877
- ALONZO FLOURNOY
1877-1878
- J.D. CAWTHONE
1879
- JOHN LAKE
1879-1892
- JOHN S. YOUNG
1892-1900
- SAMUEL J. WARD
1900-1906
- J.P. "PAT" FLOURNOY
1906-1916
- THOMAS ROLAND HUGHES
1916-1940
- J. HOWELL FLOURNOY
1940-1966
- JAMES M. GOSLIN
1966-1976
- HAROLD TERRY
1976-1980
- DONALD E. HATHAWAY
1980-2000
- STEVE PRATOR
2000-

Louisiana Legislative Auditor
1600 North 2nd Street
P. O. Box 94397
Baton Rouge, LA 70804

and

Carr, Riggs, & Ingram, LLC
1000 East Preston Avenue, Suite 200
Shreveport, LA 71105

RE: Management's Response to Agreed-Upon Procedures

Management of the Caddo Parish Sheriff has reviewed the Independent Accountants' Report on Applying Agreed-Upon Procedures. We are in agreement with the report of Carr, Riggs & Ingram, LLC. Caddo Parish Sheriff's Office will add policies and procedures and implement changes as considered necessary and cost-beneficial to meet the expectations identified in the report and future agreed-upon procedures engagements.

Beverly Steiner
Name

Internal Auditor
Title