

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Annual Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
June 30, 2023
With Supplemental Information Schedules

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Annual Financial Statements
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With Supplemental Information Schedules

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Member:
American Institute of
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Society of Louisiana Certified
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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Auditor's Report

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Opinions

I have audited the accompanying financial statements of the governmental activities, each major fund, the fiduciary funds, and the aggregate remaining fund information of the Claiborne Parish Sheriff, a component unit of the Claiborne Parish Police Jury, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Claiborne Parish Sheriff's basic financial statements as listed in the table of contents.

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

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Claiborne Parish Sheriff and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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.

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Independent Auditor's Report,

June 30, 2023

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 Claiborne Parish 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.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 auditor's report that includes my 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, I:

- 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 Claiborne Parish 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 my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Claiborne Parish Sheriff's ability to continue as a going concern for a reasonable period of time.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Independent Auditor's Report,
June 30, 2023

I am 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 I 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, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Changes in Net OPEB Liability and Related Ratios, the Schedules of Employer's share of the Net Pension Liability, and the Schedules of Employer Contributions, as listed in the table of contents, 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. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Claiborne Parish Sheriff's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head, affidavit, Justice System Funding Schedules for Collecting/Disbursing, and Justice System Funding Schedules for Receiving Entities, as listed in the Table of Contents, is presented for purpose of additional analysis and is 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 financials statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion the schedule of compensation, benefits and other payments to agency head, affidavit, Justice System Funding Schedule for Collecting/Disbursing, and Justice System Funding Schedule for Receiving Entities is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Independent Auditor's Report,
June 30, 2023

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued a report dated September 28, 2023, on my consideration of the Claiborne Parish Sheriff's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Claiborne 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 Claiborne Parish Sheriff's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated September 28, 2023, on the results of my state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state side agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana
September 28, 2023

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Management's Discussion and Analysis
June 30, 2023

As management of the Claiborne Parish Sheriff, I offer readers of the Claiborne Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Claiborne Parish Sheriff for the fiscal year ended June 30, 2023. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

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

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

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

The *statement of net position* presents information on all of the Claiborne Parish Sheriff's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in Net Position may serve as a useful indicator of whether the financial position of the Claiborne Parish Sheriff is improving or deteriorating.

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

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

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

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

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

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

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

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

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the Claiborne Parish Sheriff exceeded assets by \$1,857,557.

An additional portion of the Claiborne Parish Sheriff's net position represents capital assets, less any related debt used to acquire those assets that is still outstanding. The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Claiborne Parish Sheriff to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION

	2023	2022
ASSETS		
Cash and cash equivalents	\$2,554,988	\$2,848,666
Receivables	628,449	572,149
Due from other funds	3,037	2,612
Due from sheriff	6,836	
Net pension assets		163,274
Capital assets (net of accumulated depreciation)	2,709,139	2,818,753
TOTAL ASSETS	5,902,449	6,405,454
DEFERRED OUTFLOWS OF RESOURCES		
Pension and OPEB related	3,901,589	2,742,125
LIABILITIES		
Accounts payable	\$131,078	\$193,644
Payroll deductions payable	55,394	59,778
Salaries payable	42,196	150,789
Net OPEB obligation	5,954,026	5,607,200
Net pension obligation	2,989,022	
Long-term liabilities:		
Due within one year	324,000	311,000
Due in more than one year	688,001	1,012,001
TOTAL LIABILITIES	10,183,717	7,334,412
DEFERRED INFLOWS OF RESOURCES		
Pension related	1,477,878	3,628,090
NET POSITION		
Invested in capital assets, net of related debt	1,697,138	1,495,752
Unrestricted	(3,554,695)	(3,310,675)
TOTAL NET POSITION	(\$1,857,557)	(\$1,814,923)

STATEMENT OF ACTIVITIES

	2023	2022
Public Safety:		
Personal services	\$4,787,898	\$3,734,910
Operating services	1,197,319	1,628,801
Materials and supplies	2,245,440	1,816,871
Travel	51,677	40,516
Debt service - interest	23,914	28,573
Depreciation expense	236,123	238,048
Total Program Expenses	8,542,371	7,487,719
Program revenues:		
Charges for services:		
Civil and criminal fees	241,274	232,162
Commissions on licenses and taxes	43,225	37,061
Court attendance	1,836	1,768
Feeding and keeping prisoners	5,026,453	4,438,682
Other	1,745	13,772
Total program revenues	5,314,533	4,723,445
Net Program Expenses	(3,227,838)	(2,764,274)
General revenues:		
Taxes - Ad valorem	1,320,609	1,324,552
Grants and contributions not restricted to specific programs:		
Federal sources	81,111	59,198

State sources	\$192,434	\$185,521
Local sources	100,784	85,000
Use of money and property	1,326,362	1,677,892
Miscellaneous	180,557	184,648
Special item:		
Gain (loss) on disposal of assets	(16,651)	16,170
Total general revenues	3,185,206	3,532,981
Change in Net Position	(42,632)	768,707
NET POSITION		
Beginning of year	(1,814,925)	(2,583,630)
End of year	<u>(\$1,857,557)</u>	<u>(\$1,814,923)</u>

Financial Analysis of the Government's Funds

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

As of June 30, 2023, combined governmental fund balances of \$2,964,642 showed a decrease of \$54,574 over June 30, 2022. The General Fund's portion of the unreserved, undesignated fund balance of \$605,799 shows an increase (of approximately \$90,709) from the prior year amount. The Detention Center portion of the restricted fund balance of \$2,219,836 shows a decrease (of approximately \$147,901) from the prior year amount.

General Fund and Major Fund Budgetary Highlights

Differences between revenues of the original budget and the final budget for the General Fund were due primarily to a decrease in ad valorem taxes, state supplemental pay, other state grants, commissions on licenses and taxes, court attendance, other fees, other revenue, proceeds from insurance and proceeds from disposal of assets and increases in federal grants, state revenue sharing, civil and criminal fees, and feeding and keeping prisoners. Budgeted expenditures increased for personal services and benefits and travel and other charges and decreases in operating services, and materials and supplies.

In the Detention Center, the original budgeted revenues differed from the final budgeted revenues due to an increase in revenues for feeding and keeping of prisoners and a decrease in state supplemental pay and use of money and property. Anticipated expenditures differed due to an increase in personal services and benefits, operating services, materials and supplies, travel and other charges, capital outlay, and operating transfers out.

Capital Asset and Debt Administration

Capital assets. The Claiborne Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2023, amounts to \$2,709,139 (net of accumulated depreciation). This investment includes land, buildings, furniture, and equipment. The increase in capital assets for the year was \$143,160. There were decreases of \$73,799 for the year.

Long-term debt. At the end of the fiscal year, Claiborne Parish Sheriff had total debt outstanding of \$9,955,049. Of this amount there were revenue bonds of \$1,012,001. Also, the Claiborne Parish Sheriff contributes to a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees through the sheriff’s group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at June 30, 2023 is \$5,954,026. During the current year \$311,000 was paid on the revenue bonds in accordance with the debt agreements. The liability associated with the Net Pension liability is \$2,989,022 at June 30, 2023.

Requests for Information

This financial report is designed to provide a general overview of the Claiborne Parish Sheriff’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Claiborne Parish Sheriff, 613 East Main Street, Homer LA 71040.

September 28, 2023

BASIC FINANCIAL STATEMENTS

Statement ACLAIBORNE PARISH SHERIFF
Homer, LouisianaSTATEMENT OF NET POSITION
June 30, 2023**ASSETS**

Cash and cash equivalents	\$2,554,988
Receivables	628,449
Due from other funds	3,037
Due from sheriff	6,836
Capital assets (net of accumulated depreciation)	<u>2,709,139</u>
TOTAL ASSETS	<u>5,902,449</u>

DEFERRED OUTFLOWS OF RESOURCES

Pension and OPEB related	<u>3,901,589</u>
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LIABILITIES

Accounts payable	\$131,078
Payroll deductions payable	55,394
Salaries payable	42,196
Net pension liability	2,989,022
Net OPEB obligation	5,954,026
Long-term liabilities:	
Due within one year	324,000
Due in more than one year	<u>688,001</u>
TOTAL LIABILITIES	<u>10,183,717</u>

DEFERRED INFLOWS OR RESOURCES

Pension and OPEB related	1,477,878
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NET POSITION

Invested in capital assets, net of related debt	1,697,138
Unrestricted	<u>(3,554,695)</u>
TOTAL NET POSITION	<u><u>(\$1,857,557)</u></u>

See independent auditor's report and the related notes to the financial statements.

Statement B

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
STATEMENT OF ACTIVITIES
June 30, 2023

Public Safety:	
Personal services	\$4,787,898
Operating services	1,197,319
Materials and supplies	2,245,440
Travel	51,677
Debt service	23,914
Depreciation expense	<u>236,123</u>
Total Program Expenses	<u>8,542,371</u>
Program revenues:	
Charges for services:	
Civil and criminal fees	241,274
Commissions on licenses and taxes	43,225
Court attendance	1,836
Feeding and keeping prisoners	5,026,453
Other	<u>1,745</u>
Total program revenues	<u>5,314,533</u>
Net Program Expenses	<u>(3,227,838)</u>
General revenues:	
Taxes - Ad valorem	1,320,609
Grants and contributions not restricted to specific programs:	
Federal sources	81,111
State sources	192,434
Local sources	100,784
Use of money and property	1,326,362
Miscellaneous	180,557
Special items -	
Proceeds from disposal of assets	<u>(16,651)</u>
Total General revenues	<u>3,185,206</u>
Change in Net Position	(42,632)
NET POSITION	
Beginning of year	<u>(1,814,925)</u>
End of year	<u><u>(\$1,857,557)</u></u>

See independent auditor's report and the related notes to the financial statements.

Statement C

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2023

MAJOR FUNDS.....		NON MAJOR FUND	
	GENERAL FUND	DETENTION CENTER	DEBT SERVICE	TOTAL
ASSETS				
Cash and cash equivalents	\$605,526	\$1,810,455	\$139,007	\$2,554,988
Receivables	41,932	586,517		628,449
Due from sheriff	6,836			6,836
Due from other funds	3,037			3,037
TOTAL ASSETS	<u>\$657,331</u>	<u>\$2,396,972</u>	<u>\$139,007</u>	<u>\$3,193,310</u>
LIABILITIES AND FUND BALANCE				
Liabilities:				
Accounts payable	\$2,347	\$128,731		\$131,078
Payroll withholding payable	26,434	28,960		55,394
Salaries payable	22,751	19,445		42,196
Total Liabilities	<u>51,532</u>	<u>177,136</u>	<u>NONE</u>	<u>228,668</u>
Fund Balance:				
Restricted		2,219,836		2,219,836
Assigned			\$139,007	139,007
Unassigned	605,799			605,799
Total Fund Balance	<u>605,799</u>	<u>2,219,836</u>	<u>139,007</u>	<u>2,964,642</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$657,331</u>	<u>\$2,396,972</u>	<u>\$139,007</u>	<u>\$3,193,310</u>

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

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

For the Year Ended June 30, 2023

Total Fund Balances at June 30, 2023- Governmental Funds (Statement C)		<u>\$2,964,642</u>
Deferred outflows - pension and OPEB related		3,901,589
Cost of capital assets at June 30, 2023	\$7,614,622	
Less: Accumulated depreciation as of June 30, 2023	<u>(4,905,483)</u>	2,709,139
Long-term liabilities at June 30, 2023:		
Bonds payable	1,012,001	
Net pension liability	2,989,022	
Net OPEB obligation	<u>5,954,026</u>	<u>(9,955,049)</u>
Deferred inflows of resources - Pension related		(1,477,878)
Net Position at June 30, 2023 (Statement A)		<u><u>(\$1,857,557)</u></u>

See independent auditor's report and the related notes to the financial statements.

Statement D

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
GOVERNMENTAL FUND TYPE

Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended June 30, 2023

MAJOR FUNDS.....		NON MAJOR FUND	
	GENERAL FUND	DETENTION CENTER	DEBT SERVICE	TOTAL
REVENUES				
Taxes - ad valorem	\$1,320,609			\$1,320,609
Intergovernmental revenues:				
Federal grants	81,111			81,111
State grants:				
State revenue sharing (net)	82,423			82,423
State supplemental pay	105,539	\$4,472		110,011
Local	100,784			100,784
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	43,225			43,225
Civil and criminal fees	241,274			241,274
Court attendance	1,836			1,836
Feeding and keeping of prisoners	11,100	5,015,353		5,026,453
Other	1,745			1,745
Use of money and property	4,173	1,322,189		1,326,362
Other	10,519			10,519
Total revenues	2,004,338	6,342,014	NONE	8,346,352
EXPENDITURES				
Public safety:				
Current:				
Personal services and related benefits	2,200,876	2,227,540		4,428,416
Operating services	125,646	1,071,673		1,197,319
Materials and supplies	48,646	2,196,794		2,245,440
Travel and other charges	38,461	13,216		51,677
Capital outlay		143,160		143,160
Debt service			\$334,914	334,914
Total expenditures	2,413,629	5,652,383	334,914	8,400,926

(Continued)

Statement D

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance

	GENERAL FUND	MAJOR FUNDS..... DETENTION CENTER	DEBT SERVICE	TOTAL
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(\$409,291)	\$689,631	(\$334,914)	(\$54,574)
OTHER FINANCING SOURCE (Use):				
Transfers in	500,000		337,532	837,532
Transfers out		(837,532)		(837,532)
Total Other Financing Sources (use)	500,000	(837,532)	337,532	NONE
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	90,709	(147,901)	2,618	(54,574)
FUND BALANCE AT BEGINNING OF YEAR	515,090	2,367,737	136,389	3,019,216
FUND BALANCE AT THE END OF YEAR	<u>\$605,799</u>	<u>\$2,219,836</u>	<u>\$139,007</u>	<u>\$2,964,642</u>

(Concluded)

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

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

For the Year Ended June 30, 2023

Total net change in fund balances - governmental funds (Statement D)	(\$54,574)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeds depreciation in the period.	(92,963)
Governmental funds do not report gain or loss on disposition of assets. In the Statement of Activities, gain on disposition of assets increased when the asset is disposed.	(16,651)
Repayment of long term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	311,000
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(185,855)
Non-employer contributions to cost-sharing pension plan	170,038
Pension expense	<u>(173,627)</u>
Change in Net Position of governmental activities (Statement B)	<u><u>(\$42,632)</u></u>

See independent auditor's report and the related notes to the financial statements.

Statement E

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Statement of Fiduciary Net Position

June 30, 2023

	TAX COLLECTOR FUND	CRIMINAL FUND	CIVIL FUND	INMATE FUNDS	TOTAL
ASSETS					
Cash and cash equivalents	<u>NONE</u>	<u>\$36,421</u>	<u>\$15,484</u>	<u>\$206,373</u>	<u>\$258,278</u>
LIABILITIES					
Unsettled deposits due to:					
Other funds		\$1,548	\$1,489		\$3,037
Others	<u>NONE</u>	<u>34,873</u>	<u>13,995</u>	<u>\$206,373</u>	<u>255,241</u>
Total Liabilities	<u>NONE</u>	<u>\$36,421</u>	<u>\$15,484</u>	<u>\$206,373</u>	<u>\$258,278</u>

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2023

	TAX COLLECTOR FUND	CRIMINAL FUND	CIVIL FUND	INMATE FUND	TOTAL
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	<u>\$3</u>	<u>\$30,473</u>	<u>\$24,219</u>	<u>\$260,782</u>	<u>\$315,477</u>
ADDITIONS					
Deposits - sheriff's sales, etc.			391,662		391,662
Fines, forfeitures, bonds, etc.		552,900			552,900
Ad valorem taxes	\$9,658,967				9,658,967
State Revenue Sharing	290,029				290,029
Parish licenses	108,534				108,534
Interest on:					
NOW accounts	2,398				2,398
Delinquent taxes	15,441				15,441
Garnishments			58,737		58,737
Tax notices, etc.	52,858				52,858
Inmate deposits				1,196,587	1,196,587
Other deposits	17,488		34,756		52,244
Total additions	<u>10,145,715</u>	<u>552,900</u>	<u>485,155</u>	<u>1,196,587</u>	<u>12,380,357</u>
Total	<u>10,145,718</u>	<u>583,373</u>	<u>509,374</u>	<u>1,457,369</u>	<u>12,695,834</u>
REDUCTIONS					
Deposits settled to:					
Claiborne Parish:					
Sheriff's General Fund	1,476,849	118,703	51,590		1,647,142
Assessor	551,705				551,705
Clerk of Court	2,520	33,485	14,794		50,799
Police jury	2,677,036	5,759			2,682,795
School board	3,745,908				3,745,908
District attorney		60,861			60,861
Fire Districts	1,029,972				1,029,972
Recreation District	193,677				193,677
Municipalities	138,951				138,951
Indigent Defender Board		65,156			65,156
Louisiana Supreme Court		4,014			4,014
Judicial Expense fund		24,740			24,740
Salary-judges secretary		64,624			64,624

(Continued)

Statement F

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Statement of Changes in Fiduciary
Net Position

	TAX COLLECTOR FUND	CRIMINAL FUND	CIVIL FUND	INMATE FUND	TOTAL
REDUCTIONS (CONTD.)					
Deposits settled to (contd.):					
North Louisiana Crime Lab		\$44,970			\$44,970
Commission on Law Enforcement		7,322			7,322
LA Tax Commission	\$15,217				15,217
Department of Public Safety		450			450
Louisiana Forestry Commission	26,521				26,521
LA Rehab. Services THSCITF		3,970			3,970
Juvenile Maint. Fund		11,370			11,370
Second Judicial Criminal Court		76,014			76,014
Pension funds	272,396				272,396
Refunds	3,206	26,500			29,706
Litigants			\$425,142		425,142
Other settlements	11,760	562	3,853	\$1,250,996	1,267,171
Total reductions	<u>10,145,718</u>	<u>548,500</u>	<u>495,379</u>	<u>1,250,996</u>	<u>12,440,593</u>
UNSETTLED DEPOSITS					
AT END OF YEAR	<u>NONE</u>	<u>\$34,873</u>	<u>\$13,995</u>	<u>\$206,373</u>	<u>\$255,241</u>

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Notes to the Financial Statements
As of and For the Year Ended June 30, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The sheriff also administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, serving subpoenas, et cetera. As the ex-officio tax collector of the parish, the sheriff is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsmen licenses, and fines, costs, and bond forfeitures imposed by the district court.

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

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

The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management 's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

A. REPORTING ENTITY

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

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

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

Because the police jury maintains and operates the building in which the sheriff's office is located and provides partial funding for equipment, furniture and supplies of the sheriff's office, the sheriff was determined to be a component unit of the Claiborne Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Claiborne Parish financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

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

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

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

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

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

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

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

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

Governmental Fund Types

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

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

Fiduciary Fund Type - Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from the funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the accrual basis of accounting.

D. BASIS OF ACCOUNTING

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

1. Accrual:

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

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

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

Revenues

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

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

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

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

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

Expenditures

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

E. CASH AND CASH EQUIVALENTS

Under state law, the sheriff may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2023, the sheriff has cash and equivalents (book balances) totaling \$2,813,266 as follows:

Demand deposits	\$2,812,766
Petty cash	<u>500</u>
Total	<u><u>\$2,813,266</u></u>

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

Cash and cash equivalents (bank balances) at June 30, 2023, are secured as follows:

Bank balances	<u>\$3,039,362</u>
Federal deposit insurance	\$250,044
Pledged securities (uncollateralized)	<u>3,177,587</u>
Total	<u><u>\$3,427,631</u></u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

F. CAPITAL ASSETS

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

Capital assets are recorded in the GWFS, but are not reported in the FFS. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the sheriff, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

G. RISK MANAGEMENT

The sheriff is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the sheriff maintains commercial insurance policies covering his automobiles and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended June 30, 2023.

H. VACATION AND SICK LEAVE

Employees earn 1 week (7 calendar days) of vacation leave after one year of employment and 2 weeks (14 calendar days) of vacation leave after 2 years of employment. After the employee's fifth year of employment, an employee shall be entitled to 3 weeks (21 calendar days), and after ten years of employment, and employee is entitled to a 4 week (28 calendar days) of vacation leave. Vacation leave does not accumulate. Employees earn 10 days of sick leave each year. Sick leave not used at the end of the year cannot be carried over to the next year. Sick leave does not accumulate. There are no accumulated and vested vacation and sick leave benefits at June 30, 2023, which require accrual or disclosure to conform with generally accepted accounting principles.

I. PENSION PLANS

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

J. EQUITY CLASSIFICATIONS

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

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

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

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

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

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

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

The General Fund has an unassigned fund balance of \$605,799. If applicable, the Sheriff would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The Sheriff considers restricted amounts have been spent when an expenditure has been incurred for the purpose for which both restricted and unrestricted fund balance is available.

K. INTERFUND TRANSACTIONS

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

L. ELIMINATION AND RECLASSIFICATIONS

In the process of aggregating data for the Statement of Net Position and the Statement of Activities some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

M. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisitions of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

N. ESTIMATES

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

O. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with U.S. generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. LEVIED TAXES

The Sheriff levied the following millage for ad valorem taxes for 2021:

Constitutional	4.90	indefinite
Law Enforcement Sheriff	<u>6.30</u>	expires 2030
Total	11.20	

The taxes are normally collected in December of the current year and January and February of the ensuing year. Property taxes are recorded as receivables and revenues in the year assessed. The property tax calendar is as follows:

Assessment date	January 1
Levy date	June 30

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

Tax bills mailed	November 21
Total taxes due	December 31
Penalties & interest added	January 1 of ensuing year
Tax Sale	May 10 of ensuing year

The assessed value was \$115,287,981 in 2022. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property tax. In 2022, this homestead exemption was \$14,604,939 of the total assessed value. The following are the principal taxpayers for the parish:

	2022 Assessed Valuation	% of Total Assessed Valuation
Claiborne Electric Co-op	\$4,601,110	3.99%
Texas Gas Transmission Company	3,935,670	3.41%
XTO Energy	3,425,658	2.97%
Urban Oil & Gas Group, LLC	3,388,505	2.94%
Gulf South Pipeline Co., LLC	3,270,160	2.84%
Total	<u>\$18,623,125</u>	<u>16.15%</u>

3. RECEIVABLES

The receivables of \$628,449 at June 30, 2023, are as follows:

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Detention Center</u>	<u>Total</u>
Intergovernmental revenues -			
Federal grants	\$15,174		\$15,174
Fees, charges, and commissions for services:			
Feeding and keeping prisoners		\$437,879	437,879
Other commissions	26,411	148,632	175,043
Miscellaneous	347	6	353
Total	<u>\$41,932</u>	<u>\$586,517</u>	<u>\$628,449</u>

4. ON-BEHALF PAYMENTS

Certain employees of the Claiborne Parish Sheriff and Claiborne Parish Detention Center receive supplemental pay from the State. In accordance with GASB Statement No. 24, the Sheriff has recorded revenues and expenditures for these payments in the General Fund (\$105,539) and the Detention Center Operating Fund (\$4,472). Revenues and expenditures under this arrangement totaled \$110,011.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

5. CHANGES IN CAPITAL ASSETS

A summary of changes in office furnishings and equipment for the year ended June 30, 2023, follows:

	Beginning Balance	Additions	Deletions	Ending Balance
General Fund - vehicles and equipment	\$1,277,529	\$143,160	(\$73,799)	\$1,346,890
Detention Center:				
Land and improvements	385,940			385,940
Buildings	5,442,912			5,442,912
Furniture and equipment	436,340			436,340
Vehicles	2,540			2,540
Sub-total Detention Center	6,267,732	NONE	NONE	6,267,732
Total assets	7,545,261	143,160	(73,799)	7,614,622
Less accumulated depreciation	4,726,508	236,123	(57,148)	4,905,483
Net capital assets	\$2,818,753	(\$92,963)	(\$16,651)	\$2,709,139

Depreciation expense of \$236,123 was charged to the public safety function.

6. PENSION PLAN

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

Summary of Significant Accounting Policies.

The Sheriffs' Pension and Relief Fund prepares its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It also provides methods to calculate participating employer's proportionate share of net pension liability (asset), deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows. GASB Statement No. 67 - *Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25* provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

Plan Fiduciary Net Position.

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

Pension Amount Netting.

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

Plan Description.

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

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

Plan Benefits

Retirement Benefits

For members who become eligible for membership on or before December 31, 2011: Members with twelve years of creditable service may retire at age fifty-five; members with thirty years of service may retire regardless of age. The retirement allowance is equal to 3.33 percent of their final-average compensation multiplied by his years of creditable service, not to exceed 100% of average final compensation. Active, contributing members with at least ten years of creditable service may retire at age sixty. The accrued

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service.

For a member whose first employment making him eligible for membership in the 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 3.33 percent. The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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

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

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

Disability Benefits

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

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

Survivor Benefits

Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the members' final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children. If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-three, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

Deferred Benefits:

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

Back Deferred Retirement Option Plan (Back-DROP)

In lieu of receiving a service retirement allowance, any member of the Fund who has more than sufficient service for a regular service retirement may elect to receive a "Back-DROP" benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. For those individuals with thirty or more years, the Back-DROP period is the lesser of four years or service accrued between the time a member first becomes eligible for retirement and his actual date of retirement. At retirement the member's maximum monthly retirement benefit is based upon his service, final average compensation and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In addition, the member's Back-DROP account will be credited with employee contributions received by the retirement fund during the Back-DROP period. Participants have the option to opt out of this program and take a distribution, if eligible or to rollover the assets to another qualified plan.

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2023, the actual employer contribution rate was 11.5%.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

In accordance with state statute, the Fund also receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contribution revenue for the year ended June 30, 2022 was \$170,038.

The Sheriff's contractually required composite contribution rate for the year ended June 30, 2022 was 12.25% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. The Claiborne Parish Sheriff's contributions to the Fund for the years ended June 30, 2023 and 2022 were \$365,938 and \$334,180, respectively, equal to the required contributions for each year.

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

For the years ending June 30, 2023 and 2022, the Sheriff reported an (asset) liability of \$2,989,022 and \$(163,274), respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and 2021, respectively, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriffs' proportion of the net pension liability was based on a projection of the Sheriffs' long-term share of contributions to the pension plan relative to the projected contributions of all participating sheriffs', actuarially determined. At June 30, 2022, the Sheriffs' proportion was .3678 percent, which was an increase of .0038 from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Sheriff recognized pension expense of \$608,155. At June 30, 2022, 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	\$137,498	\$148,513
Changes in assumptions	446,468	
Net difference between projected and actual earnings on pension plan	1,294,058	
Changes in employer's proportion of beginning NPL	106,480	177,530
Differences between employer and proportionate share of contributions	386	1,227
Sheriff contributions subsequent to the measurement date	365,939	
Total	\$2,350,829	\$327,270

\$365,939 reported as deferred outflows of resources related to pensions resulting from the Claiborne Parish Sheriffs' contributions subsequent to the measurement date will be recognized as a reduction of the

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2023	\$393,560
2024	357,535
2025	183,361
2026	723,164
Total	1,657,620

Actuarial assumptions. The total pension liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2022
Actuarial cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.85%, net of investment expense
Discount Rate	6.85%
Projected salary increases	5.0% (2.50% inflation, 2.50% merit)
Mortality rates	<p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and 115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.</p>
Expected remaining service lives	2022 - 5 years, 2021 - 5 years, 2020 - 6 years, 2019 - 6 years, 2018 - 6 years, 2017 - 7 years, 2016 - 7 years, 2015 - 6 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted

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

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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

The discounted rate used to measure the total pension liability was 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.

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

Asset Class	Expected Rate of Return		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	62 %	6.61 %	4.10 %
Fixed Income	25	4.92	1.23
Alternative Investments	13	6.52	0.85
Totals	100 %		6.18
Inflation			2.55
Expected Arithmetic Nominal Return			8.43 %

Sensitivity of the Sheriffs' proportionate share of the net pension liability to changes in the discount rate. The following presents the net pension liability of the participating employers calculated using the discount rate of 6.85 %, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate.

	1% Decrease (6.90%)	Current Discount Rate (6.90%)	1% Increase (7.90%)
Sheriffs' proportionate share of the net pension liability	\$4,211,433	\$2,989,022	\$2,217,798

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description. The Claiborne Parish Sheriff's Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Claiborne 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 Governmental Accounting Standards Board (GASB).

Benefits Provided - Medical/dental and life insurance benefits are provided to employees upon actual retirement. The employer pays 100% of the medical coverage for the retiree and 50% for the surviving spouse. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; or, age 55 and 15 years of service. Hired after January 1st, 2012, age 55 and 30 years of service, age 60 and 20 years of service, and age 62 with 12 years of service.

Life insurance coverage is provided to retirees and 50% of the blended rate (active and retired) 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, then to 50% at age 70.

Employees covered by benefit terms - At June 30, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	26
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	68
Total employees	<u>94</u>

Total OPEB Liability

The Sheriff's total OPEB liability of \$5,954,026 was measured as of June 30, 2023 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs - The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0% annually
Salary increases	3.0% annually
Prior discount rate	3.54% annually
Discount rate	3.65% annually

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

Healthcare cost trend rates	5.5% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table

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

The actuarial assumptions used in the June 30, 2023 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	\$5,607,200
Changes for the year:	
Service cost	49,320
Interest	199,368
Differences between expected and actual	340,174
Changes of assumptions	(90,499)
Benefit payments and net transfers	(151,537)
Net Changes	<u>346,826</u>
Balance at June 30, 2023	<u>\$5,954,026</u>

Sensitivity of the total OPEB liability to changes in the discount rate - The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using 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	\$6,924,466	\$5,954,026	\$5,173,317

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 a discount rate that is 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current discount rate:

	1.0% Decrease (4.5%)	Current Discount Rate (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$5,324,351	\$5,954,026	\$6,719,160

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

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 \$337,391. 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 expenditures	\$974,105	(\$375,363)
	576,676	(775,242)
	<u>\$1,550,760</u>	<u>(\$1,150,605)</u>

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

Year ended June 30:	
2024	\$88,704
2025	88,704
2026	15,603
2027	15,603
2028	15,603
Thereafter	\$175,938

8. DUE FROM/TO OTHER FUNDS

Individual balances due from/to other funds at June 30, 2023, are as follows:

	Due To	Due From
General Fund		\$3,037
Agency Funds:		
Criminal Fund	\$1,548	
Civil Fund	1,489	
Total	<u>\$3,037</u>	<u>\$3,037</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

9. INTERFUND TRANSACTIONS (FFS LEVEL ONLY)

Transfers In/Out

	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund		
Detention Center Operating	\$500,000	
Debt Service Fund		
Detention Center Operating	337,532	
Detention Center Operating		
General Fund		\$500,000
Debt Service Fund		337,532
Total	<u>\$837,532</u>	<u>\$837,532</u>

Transfers were made from the Detention Center Operating Fund to the General Fund and the Debt Service Fund for expenses associated with general operations and debt service payments in the Debt Service Fund.

10. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

On August 2, 2016, the sheriff issued \$2,950,000 in revenue refunding bonds with an interest rate ranging from 1.2 percent to 2.1 percent to retire \$1,622,327 of outstanding 2013 series bonds with a 3.00 percent interest rate. The 2016 series bonds were used to refund the 2009 series bond used for acquisition and construction of a detention center. The net proceeds were \$3,018,820 (after issuance costs of \$68,820). Principal is due in annual installments ranging from \$195,000 to \$301,000 and LPFA bond payments with annual installments of \$50,000 through March 1, 2026. Debt retirement payments are to be made from Detention Center Revenue Fund.

The following is a summary of long-term obligation transactions (revenue refunding bonds) for the year ended June 30, 2023:

Balance at July 1, 2022	\$1,323,001
Additions	NONE
Retirements	(311,000)
Balance at June 30, 2023	<u>\$1,012,001</u>

The annual requirements to amortize all general obligation bonds outstanding at June 30, 2023 are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$274,000	\$17,267	\$50,000	\$1,500	\$342,767
2025	287,000	12,061	50,000	1,025	350,086
2026	301,001	6,321	50,000	525	357,847
Total	<u>\$862,001</u>	<u>\$35,649</u>	<u>\$150,000</u>	<u>\$3,050</u>	<u>\$1,050,700</u>

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

Refunding bonds totaling \$1,012,001 at June 30, 2023, are secured by revenues derived from a cooperative endeavor agreement with the Louisiana Department of Public Safety and Corrections and the sheriff's office for the housing of state inmates. The agreement provides that the Department of Public Safety and Corrections will provide and maintain an inmate population of not less than forty percent (40%) of the 400 bed detention facility.

11. TAX COLLECTOR ENDING CASH BALANCE

At June 30, 2023, the tax collector has cash and equivalents (book balances) totaling \$0.

12. AD VALOREM TAXES COLLECTED

The tax collector has collected and disbursed the following taxes for the year ended June 30, 2023, by taxing body as follows:

Louisiana Forestry Service	\$26,480
Louisiana Tax Commission	15,215
Claiborne Parish Assessor	529,632
Claiborne Parish Police Jury	2,491,679
Claiborne Parish School Board	3,647,161
Claiborne Parish Sheriff	1,322,868
Evergreen Fire District	3,328
Haynesville Fire District #3	183,755
Homer Fire District #4	269,053
South Claiborne Fire District #5	185,787
Fire District #6	386,417
Recreation District	193,296
Village of Athens	11,906
Town of Junction City	2,426
Town of Homer	124,079
Total	<u>\$9,393,082</u>

13. TAX UNCOLLECTED AND UNSETTLED

The tax collector has not collected and disbursed the following taxes for the year ended June 30, 2023, by taxing body as follows:

Claiborne Parish Assessor	\$42
Claiborne Parish Police Jury	197
Claiborne Parish School Board	343

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
Notes to the Financial Statements (Continued)

Claiborne Parish Sheriff	\$104
Recreation District	5
Homer Fire District #4	39
South Claiborne Fire District #5	5
Town of Homer	<u>40</u>
Total	<u><u>\$775</u></u>

The majority of uncollected taxes were an oil company that has filed bankruptcy. The sheriff is still attempting to collect these taxes.

14. OCCUPATIONAL LICENSES COLLECTED

At June 30, 2023, the tax collector has collected and disbursed the following:

	<u>Total Collections</u>	<u>Collection Cost</u>	<u>Final Distribution</u>
Claiborne Parish Police Jury	<u>\$108,534</u>	<u>\$16,280</u>	<u>\$92,254</u>

15. LITIGATION AND CLAIMS

At June 30, 2023, the Claiborne Parish Sheriff is involved in several lawsuits. In the opinion of the sheriff's legal counsel, the outcome will not materially affect the financial statements.

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

The Claiborne Parish Sheriff's office is located in the building owned by the police jury. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Claiborne Parish Police Jury.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended June 30, 2023

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - Ad valorem	\$1,550,000	\$1,320,000	\$1,320,609	\$609
Intergovernmental revenues:				
Federal grants - federal revenue	75,000	82,232	81,111	(1,121)
State grants:				
State revenue sharing (net)	61,000	82,379	82,423	44
State supplemental pay	108,000	105,550	105,539	(11)
Other state grants	2,500			
Local	101,000	100,785	100,784	(1)
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	55,000	22,200	43,225	21,025
Civil and criminal fees	280,400	282,981	241,274	(41,707)
Court attendance	5,500	1,836	1,836	
Feeding and keeping of prisoners	10,000	11,500	11,100	(400)
Other	500		1,745	1,745
Use of money and property	600	3,665	4,173	508
Other revenue	200		10,519	10,519
Total revenues	<u>2,249,700</u>	<u>2,013,128</u>	<u>2,004,338</u>	<u>(8,790)</u>
EXPENDITURES				
Public safety:				
Current:				
Personal services and benefits	2,123,367	2,256,561	2,200,876	55,685
Operating services	146,500	129,633	125,646	3,987
Materials and supplies	117,000	55,237	48,646	6,591
Travel and other charges	30,717	40,778	38,461	2,317
Total expenditures	<u>2,417,584</u>	<u>2,482,209</u>	<u>2,413,629</u>	<u>68,580</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(167,884)</u>	<u>(469,081)</u>	<u>(409,291)</u>	<u>59,790</u>
OTHER FINANCING SOURCES				
Proceeds from insurance	10,000	4,000		(4,000)
Proceeds from disposal of assets	20,000	6,200		(6,200)
Operating transfers in	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	
Total financing sources	<u>530,000</u>	<u>510,200</u>	<u>500,000</u>	<u>(10,200)</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	<u>362,116</u>	<u>41,119</u>	<u>90,709</u>	<u>49,590</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>NONE</u>	<u>513,115</u>	<u>515,090</u>	<u>1,975</u>
FUND BALANCES AT END OF YEAR	<u>\$362,116</u>	<u>\$554,234</u>	<u>\$605,799</u>	<u>\$51,565</u>

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

BUDGETARY COMPARISON SCHEDULE
DETENTION CENTER
For the Year Ended June 30, 2023

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
State grants - state supplemental pay	\$6,000	\$4,472	\$4,472	
Fees, charges, and commissions for services:				
Feeding and keeping of prisoners	4,470,000	4,970,000	5,015,353	\$45,353
Use of money and property	1,631,500	1,604,285	1,322,189	(282,096)
Total revenues	<u>6,107,500</u>	<u>6,578,757</u>	<u>6,342,014</u>	<u>(236,743)</u>
EXPENDITURES				
Public safety:				
Current:				
Personal services and benefits	1,867,000	2,288,352	2,227,540	60,812
Operating services	1,501,316	1,583,660	1,071,673	511,987
Materials and supplies	1,695,100	1,887,600	2,196,794	(309,194)
Travel and other charges	3,600	13,250	13,216	34
Capital outlay		148,402	143,160	5,242
Total expenditures	<u>5,067,016</u>	<u>5,921,264</u>	<u>5,652,383</u>	<u>268,881</u>
EXCESS OF REVENUES OVER EXPENDITURES	1,040,484	657,493	689,631	(505,624)
OTHER FINANCING USE				
Transfer out	(337,532)	(837,532)	(837,532)	
Total financing use	<u>(337,532)</u>	<u>(837,532)</u>	<u>(837,532)</u>	<u>NONE</u>
EXCESS OF REVENUES OVER EXPENDITURES AND OTHER USE	702,952	(180,039)	(147,901)	32,138
FUND BALANCES AT BEGINNING OF YEAR	<u>NONE</u>	<u>2,216,380</u>	<u>2,367,737</u>	<u>151,357</u>
FUND BALANCES AT END OF YEAR	<u>\$702,952</u>	<u>\$2,036,341</u>	<u>\$2,219,836</u>	<u>\$183,495</u>

See independent auditor's report and the related notes to the financial statements.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

NOTES TO BUDGETARY COMPARISON SCHEDULE
For the Year Ended June 30, 2023

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

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

Claiborne Parish Sheriff
Schedule of Changes in Net OPEB Liability and Related Ratios
FYE June 30, 2023

Total OPEB Liability	2018	2019	2020	2021	2022	2023
Service cost	\$37,066	\$38,894	\$44,949	\$51,636	\$55,967	\$49,320
Interest	142,505	145,107	159,061	148,754	167,577	199,368
Changes of benefits terms	NONE	NONE	NONE	NONE	NONE	NONE
Differences between expected and actual experience	13,765	318,636	438,685	895,809	(773,095)	340,174
Changes of assumptions	NONE	NONE	1,661,667	56,916	(1,429,819)	(90,499)
Benefit payments	(101,397)	(106,975)	(121,355)	(128,030)	(143,637)	(151,537)
Net change in total OPEB liability	91,939	395,662	2,183,007	1,025,085	(2,123,007)	346,826
Total OPEB liability - beginning	4,034,514	4,126,453	4,522,115	6,705,122	7,730,207	5,607,200
Total OPEB liability - ending	<u>\$4,126,45</u>	<u>\$4,522,11</u>	<u>\$6,705,122</u>	<u>\$7,730,207</u>	<u>\$5,607,20</u>	<u>\$5,954,02</u>
Covered employee payroll	\$2,904,53	\$2,683,88	\$2,042,054	\$2,103,316	\$2,425,44	\$2,498,20
Net OPEB liability as a percentage of covered-employee payroll	142.07%	165.07%	328.35%	367.52%	231.18%	238.33%
Notes to Schedule						
<i>Benefit Changes</i>	None	None	None	None	None	None
<i>Changes in Assumptions</i>						
<i>Discount Rate</i>	3.50%	3.50%	2.21%	2.16%	3.54%	3.65%
<i>Mortality</i>	RP-2000	RP-2000	RP-2014	RP-2014	RP-2014	RP-2014
<i>Trend</i>	5.50%	5.50%	variable	variable	variable	4.5%to5.5

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

See independent auditor's report and the related notes to the financial statements.

Claiborne Parish Sheriff
Schedule of Employer's Share of Net Pension Liability
June 30, 2023

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2014	0.489752%	\$1,939,420	\$3,030,116	64.00%	87.34%
June 30, 2015	0.464097%	\$2,068,720	\$3,019,643	68.51%	86.61%
June 30, 2016	0.449629%	\$2,853,748	\$3,070,743	92.93%	82.09%
June 30, 2017	0.417480%	\$1,807,803	\$2,892,440	62.50%	88.49%
June 30, 2018	0.405539%	\$1,555,100	\$2,789,263	55.75%	90.41%
June 30, 2019	0.384131%	\$1,817,028	\$2,684,349	67.69%	88.91%
June 30, 2020	0.325582%	\$2,253,403	\$2,403,805	93.74%	84.73%
June 30, 2021	0.329480%	(\$163,274)	\$2,409,682	(6.78)%	101.04%
June 30, 2022	0.367750%	\$2,989,022	\$2,728,001	109.57%	83.90%

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

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

See independent auditor's report and the related notes to the financial statements.

Claiborne Parish Sheriff
Schedule of Employer Contributions
June 30, 2023

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2014	\$420,883	\$420,883	\$0	\$3,030,116	13.89%
June 30, 2015	\$430,299	\$430,299	\$0	\$3,019,643	14.25%
June 30, 2016	\$422,227	\$422,227	\$0	\$3,070,743	13.75%
June 30, 2017	\$383,248	\$383,248	\$0	\$2,892,440	13.25%
June 30, 2018	\$355,631	\$355,631	\$0	\$2,789,263	12.75%
June 30, 2019	\$328,833	\$328,833	\$0	\$2,684,349	12.25%
June 30, 2020	\$294,466	\$294,466	\$0	\$2,403,805	12.27%
June 30, 2021	\$295,186	\$295,186	\$0	\$2,409,682	12.25%
June 30, 2022	\$334,180	\$334,180	\$0	\$2,728,001	12.25%

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

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

See independent auditor's report and the related notes to the financial statements.

OTHER SUPPLEMENTARY INFORMATION

PART III

STATE OF LOUISIANA

PARISH OF CLAIBORNE

**AFFIDAVIT
SAMUEL DOWIES, SHERIFF OF CLAIBORNE PARISH**

BEFORE ME, the undersigned authority, personally came and appeared, SAMUEL DOWIES, SHERIFF OF CLAIBORNE PARISH, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$0, 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 the 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.



SAMUEL DOWIES, SHERIFF
SHERIFF & EX-OFFICIO TAX COLLECTOR

SWORN to and subscribed before me, Notary, this 28th day of September, 2023, in my office in Homer, Louisiana.



MELANIE PERRY, NOTARY PUBLIC #135872
CLAIBORNE PARISH, LOUISIANA

Schedule 6

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
GENERAL FUND
For the Year Ended June 30, 2023

CASH BASIS PRESENTATION	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Receipts From:		
2 nd Judicial District Attorney - Asset Forfeiture/Sale	\$10,946	\$2,201
Claiborne Parish Police Jury - Court Costs/Fees	1,836	
Subtotal Receipts	<u>\$12,782</u>	<u>\$2,201</u>
Total: Ending Balance of Amounts collected but not Received	<u>NONE</u>	<u>NONE</u>

See independent auditor's report.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
FIDUCIARY FUNDS
For the Year Ended June 30, 2023

CASH BASIS PRESENTATION	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Beginning Balance of Amounts Collected	\$59,070	\$60,215
Add: Collections		
Civil Fees	31,692	48,498
Bond Fees	58,232	36,800
Asset Forfeiture/Sale	380,834	13,838
Criminal Court Costs/Fees	94,021	91,528
Criminal Fines - Other	148,606	123,710
Service/Collection Fees	10,384	10,719
Interest Earnings on Collected Balances	195	411
Subtotal Collections	723,964	325,504
Less: Disbursements To Governments & Nonprofits		
Second Judicial Expense Fund - Criminal Court Costs/Fees	6,280	5,090
Second Judicial Expense Fund - Bond Fees	6,203	7,168
Second Judicial District Criminal Court Fund -		
Criminal Court Costs/Fees	40,912	35,101
Second Judicial District Criminal Court - Criminal Fines-Other	30,544	34,080
Indigent Defender Board - Bond Fees	6,631	7,450
Indigent Defender Board - Criminal Court Costs/Fees	28,170	22,905
Town of Homer - Criminal Fines - Other	NONE	430
LA Commission on Law Enforcement -		
Criminal Court Costs/Fees	980	1,068
LA State Treasurer, Help Wildlife - Criminal Court Costs/Fees	125	5
LA Supreme Court Judicial Administrator -		
Criminal Court Costs/Fees	336	273
LA Supreme Court CMIS - Criminal Court Costs/Fees	3,105	2,525
LA State Police - Alcohol Analysis - Criminal Court Costs/Fees	250	400
LDHH Traumatic Head/Spinal Cord Injury Trust -		
Criminal Court Costs/Fees	2,175	1,795
Claiborne Parish Clerk of Court - Bond Fees	428	282
Claiborne Parish Clerk of Court - Criminal Court Costs/Fees	17,775	15,000
Claiborne Parish Clerk of Court - Asset Forfeiture/Sale	5,036	8,814
Claiborne Parish Police Jury - Criminal Court Costs/Fees	6,280	5,090
Claiborne Parish Police Jury - Other	3,175	2,584
North Louisiana Crime Lab - Bond Fees	428	282
North Louisiana Crime Lab - Criminal Court Costs/Fees	23,810	20,450
Second Judicial District Attorney - Bond Fees	7,701	8,155
Second Judicial District Attorney - Criminal Fines - Other	11,283	10,983
Second Judicial District Attorney - Criminal Court Costs/Fees	12,560	10,180
Caddo Parish Sheriff - Service/Collection Fees	65	NONE

Claiborne Parish Sheriff
Justice System Funding Schedule -
Collecting/Disbursing
FYE June 30, 2023

Schedule 7

	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
CASH BASIS PRESENTATION		
Ouachita Parish Sheriff's Office - Service/Collection Fees	\$104	\$31
Webster Parish Sheriff's Office - Service/Collection Fees	80	NONE
Drug Abuse and Treatment - Criminal Court Costs/Fees	1,700	1,350
Less: Amounts Retained by Collecting Agency		
Claiborne Parish Sheriff, Criminal Court Costs/Fees	41,885	34,946
Claiborne Parish Sheriff, Criminal Fines Other	11,283	10,983
Claiborne Parish Sheriff, Bond Fees	9,841	9,565
Claiborne Parish Sheriff, Civil Fees	11,841	15,211
Claiborne Parish Sheriff, Asset Forfeiture/Sale	17,473	6,169
Claiborne Parish Sheriff, Interest Earnings	52	306
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	4,365	40
Bond Fee Refunds	26,500	NONE
Restitution Payments to Individuals	381,475	39,092
Other Disbursements to Individuals	1,500	940
Payments to 3 rd Party Collection/Processing Agencies	468	522
Subtotal Disbursements/Retainage	722,819	319,265
Total: Ending Balance of Amounts collected but not Disbursed/Retained	<u>\$60,215</u>	<u>\$66,454</u>
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	NA	\$1,387,784
Total Waivers During the Fiscal Period	N/A	\$13,128

See independent auditor's report.

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

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

SAMUEL DOWIES, SHERIFF

PURPOSE	AMOUNT
Salary	\$161,568
Expense Allowance	16,157
Benefits-insurance	14,486
Benefits-retirement	21,224
Benefits-other	2,604
Registration fees	50
Housing and lodging	2,695
Membership dues-Sheriffs Association	14,409

See independent auditor's report.

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

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

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

**Independent 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***

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, each major fund, the fiduciary funds, and the aggregate remaining fund information of the Claiborne Parish Sheriff, a component unit of the Claiborne Parish Police Jury, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the Claiborne Parish Sheriff's basic financial statements, and have issued my report thereon dated September 28, 2023.

Report on Internal Control Over Financial Reporting

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

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

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

CLAIBORNE PARISH SHERIFF

Homer, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

June 30, 2023

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Claiborne Parish Sheriff's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Claiborne Parish Sheriff's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana

September 28, 2023

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Schedule of Audit Results
For the Year Ended June 30, 2023

A. SUMMARY OF AUDIT RESULTS

1. The Auditor's report expresses an unmodified opinion on the basic financial statements of the Claiborne Parish Sheriff.
2. No material weaknesses relating to the audit of the financial statements are reported in the Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting.
3. No instances of noncompliance relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

CLAIBORNE PARISH SHERIFF
Homer, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2023

There were no audit findings reported in the audit for the year ended June 30, 2022.

Independent Accountant's Report
on Applying Agreed-Upon Procedures

Claiborne Parish Sheriff
613 East Main Street
Homer, LA 71003

To the Claiborne Parish Sheriff

I 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. Management of Claiborne Parish Sheriff is responsible for those C/C areas identified in the SAUPs.

Claiborne 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 the 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 findings are as follows:

AGREED-UPON PROCEDURES

1) WRITTEN POLICIES AND PROCEDURES

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **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.

- iii. **Disbursements**, including processing, reviewing, and approving,
- iv. **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)
- v. **Payroll/Personnel**, including (1) payroll processing, and (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.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement** , including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **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 statement, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **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 documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **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.

Written policies and procedures were obtained and address the function noted above.

2) BOARD OR FINANCE COMMITTEE

There is no board or committee, so this section is not applicable.

- A. 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:
 - i. 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.
 - ii. 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 all proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - iii. 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.
 - iv. Observe whether the board/finance committee received written updates of the process of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

The prior year audit report contained no audit findings.

3) BANK RECONCILIATIONS

- A. 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:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - ii. Bank reconciliations include 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,
 - iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The agency provided me with a certified list of all bank accounts. March, 2023 was randomly selected to be tested. For the 5 bank accounts selected for testing it was determined that all bank reconciliations were performed by the chief financial officer and reviewed by the sheriff. There was evidence that the reconciliations are performed within 60 days of the bank statement date. 4 of the 5 accounts selected to test had outstanding reconciling items over 12 months.

4) COLLECTIONS

- A. 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).

The agency provided me with a certified list of deposit sites and I verified that it was complete.

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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:

- i. Employees responsible for cash collections do not share cash drawers/registers.
- ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- iii. 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.
- iv. 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.

The agency has 2 collection locations with 1 cash drawer at the Sheriff's office and none at the detention center. The only time cash is accepted is during tax season. Multiple deputies are given \$25 per day to work with to make change. At the end of the day, the deputies swap drawers and balance another deputies collections for the day. A deputy never reconciles their own collections. All reconciled batches are then given to the chief financial officer who prepares the deposit and another designated deputy makes the deposit. After the deposit is made, the chief financial officer posts the deposits to the Software and Services (GFA) accounting system. Bank reconciliations are prepared by the chief financial officer and there was written documentation that the reconciliations are reviewed by the sheriff. At the

detention center the deputies assigned to inmate accounts prepare the deposits and another deputy carries the deposits to the bank. The entries are made in the software when the deposits are prepared. The chief financial officer reconciles the bank statements and the sheriff reviews them.

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

The Claiborne Parish Sheriff's office has employee dishonesty coverage for the sheriff's office employees that handle cash and cash equivalents.

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

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. 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).
- v. Trace the actual deposit per the bank statement to the general ledger.

The Sheriff does not use pre-numbered receipts, the system generates receipts when money is collected. Deposit documentation was traced to the cash register information for the daily receipts. The deposit slips selected were traced to the bank statement. The sheriff's office money collected over the counter for taxes and criminal fees are deposited daily. Civil money and any other funds are deposited daily. The money collected at the detention center is inmate funds and is deposited daily.

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

- A. 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).

The agency provided a complete list of locations that process payments and represented that the list was complete.

- B. For each location selected under #5A 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:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - ii. At least two employees are involved in processing and approving payments to vendors.
 - iii. 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.
 - iv. 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
 - v. Only employee/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.

The Claiborne Parish Sheriff uses purchase orders and requisitions. The employees initiate purchases and the purchasing agent approves and then authorizes the purchases. The purchasing agent tracks and prepares purchase orders but does not have authority to pay invoices. Of the disbursements selected to be tested, all were processed with all of the required support. The chief financial officer adds all new vendors, with the approval of the Sheriff. The chief financial officer enter all invoices into the GFA accounting system and initiates the checks. The sheriff, chief financial officer, or designated deputy sign all checks. The Sheriff reviews the financial reports and all invoices.

- C. For each location selected under #5A 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:
- i. 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
 - ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B above, as applicable.

All disbursements selected to be tested had the proper support documentation. The chief financial officer enters all invoices into the GFA accounting system and initiates the checks. The sheriff, chief financial officer, or designated deputy sign all checks. The Sheriff reviews the financial reports and all invoices. The chief financial officer prepares the bank reconciliations and the sheriff reviews the reconciliations. The Sheriff reviews financial reports and invoices.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, 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.

5 electronic disbursements from the test month were randomly selected and were properly approved by the chief financial officer or the sheriff, no exceptions noted.

6) CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)

- A. 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.

The agency provided me with a certified statement for all credit cards, fuel cards, etc.

- B. 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
- i. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) 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 .
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.

The Sheriff has 1 credit card account with individual cards and 1 fuel card account with individual cards. The Sheriff is ultimately responsible for all purchases. The warden reviews the fuel statements weekly and the chief financial officer reviews all credit card statements (including fuel), then they initiate the checks and then the sheriff, chief financial officer, or

designated deputy sign the checks. The chief financial officer reconciles the bank accounts and the sheriff reviews the reconciliations. The Sheriff and deputies are the authorized card holders.

There was written documentation that the fuel card statements were reviewed for exceptions, unusual charges or excessive fuel charges.

There were no finance charges or late fees noted on the statements selected for testing.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to 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.

The credit card account was selected to test and March, 2023 was selected as the test month. 10 transactions were selected to test on GBT credit cards. The credit charges tested were for business purposes. There was proper documentation for the credit card purchases. There were no charges on the credit card that meet the requirements for using the bid law.

7) TRAVEL AND EXPENSE REIMBURSEMENT

- A. 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:

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete. I selected the only reimbursement to be tested.

- i. If reimbursed using a per diem, observe 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).
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- iii. 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 #1A(vii); and

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

The agency has written policies or procedures for travel. The only reimbursement for travel was selected and was tested against the policy - no exceptions were noted. It was noted the expenditure was for business purposes. The reimbursement was supported by proper documentation. The Sheriff, chief criminal deputy or the chief civil deputy review and approve all travel reimbursements. The agency uses per diem for meal reimbursements and charges tested were in compliance with agency policies and procedures.

8) CONTRACTS

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

The agency provided a certified list of contracts in effect during the test period.

- i. 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.
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- iii. If the contract was amended (e.g., change order), observe 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);
- iv. 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 the invoice and related payment agreed to the terms and conditions of the contract.

The agency provided a certified statement for all contracts in effect during the test period. None of the contracts tested required compliance with the public bid law. The agency did solicit quotes to get the best deal for the Sheriff's office. The contracts selected were not amended. The contract payments that were tested were in compliance with the contract terms and conditions. All contracts are approved by the Sheriff.

9) PAYROLL AND PERSONNEL

- A. 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.

The agency provided a certified list of all employees with their authorized salaries. I randomly selected 5 employees and agreed them to authorized salaries. No exceptions were noted.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
- iv. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Of the 5 employees selected, all employees that are eligible to earn leave time documented their leave time taken. Timesheets were properly approved by the supervisors. The agency tracks leave time earned and used. The employees are not allowed to accumulate leave time and carry forward. The 5 employees that were chosen to be tested were paid in accordance with the terms and conditions of their employment. All changes to the salaries of the 5 employees chosen were approved by the Sheriff in writing.

- C. 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 officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's or officials' personnel files, and agree the termination payment to entity policy.

The agency provided a certified list noting the number of employees that were terminated during the test period. Two employees were randomly selected and tested. The employees were not paid for any excess time or unauthorized pay rates. The termination pay appeared to agree with agency policies and procedures.

- D. 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.

During testing of the agency it was determined that the Claiborne Parish Sheriff is submitting payroll tax, retirement contributions, and required forms by the required deadlines.

10) ETHICS (EXCLUDING NONPROFITS)

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management and:
- i. 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.
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethic policy during the fiscal period, as applicable.

The agency provided support for ethics training for the 5 employees. There were no changes to the ethics policy during the fiscal period.

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

The agency provided documentation that an ethics designee has been appointed.

11) DEBT SERVICE

- A. 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 State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

The Claiborne Parish Sheriff had no bonds/notes or other debt instruments issued during the fiscal period that required bond commission approval.

- B. 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).

The Claiborne Parish Sheriff had outstanding debt at the end of the fiscal period. The debt service requirements were tested during the audit. It appears the agency is in compliance with debt covenants.

12) FRAUD NOTICE

- A. 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.

The Claiborne Parish Sheriff has no known misappropriation of funds during the test period.

- B. 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.

I observed the fraud hotline notice posted on the premises and the agency website.

13) INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

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

- i. 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.
- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if 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.
- iii. 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.

I performed the procedure and discussed the results with management. It appears agency is in compliance with attributes above.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

The agency provided a certified list noting the number of employees that were terminated during the test period. Randomly selected 5 of the terminated employees and observed evidence that the terminated employees had been removed or disabled from the network.

14) PREVENTION OF SEXUAL HARASSMENT

- A. Using the 5 randomly selected employees/officials from procedure #9A under "Payroll and Personnel" above, 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.

The agency provided support for sexual harassment training for the 5 employees randomly selected to be tested.

- B. 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).

I observed the sexual harassment policy posted on the premises and on the agency website.

- C. 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 it includes the applicable requirements of R.S. 42:344;

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

For the current fiscal period the Sheriff prepared an annual report in February, 2023 for fiscal period 2022. The agency did not have any complaints noted during the test period.

I was engaged by Claiborne Parish Sheriff to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of Claiborne Parish Sheriff and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.



Mary Jo Finley, CPA
September 28, 2023

SAM DOWIES

CLAIBORNE PARISH SHERIFF



300 Hwy 146 • Homer, Louisiana 71040 • Office: 318-927-2011 • Fax: 318-927-2550

September 28, 2023

Mary Jo Finley, CPA
116 Professional Drive
West Monroe, LA 71291

The following is the Claiborne Parish Sheriff's Office response to the report of exceptions found during your testing performed in accordance with the AUP:

3. A. We are still continuing to make a great effort to clear up all outstanding checks over 12 months. We have been researching the fiduciary funds to ensure payments are made to the proper individual.

A handwritten signature in black ink, appearing to read "Sam Dowies", is positioned above the printed name.

Sam Dowies, Sheriff