

WEBSTER PARISH SHERIFF
Minden, Louisiana

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

WEBSTER PARISH SHERIFF
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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Auditor's Report

WEBSTER PARISH SHERIFF
Minden, Louisiana

Opinions

I have audited the accompanying financial statements of the governmental activities, each major fund, and fiduciary funds of the Webster Parish Sheriff, a component unit of the Webster 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 Webster 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, and fiduciary funds of the Webster 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 Webster 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.

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 Webster 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 Webster 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 Webster Parish Sheriff's ability to continue as a going concern for a reasonable period of time.

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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Webster 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued a report dated November 3, 2023, on my consideration of the Webster 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 Webster Parish Sheriff's internal control over financial reporting or on

WEBSTER PARISH SHERIFF
Minden, Louisiana
Independent Auditor's Report,
June 30, 2023

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Webster 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 November 3, 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.

A handwritten signature in black ink, appearing to read 'N. J. ...', is located below the text of the report.

West Monroe, Louisiana
November 3, 2023

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

WEBSTER PARISH SHERIFF
Minden, Louisiana

Management's Discussion and Analysis
June 30, 2023

As management of the Webster Parish Sheriff, I offer readers of the Webster Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Webster 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 Webster Parish Sheriff's finances, in a manner similar to a private-sector business.

The *statement of Net Position* presents information on all of the Webster 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 Webster 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 Webster 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 Webster 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 Webster 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 Webster 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 Webster Parish Sheriff's performance.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Webster Parish Sheriff exceeded liabilities by \$42,789,001. Approximately 4% of the Webster Parish Sheriff's net position reflects its investment in capital assets.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Webster 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	\$47,494,797	\$43,959,285
Investments	5,000,000	5,000,000
Receivables	780,443	761,441
Food Inventory	27,078	89,920
Net pension asset		456,058
Capital assets (net of accumulated depreciation)	<u>2,057,786</u>	<u>2,266,826</u>
TOTAL ASSETS	<u>55,360,104</u>	<u>52,533,530</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension and OPEB related	<u>8,996,733</u>	<u>5,976,422</u>
LIABILITIES		
Accounts payable	121,604	146,955
Salaries payable	99,600	77,058
Payroll deducts payable	8,455	10,228
Long term liabilities:		
Compensated absences payable	691,856	731,111
Net pension liability	7,561,489	
Net OPEB obligation	<u>9,191,996</u>	<u>8,629,615</u>
TOTAL LIABILITIES	<u>17,675,000</u>	<u>9,594,967</u>
DEFERRED INFLOWS OF RESOURCES		
Pension and OPEB related	3,892,836	8,908,868
NET POSITION		
Invested in capital assets, net of related debt	2,057,786	2,266,826
Unrestricted	40,731,215	37,739,291
TOTAL NET POSITION	<u>\$42,789,001</u>	<u>\$40,006,117</u>

STATEMENT OF ACTIVITIES

	2023	2022
Public Safety:		
Personal services	\$10,854,784	\$9,096,699
Operating services	3,242,677	2,764,921
Materials and supplies	1,172,426	942,230
Travel	42,013	45,301
Depreciation expense	339,268	359,515
Total Program Expenses	<u>15,651,168</u>	<u>13,208,666</u>
Program revenues:		
Charges for services:		
Commissions on licenses and taxes	36,093	31,079
Civil and criminal fees	354,461	336,578
Feeding and keeping prisoners	5,613,613	5,447,281
Other	407,985	331,612
Total program revenues	<u>6,412,152</u>	<u>6,146,550</u>
Net Program Expenses	<u>(9,239,016)</u>	<u>(7,062,116)</u>
General revenues:		
Taxes		
Ad valorem	\$3,974,063	\$3,919,661
Sales tax	3,855,981	3,702,663
Grants and contributions not restricted to specific programs:		
Federal sources	40,699	14,560
State sources:		
State supplemental pay	472,505	393,033
State revenue sharing (net)	104,006	103,850

Video poker	\$350,789	\$458,079
Other state grants	17,454	
Local sources		206,781
Interest earned	574,794	493,276
Other	2,643,274	2,662,425
Special items:		
Gain/Loss on asset disposal	<u>(11,663)</u>	
Total General revenues	12,021,902	11,954,328
Change in Net Position	2,782,886	4,892,212
NET POSITION		
Beginning of year	40,006,115	35,113,905
End of year	<u>\$42,789,001</u>	<u>\$40,006,117</u>

Financial Analysis of the Government's Funds

As noted earlier, the Webster 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 \$53,072,659 shows an increase of \$3,496,254 over June 30, 2022. The General Fund's portion of the unreserved, undesignated fund balance of \$18,090,761 shows an increase (of approximately \$909,361) from the prior year amount. The Detention Center portion of the restricted fund balance of \$20,407,094 shows an increase (of approximately \$1,269,872) from the prior year amount.

General Fund and Major Fund Budgetary Highlights

There were no budget amendments for the general fund, the BDCC operating fund, or the salary fund.

Capital Asset and Debt Administration

Capital assets. The Webster Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2023, amounts to \$2,057,786 (net of accumulated depreciation). This investment includes land, buildings, furniture, and equipment. The increase in capital assets for the year was \$141,891. There were deletions of \$248,102 for the year.

Long-term debt. At the end of the fiscal year, Webster Parish Sheriff had \$17,445,341 debt outstanding. Debt is made up of \$691,856 compensated absences, and \$9,191,996 net OPEB obligation. Net Pension liability associated with the Pension Plan at June 30, 2023 is \$7,561,489.

Requests for Information

This financial report is designed to provide a general overview of the Webster 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 Webster Parish Sheriff, 410 Main Street, Minden LA 71055.

BASIC FINANCIAL STATEMENTS

WEBSTER PARISH SHERIFF
Minden, Louisiana

STATEMENT OF NET POSITION
June 30, 2023

ASSETS	
Cash and cash equivalents	\$47,494,797
Investments	5,000,000
Receivables	780,443
Food Inventory	27,078
Capital assets (net of accumulated depreciation)	<u>2,057,786</u>
TOTAL ASSETS	<u>55,360,104</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Pension and OPEB related	<u>8,996,733</u>
 LIABILITIES	
Accounts payable	121,604
Salaries payable	99,600
Payroll deducts payable	8,455
Long term liabilities:	
Compensated absences payable	691,856
Net Pension liability	7,561,489
Net OPEB obligation	<u>9,191,996</u>
TOTAL LIABILITIES	<u>17,675,000</u>
 DEFERRED INFLOWS OF RESOURCES	
Pension and OPEB related	<u>3,892,836</u>
 NET POSITION	
Invested in capital assets, net of related debt	2,057,786
Unrestricted	<u>40,731,215</u>
TOTAL NET POSITION	<u><u>\$42,789,001</u></u>

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

WEBSTER PARISH SHERIFF
Minden, Louisiana
STATEMENT OF ACTIVITIES
June 30, 2023

Public Safety:	
Personal services	\$10,854,784
Operating services	3,242,677
Materials and supplies	1,172,426
Travel	42,013
Depreciation expense	339,268
Total Program Expenses	<u>15,651,168</u>
Program revenues:	
Charges for services:	
Commissions on licenses and taxes	36,093
Civil and criminal fees	354,461
Feeding and keeping prisoners	5,613,613
Other	407,985
Total program revenues	<u>6,412,152</u>
Net Program Expenses	<u>(9,239,016)</u>
General revenues:	
Taxes	
Ad valorem	3,974,063
Sales tax	3,855,981
Grants and contributions not restricted to specific programs:	
Federal sources	40,699
State sources:	
State supplemental pay	472,505
State revenue sharing (net)	104,006
Video poker	350,789
Other state grants	17,454
Interest earned	574,794
Other	2,643,274
Special item: gain on disposal of assets	(11,663)
Total General revenues	<u>12,021,902</u>
Change in Net Position	2,782,886
NET POSITION	
Beginning of year	<u>40,006,115</u>
End of year	<u>\$42,789,001</u>

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

WEBSTER PARISH SHERIFF
Minden, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2023

MAJOR FUNDS.....			
	GENERAL FUND	DETENTION CENTER	SALARY FUND	TOTAL
ASSETS				
Cash and cash equivalents	\$18,045,562	\$19,871,026	\$9,578,209	\$47,494,797
Investments			5,000,000	5,000,000
Receivables	108,971	671,269	203	780,443
Inventory		27,078		27,078
TOTAL ASSETS	<u>\$18,154,533</u>	<u>\$20,569,373</u>	<u>\$14,578,412</u>	<u>\$53,302,318</u>
LIABILITIES AND FUND BALANCE				
Liabilities:				
Accounts payable	\$5,825	\$115,779		\$121,604
Salaries payable	53,449	46,151		99,600
Payroll deducts payable	4,498	349	\$3,608	8,455
Total Liabilities	<u>63,772</u>	<u>162,279</u>	<u>3,608</u>	<u>229,659</u>
Fund Balance:				
Restricted		20,380,016	\$14,574,804	34,954,820
Nonspendable		27,078		
Unassigned	<u>18,090,761</u>			<u>18,090,761</u>
Total Fund Balance	<u>18,090,761</u>	<u>20,407,094</u>	<u>14,574,804</u>	<u>53,072,659</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$18,154,533</u>	<u>\$20,569,373</u>	<u>\$14,578,412</u>	<u>\$53,302,318</u>

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

WEBSTER PARISH SHERIFF
Minden, 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>\$53,072,659</u>
Deferred outflows - pension related		8,996,733
Cost of capital assets at June 30, 2023	\$8,110,460	
Less: Accumulated depreciation as of June 30, 2023	<u>(6,052,674)</u>	2,057,786
Long term liabilities at June 30, 2023:		
Net Pension liability	7,561,489	
Net OPEB obligation	9,191,996	
Compensated absences payable	<u>691,856</u>	(17,445,341)
Deferred inflows of resources		<u>(3,892,836)</u>
Net Position at June 30, 2023 (Statement A)		<u>\$42,789,001</u>

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

WEBSTER PARISH SHERIFF
Minden, Louisiana
GOVERNMENTAL FUND TYPES

Statement of Revenues, Expenditures, and
Changes in Fund Balance

For the Year Ended June 30, 2023

MAJOR FUNDS.....			TOTAL
	GENERAL FUND	DETENTION CENTER	SALARY	
REVENUES				
Taxes:				
Ad valorem	\$3,974,063			\$3,974,063
Sales tax			\$3,855,981	3,855,981
Intergovernmental revenues:				
Federal grants	40,699			40,699
State grants:				
State supplemental pay	359,267	\$113,238		472,505
State revenue sharing (net)	104,006			104,006
Video poker	350,789			350,789
Other state grants	17,454			17,454
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	36,093			36,093
Civil and criminal fees	354,461			354,461
Feeding and keeping of prisoners		5,613,613		5,613,613
Other	62,430	345,555		407,985
Use of money and property	126,757	413,858	34,179	574,794
Miscellaneous	31,173	2,181,948		2,213,121
Total revenues	<u>5,457,192</u>	<u>8,668,212</u>	<u>3,890,160</u>	<u>18,015,564</u>
EXPENDITURES				
Public safety:				
Current:				
Personal services and related benefits	5,818,930	4,101,373		9,920,303
Operating services	954,820	2,287,857		3,242,677
Materials and supplies	405,451	766,975		1,172,426
Travel and other charges	35,672	6,341		42,013
Capital outlay	87,607	54,284		141,891
Total expenditures	<u>7,302,480</u>	<u>7,216,830</u>	<u>NONE</u>	<u>14,519,310</u>

(Continued)

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 GOVERNMENTAL FUND TYPES
 Statement of Revenues, Expenditures, and
 Changes in Fund Balance

	GENERAL FUNDMAJOR FUNDS..... DETENTION CENTER	SALARY	TOTAL
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(\$1,845,288)	\$1,451,382	\$3,890,160	\$3,496,254
OTHER FINANCING SOURCES (Use):				
Operating transfer in	2,754,649		181,510	2,936,159
Operating transfers out		(181,510)	(2,754,649)	(2,936,159)
Total Other Financing Sources (Use)	2,754,649	(181,510)	(2,573,139)	NONE
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE	909,361	1,269,872	1,317,021	3,496,254
FUND BALANCE AT BEGINNING OF YEAR	<u>17,181,400</u>	<u>19,137,222</u>	<u>13,257,783</u>	<u>49,576,405</u>
FUND BALANCE AT END OF YEAR	<u>\$18,090,761</u>	<u>\$20,407,094</u>	<u>\$14,574,804</u>	<u>\$53,072,659</u>

(Concluded)

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

WEBSTER PARISH SHERIFF
Minden, 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)	\$3,496,254
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlay in the period.	(197,377)
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.	(11,663)
In the Statement of Activities, certain operating expenses - compensated absences - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).	39,255
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.	(153,371)
Non-employer contributions to cost-sharing pension plan.	430,153
Pension expense	<u>(820,365)</u>
Change in Net Position of governmental activities (Statement B)	<u>\$2,782,886</u>

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

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 Statement of Fiduciary Net Position - Agency Funds

June 30, 2023

	<u>TAX COLLECTOR FUND</u>	<u>CIVIL FUND</u>	<u>CRIMINAL FUND</u>	<u>INMATE FUNDS</u>	<u>TOTAL</u>
ASSETS					
Cash and cash equivalents	<u>NONE</u>	<u>\$1,200</u>	<u>\$53,872</u>	<u>\$678,357</u>	<u>\$733,429</u>
LIABILITIES					
Unsettled deposits due to others	<u>NONE</u>	<u>\$1,200</u>	<u>\$53,872</u>	<u>\$678,357</u>	<u>\$733,429</u>

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

WEBSTER PARISH SHERIFF
Minden, Louisiana
Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2023

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUNDS	TOTAL
UNSETTLED BALANCES					
AT BEGINNING OF YEAR	\$145,657	\$1,027	\$71,687	\$733,663	\$952,034
ADDITIONS					
Deposits :					
Civil suits, sales, and seizures		1,069,332			1,069,332
Fines and forfeitures			714,193		714,193
Ad valorem taxes	28,251,942				28,251,942
State Revenue Sharing	757,587				757,587
Interest on -					
NOW account	4,050				4,050
Delinquent taxes	65,603				65,603
Protested taxes held in escrow	73				73
Redemptions	165,752				165,752
Tax notices	101,648				101,648
Other additions		33	257	4,115,976	4,116,266
Total additions	29,346,655	1,069,365	714,450	4,115,976	35,246,446
Total	29,492,312	1,070,392	786,137	4,849,639	36,198,480
REDUCTIONS					
Deposits, taxes, fees, etc. settled to:					
Louisiana Department of Agriculture	16,299				16,299
Louisiana Tax Commission	16,172				16,172
Webster Parish:					
Assessor	1,667,330				1,667,330
Clerk of Court	21,420	50,244	21,521		93,185
Police Jury	5,790,466		186,023		5,976,489
School Board	13,430,629				13,430,629
Sheriff	4,065,376	125,075	162,243		4,352,694
Industrial District	479,538				479,538
Fire protection districts	2,373,490				2,373,490

WEBSTER PARISH SHERIFF
Minden, Louisiana
Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2023

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	INMATE FUNDS	TOTAL
Pension funds	\$806,278				\$806,278
City of Minden	523,441				523,441
Village of Doyline	15,139				15,139
City of Sarepta	85,695				85,695
City of Cullen	20,009				20,009
City of Cotton Valley	18,272				18,272
District attorney			\$90,371		90,371
Judicial expense fund			53,902		53,902
Refunds	107,136				107,136
Redemptions	55,622	\$5,831			61,453
Indigent defender board			37,971		37,971
Northwest Louisiana Crime Laboratory			39,357		39,357
Litigants		852,231			852,231
Attorneys, appraisers, etc.		12,200			12,200
Other reductions		23,611	140,877	\$4,171,282	4,335,770
Total reductions	<u>29,492,312</u>	<u>1,069,192</u>	<u>732,265</u>	<u>4,171,282</u>	<u>35,465,051</u>
UNSETTLED BALANCES AT END OF YEAR	<u>NONE</u>	<u>\$1,200</u>	<u>\$53,872</u>	<u>\$678,357</u>	<u>\$733,429</u>

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

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Webster 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:

WEBSTER PARISH SHERIFF

Minden, Louisiana

Notes to the Financial Statements (Continued)

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

Because the police jury maintains and operates the parish courthouse in which the sheriff's office is located and provides partial funding for equipment, furniture and supplies of the sheriff's office, the sheriff was determined to be a component unit of the Webster 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 Webster 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 funds). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the sheriff are classified as governmental.

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

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net Position 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,

WEBSTER PARISH SHERIFF

Minden, Louisiana

Notes to the Financial Statements (Continued)

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.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

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

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

Governmental Fund Types

Major Funds - 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 Special Revenue Fund

and Salary Fund, 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

WEBSTER PARISH SHERIFF
Minden, Louisiana
Notes to the Financial Statements (Continued)

fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

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

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

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

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

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

Expenditures

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

The sheriff's office current year financial statements include the following major governmental funds:

The General Fund is the sheriff's primary operating fund. It accounts for all financial resources of the general government, except for the detention center and those required to be accounted for in another fund.

The Bayou Dorcheat Detention Center Fund accounts for the cost of housing prisoners convicted of state and federal offenses at the parish prison. Financing is provided by fees charged by the federal, state and local governments

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 Notes to the Financial Statements (Continued)

The Salary Fund is for salaries for the sheriff's department and detention center employees. It is funded by a sales tax dedicated to salaries.

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 \$48,228,226 as follows:

Demand deposits	\$47,626,106
Time deposits	600,000
Petty cash	<u>2,120</u>
Total	<u>\$48,228,226</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>\$48,977,161</u>
Federal deposit insurance	\$850,000
Pledged securities (uncollateralized)	<u>49,412,640</u>
Total	<u>\$50,262,640</u>

F. INVESTMENTS

Under state law, the sheriff may invest funds in direct United States Treasury obligations fully guaranteed by the government of the United States, bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by federal agencies, provided such obligations are backed

WEBSTER PARISH SHERIFF

Minden, Louisiana

Notes to the Financial Statements (Continued)

by the full faith and credit of the United States of America or issued or guaranteed by United States government instrumentalities which are federally sponsored. The Sheriff categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are observable inputs such as quoted prices in active markets for identical assets; level 2 inputs are inputs, other than the quoted prices in active markets, that are observable either directly or indirectly; level 3 inputs are unobservable inputs where there is little or no market data, which require the Sheriff to develop its own assumptions.

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its value to changes in market interest rates. The Sheriff does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk is managed by restricting investments to those authorized by R.S. 33:2955.

The Sheriff's policy for concentration of credit risk is to maintain either a diversified portfolio to minimize the risk of loss resulting from over concentration of assets in a specific maturity or invest solely in U.S. government securities.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Sheriff will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Sheriff does not have custodial credit risk policies for investments.

At year-end, the sheriff's investment balances are in marketable securities (United States Treasury Bonds) of \$5,000,000 are reported at their cost on Statement A. There is an unrealized loss of \$181,407.

G. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The sheriff maintains a threshold level of \$500 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:

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 Notes to the Financial Statements (Continued)

<u>Description</u>	<u>Estimated Lives</u>
Buildings	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

H. RISK MANAGEMENT

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

I. SALES TAX

On January 15, 2005, voters of the parish approved a one-half of one per cent (½%) sales tax dedicated for the purpose of payment of salaries and benefits of deputies. The sheriff's office has entered into an agreement with the Webster Parish Sales Tax Commission for collection of the tax.

J. VACATION AND SICK LEAVE

After one year of service, all employees are granted 14 days of vacation leave each year. Vacation leave must be taken in the year granted and may not be accumulated and carried forward to succeeding years. Upon termination, unused vacation leave is paid to employees at the rate of their present salary. Vacation leave cannot be accumulated past the year it is earned. Sick leave is granted as needed and justified. Employees earn compensatory time, which can be carried forward. Upon termination, unused compensatory time is paid to employees at their current rate of pay.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken. At June 30, 2023, employees of the sheriff's office have \$691,856 of accumulated compensatory time.

K. PENSION PLANS

The Webster Parish Sheriff's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 6. 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.

L. 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:

WEBSTER PARISH SHERIFF
Minden, 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 \$18,090,761. 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.

M. 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.

N. 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.

O. 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.

P. 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.

Q. 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 2022:

Constitutional	14.61	indefinite
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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
Tax bills mailed	October 28

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 Notes to the Financial Statements (Continued)

Total taxes due	December 31
Penalties & interest added	January 4 of ensuing year
Tax Sale	May 10 of ensuing year

The assessed value was \$323,720,347 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 \$59,271,016 of the total assessed value. The following are the principal taxpayers for the parish:

	2022 Assessed Valuation	% of Total Assessed Valuation
XTO Energy	\$12,667,480	3.91 %
Fibrebond Corp	9,092,180	2.81 %
Entergy Louisiana LLC	8,497,870	2.63 %
ETC Texas Pipeline - Minden	9,435,970	2.91 %
Gulf Crossing Pipeline Co	5,050,230	1.56 %
Total	<u>\$44,745,752</u>	<u>13.82 %</u>

3. RECEIVABLES

The receivables of \$780,443 at June 30, 2023, are as follows:

<u>Class of receivables:</u>	<u>General Fund</u>	<u>Detention Center</u>	<u>Salary</u>	<u>Total</u>
Ad valorem taxes	\$13,841			\$13,841
Intergovernmental revenues:				
Federal grants	15,715			15,715
State grants	53,449			53,449
Feeding and housing prisoners		394,555		394,555
Fees, charges, and commissions for services:				
Civil and criminal fees	22,044			22,044
Other fees, charges and commissions		276,714		276,714
Miscellaneous	3,922		\$203	4,125
Total	<u>\$108,971</u>	<u>\$671,269</u>	<u>\$203</u>	<u>\$780,443</u>

4. ON-BEHALF PAYMENTS

Certain employees of the Webster Parish Sheriff receive supplemental pay from the State. In accordance with GASB Statement No. 24, the Sheriff has recorded revenues and expenditures for these payments in the General Fund and the Bayou Dorcheat Correctional Center Fund. Revenues and expenditures under this arrangement totaled \$472,505 and \$492,457, respectively.

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				
Buildings	\$6,035,028			\$6,035,028
Vehicles	1,503,075	\$87,734	(\$248,102)	1,342,707
Equipment	678,567	54,157		732,724
Total assets	<u>\$8,216,670</u>	<u>\$141,891</u>	<u>(\$248,102)</u>	<u>\$8,110,459</u>

A summary of assets net of accumulated depreciation follows:

Total assets	<u>\$8,110,459</u>
Prior year accumulated depreciation	(5,949,844)
Current year depreciation	(339,268)
Deletions	<u>236,439</u>
Net capital assets	<u>\$2,057,786</u>

Depreciation expense of \$339,268 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.la.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 provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability (asset), deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

WEBSTER PARISH SHERIFF
Minden, 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 Webster 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

WEBSTER PARISH SHERIFF
Minden, Louisiana
Notes to the Financial Statements (Continued)

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

For a member whose first employment making him eligible for membership in the 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.

WEBSTER PARISH SHERIFF
Minden, 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 11.50%.

WEBSTER PARISH SHERIFF
Minden, 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 \$430,153.

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 Webster Parish Sheriff's contributions to the Fund for the years ended June 30, 2023 and 2022 were \$810,121 and \$845,198, respectively, equal to the required contributions for each year.

The Sheriff has elected under state statute to pay both the employer and the employee contributions to the retirement system. Due to this election, the Sheriff contributed an additional \$722,064 on behalf of the employees for the 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 \$7,561,489 and \$(456,058), 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, 2023, the Sheriffs' proportion was .9303 percent, which was an increase of .010 from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the Sheriff recognized pension expense of \$1,538,482. At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$347,837	\$375,701
Changes in assumptions	1,129,453	
Net difference between projected and actual earnings on pension plan	3,273,649	
Changes in employer's proportion of beginning NPL	334,784	12,021
Differences between employer and proportionate share of contributions	344	3,617
Sheriff contributions subsequent to the measurement date	810,121	
Total	\$5,896,188	\$391,339

WEBSTER PARISH SHERIFF
 Minden, Louisiana
 Notes to the Financial Statements (Continued)

\$810,121 reported as deferred outflows of resources related to pensions resulting from the Webster Parish Sheriffs' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 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	\$1,250,942
2024	1,074,556
2025	594,442
2026	1,774,788
Total	4,694,728

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

WEBSTER PARISH SHERIFF
Minden, Louisiana
Notes to the Financial Statements (Continued)

a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The discounted rate used to measure the total pension liability was 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	6.54	0.85
Totals	100%		6.18
Inflation			2.25
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 (5.85%)	Current Discount Rate (6.85%)	1% Increase (7.85%)
Sheriffs' proportionate share of the net pension liability	\$13,389,725	\$7,561,489	\$2,701,759

7. LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for compensated absences for the year ended June 30, 2023:

Long-term obligations, June 30, 2022	\$731,111
Additions	545,508
Deletions	(594,823)
Adjustments	<u>10,060</u>
Long-term obligations, June 30, 2023	<u><u>\$691,856</u></u>

8. DEFERRED COMPENSATION

All of the employees of the Webster Parish Sheriff are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed statutory amount set by the IRS) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Sheriff matches contributions up to \$50 per pay period. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Webster Parish Sheriff does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2023, the Sheriff's office matched \$122,285 of deferred contributions.

9. INTERFUND TRANSACTIONS (FFS LEVEL ONLY)

Transfers In/Out

	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund		
Salary Fund	\$2,754,649	
BDCC Fund		
Salary Fund		\$181,510
Salary Fund		
General Fund		2,754,649
BDCC Fund	181,510	
Total	<u><u>\$2,936,159</u></u>	<u><u>\$2,936,159</u></u>

Transfers were made from the Salary Fund to the General Fund and BDCC Fund to report personal services and related expenditures in the proper funds. All payroll is paid through the Salary Fund.

10. OTHER POST EMPLOYMENT BENEFITS

Plan Description. The Webster Parish Sheriff’s Office (the Sheriff) provides certain continuing health care and life insurance benefits for its retired employees. The Webster 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 through comprehensive plans and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows: attainment of 30 years of service at any age or, age 55 and 12 years of service if earlier; or, for employees hired after January 1st, 2012, the earliest of age 55 and 30 years of service, age 60 and 20 years of service, and age 62 with 12 years of service. Notwithstanding this there is a minimum service requirement of 15 years for benefits..

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer for the amount \$10,000. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 65% of the original amount at age 65, then to 55% at age 70, then to 30% at age 75, then to 20% at age 80, and to 15% of the original amount at age 85.

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	53
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>149</u>
Total employees	<u><u>202</u></u>

Total OPEB Liability

The Sheriff’s total OPEB liability is \$9,191,996 as of the measurement date June 30, 2023, the end of the fiscal year.

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%
Discount rate	3.65%

WEBSTER PARISH SHERIFF
 Minden, 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 as of June 30, 2023, the end of 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	\$8,629,615
Changes for the year:	
Service cost	224,089
Interest	309,455
Differences between expected and actual	423,857
Changes of assumptions	(130,040)
Benefit payments and net transfers	(264,980)
Net Changes	<u>562,381</u>
Balance at June 30, 2023	<u>\$9,191,996</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	\$10,601,710	\$9,191,996	\$8,051,674

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	\$8,183,896	\$9,191,996	\$10,442,430

WEBSTER PARISH SHERIFF
Minden, 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 \$418,351. 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	\$887,550	(\$2,777,589)
Changes in assumptions	2,212,995	(\$723,908)
Total	<u>\$3,100,545</u>	<u>(\$3,501,497)</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	(\$115,193)
2025	(115,193)
2026	(115,193)
2027	(115,193)
2028	(115,193)
Thereafter	\$175,013

11. TAX COLLECTOR ENDING CASH BALANCE

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

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	\$16,276
Louisiana Tax Commission	16,172
Webster Parish Assessor	1,530,183
Webster Parish Police Jury	5,465,306
Webster Parish School Board	12,966,488
Webster Parish Sheriff	3,804,911
N.W. Industrial District	476,378

WEBSTER PARISH SHERIFF
Minden, Louisiana
Notes to the Financial Statements (Continued)

City of Minden	\$511,829
Cotton Valley	18,065
Village of Doyline	15,104
City of Sarepta	85,343
City of Cullen	19,651
CVFD #8	267,027
Cullen FD #6	259,325
Sarepta FD #5	106,990
Shongaloo FD #9	289,466
Dixie Inn FD #7	293,503
Dubberly FD #4	150,600
Minden FD #10	283,327
Evergreen FD	135,814
Fire District #3	159,690
Springhill #11	207,770
Sibley FD #2	59,426
Heflin FD	113,046
	<u>113,046</u>
Total	<u>\$27,251,690</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:

Webster Parish Assessor	\$15,842
Webster Parish Police Jury	59,983
Webster Parish School Board	121,592
Webster Parish Sheriff	39,364
N.W. Industrial District	2,621
City of Minden	166
Cotton Valley	4
City of Cullen	1
Town of Doyline	5
Town of Sarepta	134
Fire District #3	3
CVFD #8	2
Cullen FD #6	7,249
Sarepta FD #5	76
Shongaloo FD #9	134
Dixie Inn FD #7	778
Dubberly FD #4	6,930
Minden FD #10	366
Springhill #11	185
Sibley FD #2	2,852
Heflin FD	16,571
	<u>16,571</u>
Total	<u>\$274,858</u>

WEBSTER PARISH SHERIFF
Minden, Louisiana
Notes to the Financial Statements (Continued)

The uncollected taxes consist of moveable property. The Sheriff has collected the outstanding taxes subsequent to year end.

14. LITIGATION AND CLAIMS

At June 30, 2023, the Webster 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.

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

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

REQUIRED SUPPLEMENTARY INFORMATION

PART II

WEBSTER PARISH SHERIFF
Minden, Louisiana

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

	ORIGINAL- FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Ad valorem taxes	\$4,025,000	\$3,974,063	(\$50,937)
Intergovernmental revenues:			
Federal grants	8,000	40,699	32,699
State grants:			
State supplemental pay	396,000	359,267	(36,733)
State revenue sharing (net)	103,840	104,006	166
Video poker	380,000	350,789	(29,211)
Other	14,000	17,454	3,454
Fees, charges, and commissions for services:			
Commissions on licenses and taxes	35,500	36,093	593
Civil and criminal fees	385,350	354,461	(30,889)
Other	1,430	62,430	61,000
Use of money and property	68,000	126,757	58,757
Miscellaneous	44,880	31,173	(13,707)
Total revenues	<u>5,462,000</u>	<u>5,457,192</u>	<u>(4,808)</u>
EXPENDITURES			
Public safety:			
Current:			
Personal services and benefits	5,130,300	5,818,930	(688,630)
Operating services	1,077,000	954,820	122,180
Materials and supplies	660,000	405,451	254,549
Travel and other charges	70,000	35,672	34,328
Capital outlay	495,000	87,607	407,393
Total expenditures	<u>7,432,300</u>	<u>7,302,480</u>	<u>129,820</u>
EXCESS (Deficiency) OF REVENUES	<u>(1,970,300)</u>	<u>(1,845,288)</u>	<u>125,012</u>
OTHER FINANCING SOURCES			
Operating transfers in	<u>2,366,300</u>	<u>2,754,649</u>	<u>388,349</u>
Total other financing sources	<u>2,366,300</u>	<u>2,754,649</u>	<u>388,349</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	396,000	909,361	513,361
FUND BALANCES AT BEGINNING OF YEAR	NONE	<u>17,181,400</u>	<u>17,181,400</u>
FUND BALANCES AT END OF YEAR	<u>\$396,000</u>	<u>\$18,090,761</u>	<u>\$17,694,761</u>

(Continued)

WEBSTER PARISH SHERIFF
Minden, Louisiana

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

	ORIGINAL/ FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
State supplemental pay	\$132,400	\$113,238	(\$19,162)
Fees, charges, and commissions for services -			
Feeding and keeping of prisoners	5,002,300	5,613,613	611,313
Other	2,447,000	345,555	(2,101,445)
Use of money and property	62,000	413,858	351,858
Other revenue	29,300	2,181,948	2,152,648
Total revenues	<u>7,673,000</u>	<u>8,668,212</u>	<u>995,212</u>
EXPENDITURES			
Personal services and benefits	4,819,200	4,101,373	717,827
Operating services	2,266,600	2,287,857	(21,257)
Materials and supplies	760,000	766,975	(6,975)
Travel and other charges	20,000	6,341	13,659
Capital outlay	310,000	54,284	255,716
Total expenditures	<u>8,175,800</u>	<u>7,216,830</u>	<u>958,970</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(502,800)	1,451,382	1,954,182
OTHER FINANCING SOURCE (USE)			
Transfer In	635,200		(635,200)
Transfers Out		(181,510)	(181,510)
Total Other Financing Source (Use)	<u>635,200</u>	<u>(181,510)</u>	<u>(816,710)</u>
EXCESS OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	<u>132,400</u>	<u>1,269,872</u>	<u>1,137,472</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>NONE</u>	<u>19,137,222</u>	<u>19,137,222</u>
FUND BALANCES AT END OF YEAR	<u>\$132,400</u>	<u>\$20,407,094</u>	<u>\$20,274,694</u>

(Continued)

WEBSTER PARISH SHERIFF
Minden, Louisiana

BUDGETARY COMPARISON SCHEDULE
SALARY
For the Year Ended June 30, 2023

	ORIGINAL- FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Sales tax	\$3,505,900	\$3,855,981	\$350,081
Use of money and property	24,000	34,179	10,179
Total Revenues	<u>3,529,900</u>	<u>3,890,160</u>	<u>360,260</u>
OTHER FINANCING SOURCE (USE)			
Transfer in		181,510	181,510
Transfer out	(3,529,900)	(2,754,649)	775,251
TOTAL OTHER FINANCING SOURCE (USE)	<u>(3,529,900)</u>	<u>(2,573,139)</u>	<u>956,761</u>
EXCESS OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	NONE	1,317,021	1,317,021
FUND BALANCES AT BEGINNING OF YEAR	NONE	<u>13,257,783</u>	<u>13,257,783</u>
FUND BALANCES AT END OF YEAR	<u>NONE</u>	<u>\$14,574,804</u>	<u>\$14,574,804</u>

(Concluded)

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

WEBSTER PARISH SHERIFF
Minden, Louisiana

NOTE 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 Webster 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 schedules include the original adopted budget amounts and budget amendments.

Webster 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	\$238,186	\$184,271	\$273,343	\$109,870	\$122,657	\$224,089
Interest	315,793	321,690	329,761	196,211	215,556	309,455
Changes of benefits terms	NONE	NONE	NONE	NONE	NONE	NONE
Differences between expected and actual experience	55,858	148,611	(4,398,550)	675,319	(518,131)	423,857
Changes of assumptions	NONE	153,589	3,485,598	273,534	(857,423)	(130,040)
Benefit payments	<u>(300,890)</u>	<u>(317,439)</u>	<u>(151,836)</u>	<u>(160,187)</u>	<u>(251,166)</u>	<u>(264,980)</u>
Net change in total OPEB liability	308,947	490,722	(461,684)	1,094,747	(1,288,507)	562,381
Total OPEB liability - beginning	<u>8,485,390</u>	<u>8,794,337</u>	<u>9,285,059</u>	<u>8,823,375</u>	<u>9,918,122</u>	<u>8,629,615</u>
Total OPEB liability - ending	<u>\$8,794,337</u>	<u>\$9,285,059</u>	<u>\$8,823,375</u>	<u>\$9,918,122</u>	<u>\$8,629,615</u>	<u>\$9,191,996</u>
Covered employee payroll	\$5,285,305	\$5,443,864	\$5,776,559	\$5,949,856	\$6,185,125	\$6,370,679
Net OPEB liability as a percentage of covered-employee payroll	166.39%	170.56%	152.74%	166.70%	139.52%	144.29%
<i>Benefit Changes</i>	None	None	None	None	None	None
<i>Changes in Assumptions</i>	None	None	None	None	None	None
<i>Discount Rate</i>	3.62%	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	Variable

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.

Webster 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
2014	0.835715%	\$3,309,436	\$5,509,939	60.06%	87.34%
2015	0.817505%	\$3,644,043	\$5,442,230	66.96%	86.61%
2016	0.794626%	\$5,043,408	\$5,417,713	93.09%	82.09%
2017	0.777469%	\$3,366,654	\$5,377,270	62.61%	88.49%
2018	0.802319%	\$3,076,711	\$5,527,931	55.66%	90.41%
2019	0.806748%	\$3,816,103	\$5,651,829	67.52%	88.91%
2020	0.826148%	\$5,717,897	\$6,102,809	93.69%	84.73%
2021	0.920306%	(\$456,058)	\$6,701,917	(6.80)%	101.04%
2022	0.930317%	\$7,561,489	\$6,899,572	109.59%	83.90%

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

Note: - 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.

Webster 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
2014	\$765,331	\$765,331	\$0	\$5,509,939	13.89%
2015	\$775,518	\$775,518	\$0	\$5,442,230	14.25%
2016	\$744,936	\$744,936	\$0	\$5,417,713	13.75%
2017	\$712,488	\$712,488	\$0	\$5,377,270	13.25%
2018	\$704,811	\$704,811	\$0	\$5,527,931	12.75%
2019	\$692,351	\$692,351	\$0	\$5,651,829	12.25%
2020	\$747,594	\$747,594	\$0	\$6,102,809	12.25%
2021	\$820,985	\$820,985	\$0	\$6,701,917	12.25%
2022	\$845,198	\$845,198	\$0	\$6,899,572	12.25%

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

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

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

OTHER SUPPLEMENTARY INFORMATION

PART III

STATE OF LOUISIANA

PARISH OF WEBSTER

**AFFIDAVIT
JASON PARKER, SHERIFF OF WEBSTER PARISH**

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

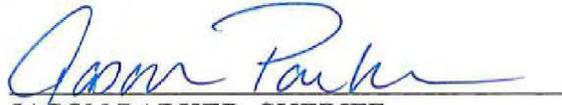
The following information is true and correct:

\$0 the amount of cash on hand in the tax collector account on June, 30, 2023.

He further deposed and said:

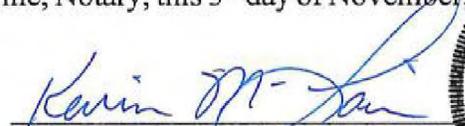
All itemized statements of the amount of taxes collected for the tax year, 2022, by taxing authority, are true and correct.

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.



JASON PARKER, SHERIFF
SHERIFF & EX-OFFICIO TAX COLLECTOR

SWORN to and subscribed before me, Notary, this 3rd day of November, 2023, in my office in Minden, Louisiana.



KEVIN MCLAIN, NOTARY PUBLIC
WEBSTER PARISH, LOUISIANA



WEBSTER PARISH SHERIFF
Minden, Louisiana

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

JASON PARKER, SHERIFF

PURPOSE	AMOUNT
Salary	\$170,830
Expense Allowance	18,981
Benefits-insurance	11,901
Benefits-retirement	41,986
Benefits-deferred compensation	1,350
Cellphone	833
Per diem	729
Registration fees	475
Housing and lodging	2,817
Membership dues-Sheriffs Association	14,700

See independent auditor's report.

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

CASH BASIS PRESENTATION	First Six Month Period Ended <u>12/31/2022</u>	Second Six Month Period Ended <u>6/30/2023</u>
Receipts From:		
Webster Parish Police Jury - Asset Forfeitures	\$1,063	NONE
Webster Parish Police Jury - Court Costs/Fees	<u>8,100</u>	<u>\$5,644</u>
Subtotal Receipts	<u>\$9,163</u>	<u>\$5,644</u>
Total: Ending Balance of Amounts collected but not Received	<u>NONE</u>	<u>NONE</u>

See independent auditor's report.

WEBSTER PARISH SHEIFF
Minden 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	\$72,716	\$61,744
Add: Collections		
Civil Fees	213,717	175,822
Bond Fees	108,672	147,742
Asset Forfeiture/Sale	573,510	106,260
Criminal Court Costs/Fees	63,963	112,642
Criminal Fines Other	89,572	130,138
Probation/Parole/Supervision Fees	25,462	28,670
Interest Earnings on Collected Balances	116	209
Other	2,700	4,665
Subtotal Collections	1,077,712	706,148
Less: Disbursements To Governments & Nonprofits		
Webster Parish Clerk of Court, Civil Fees	26,215	13,343
Webster Parish Clerk of Court, Bond Fees	746	872
Webster Parish Clerk of Court, Criminal Court Costs/Fees	7,459	24,614
Webster Parish Police Jury, Criminal Fines Other	67,507	99,419
Webster Parish Police Jury, Criminal Court Costs/Fees	6,782	12,315
Twenty-Sixth Judicial District Indigent Defender Board, Bond Fees	20,308	25,475
Twenty-Sixth Judicial District Indigent Defender Board, Criminal Court Costs/Fees	13,208	24,763
Twenty-Sixth Judicial District Attorney, Criminal Court Costs/Fees	4,583	8,527
Twenty-Sixth Judicial District Attorney, Criminal Fines Other	10,717	15,614
Twenty-Sixth Judicial District Attorney, Bond Fees	22,173	27,655
Twenty-Sixth Judicial District Expense Fund, Criminal Court Costs/Fees	2,788	5,331
Twenty-Sixth Judicial District Expense Fund, Bond Fees	19,562	24,603
North Louisiana Crime Lab, Criminal Court Costs/Fees	13,948	23,791
North Louisiana Crime Lab, Bond Fees	746	872
Louisiana Commission On Law Enforcement, Criminal Court Costs/Fees	2,515	4,461
Louisiana Department of Wildlife and Fisheries, Criminal Court Costs/Fees	28	25
Treasurer-State of Louisiana, CMIS, Criminal Court Costs/Fees	881	1,651
Webster Parish DARE Program, Criminal Court Costs/Fees	1,595	3,350
Louisiana State Police/PEI, Criminal Court Costs/Fees	1,891	2,355
Louisiana Traumatic Head & Spinal Cord, Criminal Court Costs/Fees	1,240	2,350
Louisiana Supreme Court, Criminal Court Costs/Fees	147	276
Northeast Louisiana Juvenile Detention Center, Criminal Court Costs/Fees	2,825	5,116
Webster Parish Coroner, Criminal Court Costs/Fees	611	841
Ascension Parish Sheriff, Service/Collection Fees	NONE	143
Bienville Parish Sheriff, Service/Collection Fees	173	NONE
Caddo Parish Sheriff, Service/Collection Fees	883	423
Bossier Parish Sheriff, Service/Collection Fees	847	971
Lincoln Parish Sheriff, Service/Collection Fees	71	\$70

CASH BASIS PRESENTATION	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Jefferson Parish Sheriff, Service/Collection Fees	\$180	NONE
Rapides Parish Sheriff, Service/Collection Fees	20	NONE
Less: Amounts Retained by Collecting Agency		
Webster Parish Sheriff, Criminal Court Costs/Fees	2,786	\$4,303
Webster Parish Sheriff, Criminal Fines Other	13,429	20,092
Webster Parish Sheriff, Bond Fees	27,893	34,770
Webster Parish Sheriff, Probation/Supervision Fees	25,376	28,475
Webster Parish Sheriff, Civil Fees	21,942	18,803
Webster Parish Sheriff, Asset Forfeiture/Sale	48,090	32,239
Webster Parish Sheriff, Service/Collection Fees	3,485	2,515
Webster Parish Sheriff, Other	2,206	3,883
Webster Parish Sheriff, Interest	82	187
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	1,383	583
Bond Fee Refunds	27,225	41,247
Restitution Payments to Individuals	676,951	192,819
Other Disbursements to Individuals	6,495	4,486
Payments to 3 rd Party Collection/Processing Agencies	680	518
Subtotal Disbursements/Retainage	1,088,684	714,152
Total: Ending Balance of Amounts collected but not Disbursed/Retained	<u>\$61,744</u>	<u>\$53,740</u>
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	<u>NA</u>	<u>\$2,421,056</u>
Total Waivers During the Fiscal Period	<u>N/A</u>	<u>\$5,160</u>

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.

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

MARY JO FINLEY, CPA, INC.

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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

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

WEBSTER PARISH SHERIFF
Minden, 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, the major funds, and the fiduciary funds of the Webster Parish Sheriff, a component unit of the Webster 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 Webster Parish Sheriff's basic financial statements, and have issued my report thereon dated November 3, 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.

WEBSTER PARISH SHERIFF
Minden, 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 Webster 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 Webster 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 Webster 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
November 3, 2023

WEBSTER PARISH SHERIFF
Minden, 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 Webster Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Webster Parish Sheriff were disclosed during the audit.
3. No material weaknesses relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

WEBSTER PARISH SHERIFF
Minden, 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

Webster Parish Sheriff
P.O. Box 877
Minden, LA 71058

To the Webster 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 Webster Parish Sheriff is responsible for those C/C areas identified in the SAUPs.

Webster 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 SAUP's 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 that 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 a designated employee and reviewed by the financial administrator. There was evidence that the reconciliations are performed within 60 days of the bank statement date. Two 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 two cash drawers at the Sheriff's office. There is no cash drawer at the detention center. Deputies do not work out of the same cash drawers, each deputy has their own cash drawer. All collection payments are posted to the fund when received by the deputies. One of the deputies reconciles the cash drawer and another deputy makes the deposit. After the deposit is made, the employee assigned to each fund posts the deposits to the Quickbooks accounting system. Bank reconciliations are prepared by the employee assigned to the fund and reviewed by the financial administrator. The cash register is reconciled daily and deposits are made daily. The deposit is made by an employee that also may be reconciling the

cash register, since several deputies take turns reconciling the cash register and making the deposits. The collections are posted to the software and services system when collected. The deposits are posted by the employee assigned to that fund to the quickbooks accounting system daily. The deputies take turns reconciling the cash drawers on a daily basis. The deposit information is given to the employee assigned to each fund who posts the information to the Quickbooks software.

- 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 Webster 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's office does not use pre-numbered receipts. If a receipt is requested, it is printed from the computer. Deposit documentation was traced to the supporting documentation for the deposits. The deposit slips selected were traced to the bank statement. The deposits were traced to the posting in the quickbooks accounting software. Deposits are made 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 Webster Parish Sheriff uses purchase orders and requisitions. The employees initiate purchases and the Sheriff, chief criminal deputy or the financial administrator approves and then authorizes the purchases. A designated deputy tracks and prepares purchase orders but does not have authority to approve them. Of the disbursements selected to be tested, all were processed with all of the required support. The financial administrator adds all new vendors, with the approval of the Sheriff. The accounts payable deputy enters all invoices into the quickbooks accounting system and initiates the checks. The sheriff, chief criminal deputy, designated employees or the financial administrator sign all checks (2 signatures are required). 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 employees assigned to the fund initiates the purchase and supervisors approve all purchases. The employee assigned to the fund initiates all checks and another designated employee, the financial administrator or the sheriff sign all checks. The employee assigned to the fund also reconciles the bank statement and the financial administrator reviews all reconciliations.

- 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 major 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 6 credit card accounts and 1 fuel card account with multiple individual cards that are assigned to the vehicles. The Sheriff is ultimately responsible for all purchases. All transactions tested had the proper documentation. The financial administrator or authorized card holder initiates all purchases and the financial administrator approves all purchases. All transactions tested appeared to be for business purposes. The employee assigned to the fund also reconciles the bank statement and the financial administrator reviews all 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 by the financial administrator. No exceptions were noted.

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 5 credit cards were selected to test and March, 2023 was selected as the test month. 10 transactions were selected to test on Visa and Walmart 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 randomly selected 5 reimbursements 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 5 randomly selected reimbursements for travel were tested against the policy - no exceptions noted. It was noted the expenditures were for business purposes. All reimbursements were supported by proper documentation. The Sheriff, chief criminal deputy or the financial administrator review and approve all travel reimbursements. 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 statement for all 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 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 to be tested. They 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 Webster 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 Webster 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 Webster Parish Sheriff had no outstanding debt at the end of the fiscal period.

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 Webster 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 the 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. I 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

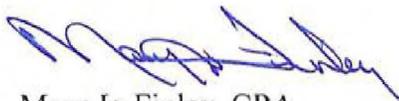
- V. Amount of time it took to resolve each complaint.

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 Webster 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 Webster 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
November 3, 2023

Webster Parish Sheriff's Office
RECAP OF AUP EXCEPTIONS

3.a. 2 of the 5 accounts test had outstanding items over 12 months old.

RESPONSE: In response to AUP #3A, The Webster Parish Sheriff's Office is in the process of cleaning up all old outstanding checks.



Jason Parker

11/3/2023
Date