

# **St. Helena Parish Sheriff**

Greensburg, Louisiana

## **FINANCIAL STATEMENT AND AUDITOR'S REPORT**

As of and for the Year Ended  
June 30, 2012

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date JAN 16 2013

**ANTHONY B. BAGLIO, CPA**  
A Professional Accounting Corporation  
Hammond, Louisiana

**St. Helena Parish Sheriff**  
Greensburg, Louisiana

Annual Financial Statements  
As of and for the Year Ended June 30, 2012  
And Supplemental Information Schedules

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**St. Helena Parish Sheriff**  
Greensburg, Louisiana

Annual Financial Statements  
As of and for the Year Ended June 30, 2012  
And Supplemental Information Schedules

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**INDEPENDENT AUDITOR'S REPORT**

The Honorable Nathaniel Williams  
St Helena Parish Sheriff  
Greensburg, Louisiana

I have audited the accompanying financial statements of the governmental activities, the general fund and fiduciary funds of the St Helena Parish Sheriff (Sheriff), Greensburg, Louisiana as of and for the year ended June 30, 2012, which collectively comprise the Sheriff's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the St Helena Parish Sheriff, Greensburg, Louisiana management. My responsibility is to express opinions of these financial statements based on my audit.

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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund, and the fiduciary funds of the St Helena Parish Sheriff as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United State of America.

In accordance with *Governmental Auditing Standards*, I have also issued my report dated December 11, 2012 on my consideration of the St Helena Parish Sheriff's, Greensburg, Louisiana 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 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 10 and 44 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the St Helena Parish Sheriff, Greensburg, Louisiana's basic financial statements as a whole. The supplemental information schedules listed on pages 45 and 46 are presented for the purpose of additional analysis and are not a required part of the financial statements of the St Helena Parish Sheriff, Greensburg, Louisiana. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Anthony B. Baglio, CPA  
A Professional Accounting Corporation  
Hammond, Louisiana  
December 11, 2012

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

As management of the St Helena Parish Sheriff, Greensburg, Louisiana, we offer readers of the Sheriff financial statements this narrative overview and analysis of the financial activities of the Sheriff for the fiscal year ended June 30, 2012. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Financial Highlights**

- The Sheriff's assets exceeded its liabilities at the close of the most recent fiscal year by \$1,080,182 (net assets). Of this amount \$525,447 (unrestricted net assets) may be used to meet the Sheriff's ongoing obligations to its citizens and creditors.
- The Sheriff's total net assets decreased by \$144,261 during the year.
- At June 30, 2012, the governmental fund reported a fund balance of \$679,217, which was unreserved and is available for spending at the Sheriff's discretion.
- Governmental fund balance increased \$229,166 during the year.
- The Sheriff's long-term liabilities consist of net other post employee benefits obligations and the long-term portion of capital leases which increased by \$157,035. Current liabilities consist of the current portion of capital leases, accounts payable, payroll withholdings, and accrued salaries and related expenses which decreased by \$18,456.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Sheriff's financial statements. The Sheriff's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements**

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

The *statement of net assets* presents information on all of the Sheriff's assets and liabilities using the accrual basis of accounting; the difference between the assets and liabilities are reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Sheriff is improving or deteriorating.

St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the 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.

The government-wide financial statements present governmental activities of the Sheriff that are principally supported by property taxes and gaming revenues. The sole purpose of these governmental activities is public safety. The government-wide financial statements can be found on pages 11 and 12 of this report.

### **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 Sheriff, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Sheriff uses two categories of funds to account for financial transactions: governmental funds and fiduciary (agency) funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

*Governmental funds* are used to account for most of the Sheriff's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Sheriff's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Sheriff's programs.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Sheriff's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the 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 reconciliations can be found on pages 14 and 16 of this report.



St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

*Fiduciary funds (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 Sheriff's programs, *Fiduciary (agency) funds* are not reflected in the government-wide financial statement.

**Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 through 43 of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the St. Helena Parish Sheriff's performance.

**Government-Wide Financial Analysis**

Overtime, as year to year financial information is accumulated on a consistent basis, changes in net assets may be observed and used to discuss the changing financial position of the Sheriff as a whole.

The Sheriff's net assets at fiscal year-end are \$1,080,182. The following table provides a summary of the Sheriff's net assets.

**St Helena Parish Sheriff- Net Assets**

	Governmental Activities 6/30/2012	%		Governmental Activities 6/30/2011	%
		Total			Total
Current and Other Assets	\$ 915,252	57%	\$	735,591	46%
Capital Assets, Net	685,139	43%		870,482	54%
<b>Total Assets</b>	<b>1,600,391</b>	<b>100%</b>		<b>1,606,073</b>	<b>100%</b>
Long-Term Liabilities Outstanding	253,125	49%		96,090	25%
Other Liabilities	267,084	51%		285,540	75%
<b>Total Liabilities</b>	<b>520,209</b>	<b>100%</b>		<b>381,630</b>	<b>100%</b>
Net Assets Invested in Capital Assets, net of related debt	546,348	50%		870,482	71%
Restricted	8,387	1%		-	0%
Unrestricted	525,447	49%		353,961	29%
<b>Total Net Assets</b>	<b>\$ 1,080,182</b>	<b>100%</b>	\$	<b>1,224,443</b>	<b>100%</b>

The Sheriff's current ratio for governmental activities is 3.4 to 1. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations.

The Sheriff reported positive balance in net assets for the governmental activities. The net assets for the Sheriff decreased by \$144,261 for governmental activities for the fiscal year ended June 30, 2012.

Fifty percent of the governmental activities' net assets are tied up in capital assets. The Sheriff uses these capital assets to provide services to its citizens.

The following table provides a summary of the Sheriff's changes in net assets.

St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

St Helena Parish Sheriff - Changes in Net Assets

	Governmental Activities 6/30/2012	%	Governmental Activities 6/30/2011	%
		Total		Total
<b>Revenue</b>				
<b>Program revenue</b>				
Charges for Services	\$ 569,534	20%	\$ 581,889	21%
Operating Grants and Contributions	260,717	9%	235,089	9%
Capital Grants and Contributions	-	0%		0%
<b>General Revenue</b>				
Property Taxes	833,919	29%	797,434	29%
State Revenue Sharing	70,211	2%	69,343	3%
Gaming Revenues	950,651	34%	922,004	34%
Investment Earnings	2,332	0%	1,979	0%
Other	(11,308)	0%	59,520	2%
Transfers from Local Government	154,303	5%	82,643	3%
Total Revenue	2,830,359	100%	2,749,901	100%
<b>Expenses</b>				
Public Safety	2,967,643	100%	2,957,901	100%
Interest on Debt	6,977	0%	-	0%
Total Expenses	2,974,620	100%	2,957,901	100%
<b>Increase in Net Assets</b>	(144,261)		(208,000)	
<b>Net Assets-Beginning of Year</b>	1,224,443		1,432,443	
<b>Net Assets-End of Year</b>	\$ 1,080,182		\$ 1,224,443	

Gaming revenue is the largest revenue sources for the Sheriff amounting to 34% of total general revenues. Property taxes are the second largest source for the Sheriff amounting to 29% of total general revenues. The prior year percentage for property taxes and gaming revenues was comparable to the current year's percentage.

The expenses of the St Helena Parish Sheriff's Office, as reported in Statement of Activities, were \$2,974,620, which increased by \$16,719.

St. Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

**Financial Analysis of the Governmental Funds**

As noted earlier, the Sheriff used fund account to ensure and demonstrate compliance with finance-related legal requirements. The focus on the Sheriff's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing resources available for spending at the end of the fiscal year. As of the current fiscal year the Sheriff's General Fund reported ending fund Balance of \$679,217.

**General Fund Budgetary Highlights**

Changes from the Sheriff's original budget to the final budget are detailed in the Required Supplementary Information Section along with a comparison to actual activity for year ended June 30, 2012. Highlights of significant changes from the Sheriff's original budget to the final budget include:

- Total final budgeted revenues and other financing sources decreased by \$361,231 from the original budgeted revenues for June 30, 2012. The decrease is due to a decrease in revenue of \$185,006 and a decrease in other financing sources of \$176,225.
- Final budgeted expenditures decreased by \$318,980 from the original budgeted expenditures for June 30, 2012. The majority of the decrease is in capital outlays which decreased by \$449,093. The Sheriff did not make the capital outlay expenditure to purchase a building during the fiscal year ending June 30, 2012, because the funding for the project was not received by end of the fiscal year.

**Capital Asset and Debt Administration**

**Capital Assets:**

The Sheriff's investment in capital assets for its governmental activities as of June 30, 2012 amounts to \$685,139 (net of accumulated depreciation). This investment in capital assets includes land, improvements, and equipment. The decrease in capital assets for the year was \$185,343 as reflected in the following schedule:

St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

**Capital assets at Year-end  
(Net of Depreciation)**

	Governmental Activities	
	<u>6/30/2012</u>	<u>6/30/2011</u>
Land	\$ 10,000	\$ 185,000
Buildings	341,436	133,722
Vehicles	246,464	164,614
Furniture and Equipment	82,848	125,257
Construction in Progress	4,391	261,889
Total	<u>685,139</u>	<u>870,482</u>

The following reconciliation summarized the change in capital assets

**Changes in Capital Assets**

	Governmental Activities	
	<u>6/30/2012</u>	<u>6/30/2011</u>
Beginning Balance	\$ 870,482	\$ 847,937
Additions	342,750	139,299
Retirements	(397,194)	(1,357)
Depreciation	<u>(130,899)</u>	<u>(115,397)</u>
Ending Balance	<u>685,139</u>	<u>870,482</u>

St Helena Parish Sheriff  
Greensburg, Louisiana

Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2012

**Long-Term Debt:**

At the end of the fiscal year, the Sheriff had other long-term debt of capital leases and net unfunded other post-employment benefit obligations in the amount of \$284,174. Of this total, \$31,049 is due within one year. For more detailed information, see Note 12 to the financial statements on pages 39 of this report.

<u>Other Long Term Debt</u>	<u>Governmental Activities</u>	
	<u>2012</u>	<u>2011</u>
Capital Leases	138,791	-
Unfunded Net Other Post employment Benefit	145,383	96,090
Total Long-Term Debt	<u>284,174</u>	<u>96,090</u>

**Economic Factors and Next Year's Budgets and Rates**

Gaming Revenues is the largest source of revenues for the sheriff and property taxes the second largest. Both are expected to remain approximately the same for the fiscal year ending June 30, 2013 as they were in the previous year.

**Request for Information**

This financial report is designed to provide a general overview of the Sheriff's finances for all those with an interest in the government's finances. Questions regarding this report or requests for additional information should be addressed to the St Helena Parish Sheriff, P. O. Box 1205, Greensburg, Louisiana 70441, Telephone (225) 222-4413.

**BASIC FINANCIAL STATEMENTS**

**Government-Wide Financial Statements**

**St. Helena Parish Sheriff  
Greensburg, Louisiana**

**Statement of Net Assets**

**June 30, 2012**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash	\$ 629,320
Receivables	277,545
Prepaid Insurance	8,387
Capital Assets (Net of accumulated depreciation)	<u>685,139</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 1,600,391</u></u>
<b>LIABILITIES</b>	
Accounts Payable	236,035
Current portion of long-term obligations - due within one year	31,049
Non-current Liabilities	
Unfunded Net Other Post Employment Benefit Obligations	145,383
Non-current portion of long-term obligations	<u>107,742</u>
<b>TOTAL LIABILITIES</b>	<u>520,209</u>
<b>NET ASSETS</b>	
Investment in Capital Assets, Net of Related Debt	546,348
Restricted for Prepaid Expenses	8,387
Unrestricted	<u>525,447</u>
<b>TOTAL NET ASSETS</b>	<u><u>1,080,182</u></u>

"The accompanying notes are an integral part of this statement "



**St. Helena Parish Sheriff  
Greensburg, Louisiana**

**Statement of Activities  
For the Year Ended June 30, 2012**

	<u>Program Revenues</u>			<u>Net (Expenses) Revenues</u>
	<u>(Expenses)</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
<b>Governmental Activities</b>				
Public Safety	\$(2,967,643)	\$ 569,534	\$ 260,717	\$ (2,137,392)
Interest on Long Term Debt	(6,977)	-	-	(6,977)
<b>Total Governmental Activities</b>	<u>\$(2,974,620)</u>	<u>\$ 569,534</u>	<u>\$ 260,717</u>	<u>\$ (2,144,369)</u>
<b>General Revenues:</b>				
Ad Valorem Taxes				833,919
State Revenue Sharing				70,211
Gaming Revenues				950,651
Interest Income				2,332
Miscellaneous				68,693
Loss on Sale of Assets				(80,001)
Transfers from/to other Governments				154,303
<b>Total General Revenues and Transfers</b>				<u>2,000,108</u>
<b>Change in Net Assets</b>				(144,261)
Net Assets - Beginning				<u>1,224,443</u>
Net Assets - Ending				<u>1,080,182</u>

"The accompanying notes are an integral part of this statement "

**BASIC FINANCIAL STATEMENTS**

**Fund Financial Statements**

**St. Helena Parish Sheriff  
Greensburg, Louisiana**

**Balance Sheet - Governmental Funds**

**June 30, 2012**

	<u>General Fund</u>
<b>ASSETS AND OTHER DEBITS</b>	
Cash	\$ 629,320
Receivables	277,545
Prepaid Insurance	<u>8,387</u>
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b><u>\$ 915,252</u></b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>	
<b>Liabilities</b>	
Accounts Payable	<u>\$ 236,035</u>
<b>Total Liabilities</b>	<b><u>236,035</u></b>
<b>Equity and Other Credits</b>	
<b>Fund balances</b>	
Nonspendable	8,387
Unassigned	<u>670,830</u>
<b>Total Equity and Other Credits</b>	<b><u>679,217</u></b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b><u>\$ 915,252</u></b>

"The accompanying notes are an integral part of this statement "

STATEMENT D

St. Helena Parish Sheriff

Reconciliation of The Governmental Funds Balance Sheet  
to The Government-Wide Financial Statement of Net Assets

June 30, 2012

Amounts reported for governmental activities in the Statement of Net Assets are different because

<b>Fund Balances, Total Governmental Funds (Statement C)</b>	\$	679,217
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Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds

Governmental Capital Assets net of depreciation	685,139
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Long term liabilities are not due and payable in the current period, and, therefore, are not reported in the governmental funds

Capital Leases Payable	(138,791)
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Unfunded Net Other Post employment Benefit Obligations	<u>(145,383)</u>
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<b>Net Assets of Governmental Activities (Statement A)</b>	<u><u>1,080,182</u></u>
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"The accompanying notes are an integral part of this statement "

## STATEMENT E

**St. Helena Parish Sheriff  
Greensburg, Louisiana**

**Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Year Ended June 30, 2012**

	<u>Governmental</u> <u>Fund</u>
<b>REVENUES</b>	
Ad Valorem Taxes	\$ 833,919
Intergovernmental Revenues	
Federal Grants	110,056
State Grants	
State Revenue Sharing	70,211
State Supplemental Pay	125,016
Other	25,645
Fees, charges, and commissions for Services	
Commissions on Collection of Tax and licenses	227,428
Fines, Forfeitures, and other fees	35,705
Feeding and keeping prisoners	306,401
Miscellaneous	
Gaming Revenue	950,651
Investment Earnings	2,332
Donations	8,530
Other	60,163
<b>TOTAL REVENUES</b>	<u>2,756,057</u>
<b>EXPENDITURES</b>	
Public Safety	
Personal services and related benefits	1,885,657
Operating Services	479,634
Materials and Supplies	417,145
Travel and Other Charges	5,015
Capital Outlays	342,750
Debt Service	33,998
<b>TOTAL EXPENDITURES</b>	<u>3,164,199</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(408,142)</u>
<b>OTHER FINANCING SOURCES (USES)</b>	
Sale of Assets	337,233
Deductions from Sale of Assets	(20,040)
Transfers to/from Other Governments	154,303
Proceeds from Borrowing	165,812
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>637,308</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>229,166</u>
<b>FUND BALANCE AT BEG OF YEAR</b>	<u>450,051</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 679,217</u>

"The accompanying notes are an integral part of this statement"

## St. Helena Parish Sheriff

**Reconciliation of The Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
To the Statement of Activities  
For the Year Ended June 30, 2012**

Amounts reported for governmental activities in the Statement of Activities are different because

<b>Net Change in Fund Balances, Total Governmental Funds (Statement E)</b>	<b>\$</b>	<b>229,166</b>
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.		
Capital assets	342,750	
Depreciation Expense	<u>(130,899)</u>	211,851
The net effect of transactions involving the sale of capital assets is to decrease net assets.		
Proceeds from Sale of Assets	337,233	
Cost of assets sold	451,197	
Deductions from Sale of Assets	20,040	
Accumulated Depreciation	<u>(54,003)</u>	
Basis in Assets Sold	<u>417,234</u>	
Loss on sale of assets		(80,001)
When recognizing the sale of capital assets, the governmental funds report total proceeds of the sale. Only the gain or loss on the sale is reported on the Statement of Net Assets.		
		(317,193)
The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also governmental funds report the effect of issuance costs, premiums, discounts and similar items when debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.		
Lease and Loan Obligation Proceeds		(165,812)
Principal Payments - Capital Leases		27,021
Increase in unfunded post-employment benefit obligations for medical and life insurance expected in future periods are not recorded for governmental funds on the fund basis.		
		(49,293)
<b>Change in Net Assets of Governmental Activities (Statement B)</b>	<b>\$</b>	<b><u>(144,261)</u></b>

"The accompanying notes are an integral part of this statement."

**BASIC FINANCIAL STATEMENTS**

**Fiduciary fund Financial Statements**

St Helena Parish Sheriff  
Greensburg, Louisiana

## Statement of Fiduciary Net Assets

June 30, 2012

	Sheriff's Fund	Tax Collector Fund	Prisoner Funds	Total
<b>ASSETS</b>				
Cash and cash equivalents	\$ 125,636	\$ 380,963	\$ 15,904	\$ 522,503
<b>TOTAL ASSETS</b>	<b>\$ 125,636</b>	<b>\$ 380,963</b>	<b>\$ 15,904</b>	<b>\$ 522,503</b>
<b>LIABILITIES</b>				
Due to taxing bodies & others	125,636	380,963	15,904	522,503
<b>TOTAL LIABILITIES</b>	<b>125,636</b>	<b>380,963</b>	<b>15,904</b>	<b>522,503</b>
<b>TOTAL NET ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

"The accompanying notes are an integral part of this statement"



St Helena Parish Sheriff  
Greensburg, Louisiana

## Statement of Changes in Fiduciary Net Assets

For the Year Ended June 30, 2012

	Sheriff's Fund	Tax Collector Fund	Prisoner Funds	Total
<b>ADDITIONS</b>				
Deposits				
Sheriff's Sales	219,668			219,668
Bonds	41,890			41,890
Fines and costs	147,641			147,641
Garnishments	43,942			43,942
Other Deposits	6,648		25,811	32,459
Taxes, fees, etc , paid to tax collector		9,160,415		9,160,415
<b>TOTAL ADDITIONS</b>	<b>459,789</b>	<b>9,160,415</b>	<b>25,811</b>	<b>9,646,015</b>
<b>DISTRIBUTIONS</b>				
Taxes, fees, etc distributed to taxing bodies and others		9,159,490		9,159,490
Deposits settled to				
Sheriff's General Fund	70,886			70,886
Police Jury				-
District Attorney	75,473			75,473
Clerk of court	16,847			16,847
Attorneys, appraisers, etc				-
Other Settlements	281,459		17,436	298,895
<b>TOTAL DISTRIBUTIONS</b>	<b>444,665</b>	<b>9,159,490</b>	<b>17,436</b>	<b>9,621,591</b>
<b>CHANGE IN NET ASSETS</b>	<b>15,124</b>	<b>925</b>	<b>8,375</b>	<b>24,424</b>
<b>DUE TO TAXING BODIES AT BEGINNING OF YEAR</b>	<b>110,512</b>	<b>380,038</b>	<b>7,529</b>	<b>498,079</b>
<b>DUE TO TAXING BODIES AT END OF YEAR</b>	<b>\$ 125,636</b>	<b>\$ 380,963</b>	<b>\$ 15,904</b>	<b>\$ 522,503</b>

"The accompanying notes are an integral part of this statement "

**NOTES TO THE FINANCIAL STATEMENTS**

St. Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**INTRODUCTION**

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

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

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

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

**B. REPORTING ENTITY**

The sheriff is an independently elected official. The St. Helena Parish Police Jury does maintain and operate the parish courthouse in which the sheriff's office is located and provides funds for equipment and furniture of the sheriff's office. However, because the police jury does not provide significant assistance to the Sheriff, which makes the Sheriff fiscally independent of the police jury, the Sheriff was determined not to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

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 financial reporting entity

**C. FUND ACCOUNTING**

The Sheriff uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain sheriff functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts

**Governmental Funds**

Governmental funds account for all or most of the sheriff's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the sheriff. The following are the sheriff's governmental funds

**General Fund** - the primary operating fund of the sheriff and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to sheriff policy. The sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, video poker revenue, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund

**Fiduciary Funds**

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

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Government-Wide Financial Statements (GWFS)**

The Statement of Net Assets and the Statement of Activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities are derived directly from Sheriff users as a fee for services, program revenues reduce the cost of the function to be financed from the sheriff's general revenues.

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund and Other Funds, Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of Sheriff operations (See the reconciliation statements).

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

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

**Revenues**

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are available for collection. The taxes are generally collected in December of the current year and January and February of the ensuing year. Federal and State grants are recorded when the law enforcement district is entitled to the funds.

**Expenditures**

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

**Other Financing Sources (Uses)**

Proceeds from the sale of capital assets are accounted for as other financing sources and are recognized when received. Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses).

**Deferred Revenues**

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

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**E. BUDGETS**

Budgetary procedures applicable to the Sheriff are defined in state law, Louisiana Revised Statutes 39.1301-15. The major requirements of the local governmental budget act are summarized as follows:

1. The Sheriff must adopt a budget each year for the general fund and each special revenue fund, if applicable

The Sheriff must prepare and submit the proposed budget for consideration no later than fifteen days prior to the beginning of each fiscal year. At the same time, if total proposed expenditures are \$500,000 or more, a notice of public hearing on the proposed budget must be published in the official journal in the parish. The notice of public hearing for the fiscal year ended June 30, 2012 budget was published in the official journal on June 2, 2011, which was held on June 28, 2011.

All action necessary to adopt and implement the budget must be completed prior to the beginning of the fiscal year. The budget was adopted on June 28, 2011.

2. All budgetary appropriations lapse at the end of each fiscal year
3. The St Helena Parish Sheriff does not use encumbrance accounting
4. The budget is prepared and reported on GAAP basis of accounting

The budget is integrated into the accounting system, and the budgetary data, as presented in the financial statements with annual budgets, compare the expenditures with the amended budgets.

5. Budgetary amendments require the approval of the Sheriff. Budget amendments are made during the year when actual operations are different from those anticipated in the original budget. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**F. CASH, CASH EQUIVALENTS, AND INVESTMENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Sheriff may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Sheriff's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments, however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

**G. INVENTORIES**

The Sheriff utilizes the "purchase method" of accounting for supplies in governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. The Sheriff did not record any inventory at June 30, 2012, as the amount is not material.

**H. PREPAID ITEMS**

Certain payments for insurance reflect cost applicable to future accounting periods and are recorded as prepaid items in both government wide and fund financial statements.

**I. 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 or more for capitalizing capital assets.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend their lives are not capitalized.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes except for vehicles. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:



St Helena Parish Sheriff  
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Notes to the Financial Statements  
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<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	25 - 40 years
Furniture and fixtures	5 - 7 years
Equipment	5 - 15 years
Vehicles	5 years

**J. COMPENSATED ABSENCES**

The Sheriff's office has the following policy relating to vacation and sick leave:

Vacation Leave

Vacation leave is earned by all permanent full-time salaried employees according to the length of service

- 1 to 3 year = 40 hours of vacation
- 4 to 10 year = 80 hours of vacation
- 10 or more years = 120 hours of vacation

Vacation leave not taken in year earned can be carried forward up to a maximum of 120 hours, and any excess over 120 hours is converted to sick leave. Upon resignation, termination, or retirement, unused vacation leave earned during the current year shall be paid based on current salary. Based on GASB Statement No 16 vacation leave has been accrued as a liability as the benefits were earned

Sick Leave

Sick leave is earned by all full-time salaried employees at a rate of one day of sick leave for each month of employment. Sick leave may be carried forward to a maximum of 576 hours and upon resignation, termination, or retirement, all unused sick leave shall be forfeited. No liability has been accrued for unused employee sick leave. In accordance with GASB 16, *Accounting for Compensated Absences*, an accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**K. INTERFUND TRANSACTIONS**

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

**L. 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.

**M. FUND EQUITY OF FUND FINANCIAL STATEMENTS**

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below.

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 or 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.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Sheriff's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Sheriff's office reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

**2. LEVIED TAXES**

The following is a summary of authorized and levied property taxes.

	Millage	Millage	Date
Law enforcement District	10 62	10 62	none
Law enforcement District	9 20	9 20	none

Total taxable property valuation was \$42,500,740 for the year ended June 30, 2012. The authorized millage was 19.82 for 2011. The following are the principal taxpayers and related ad valorem tax revenue for the Sheriff:

Taxpayer	Type of Business	Assessed Valuation	Assessed Valuation	Revenue for Sheriff
Transcontinental Gas Pipeline	Public Utility	\$ 5,561,380	9.37%	\$ 110,226
Dixie Electric Membership Corp	Public Utility	3,448,190	5.81%	68,343
Entergy Gulf States, Inc	Public Utility	2,023,860	3.41%	40,113
Soterra	Timber Co	1,773,070	2.99%	35,142
Florida Gas	Public Utility	1,689,190	2.85%	33,480

**3. CASH AND CASH EQUIVALENTS**

At June 30, 2012, the Sheriff has cash and cash equivalents (book balances) totaling \$1,151,823 as follows:

Demand deposits	\$ 145,311
Interest-bearing demand deposits	619,385
Savings	386,827
Other	300
Total	\$ 1,151,823

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. 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.

At June 30, 2012, the Sheriff has \$1,509,113 in deposits (collected bank balances). These deposits are secured from risk by \$687,201 of federal deposit insurance and \$821,912 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent has failed to pay deposited funds upon demand.

#### 4. RECEIVABLES

The receivables of \$277,545 at June 30, 2012, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes	
Ad valorem	\$ -
Intergovernmental - grants	
Federal	-
State	20,358
Video Poker	211,179
Feeding and Keeping of prisoners	14,743
Fees & commission	21,722
Other	9,543
Total	<u>\$ 277,545</u>

The Sheriff has not established an allowance for bad debts since any bad debts would not be material to the financial statements.

#### 5. INTERFUND RECEIVABLES/PAYABLES

There are no interfund balances reported in the fund financial statements as June 30, 2012.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2012, is as follows:

	Balance, July 1, 2011	Additions	Deletions	Balance, June 30, 2012
<b>Governmental Activities</b>				
<b>Capital Assets not Depreciated</b>				
Land	\$ 185,000	\$ -	\$ 175,000	\$ 10,000
Construction in Progress	261,889	-	257,498	4,391
<b>Total Capital Assets not Depreciated</b>	<u>446,889</u>	<u>-</u>	<u>432,498</u>	<u>14,391</u>
<b>Other Capital Assets</b>				
Buildings	187,444	241,733	36,852	392,325
Vehicles	442,230	170,812	28,154	584,888
Furniture and equipment	530,344	12,849	36,336	506,857
<b>Total Other Capital Assets</b>	<u>1,160,018</u>	<u>425,394</u>	<u>101,342</u>	<u>1,484,070</u>
<b>Less accumulated depreciation</b>				
Buildings	53,722	5,017	7,850	50,889
Vehicles	277,616	86,572	25,764	338,424
Furniture and equipment	405,087	39,310	20,388	424,009
<b>Total Accumulated Depreciation</b>	<u>736,425</u>	<u>130,899</u>	<u>54,002</u>	<u>813,322</u>
<b>Other Capital Assets, Net</b>	423,593	294,495	47,340	670,748
<b>Total Capital assets, net</b>	<u>\$ 870,482</u>	<u>\$ 294,495</u>	<u>\$ 479,838</u>	<u>\$ 685,139</u>

**7. PENSION PLAN**

*Plan Description.* Substantially all employees of the St Helena Parish Sheriff's Office are members of the Louisiana Sheriff's Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
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All Sheriff s and all deputies who are found to be physically fit, who earn at least \$400 per month if employed after September 7, 1979 and before January 1, 1991, \$550 if employed between January 1, 1991 and December 31, 1999, \$800 00 per month if employed January 1, 2000 and after, and who are age 18 or older are required to participate in the system Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life, equal to a percentage of their final-average salary for each year of credited service The percentage factor to be used for each year of service is 2.5% for each year if total service is at least 12 but less than 15 years, 2 75% for each year if total service is at least 15 but less than 20 years, and 3% for each year if total service is at least 20 years (Act 1117 of 1995 increased the accrual rate by 0 25% for all service rendered on or after January 1, 1980 ) In any case, the retirement benefit cannot exceed 100% of their final-average salary Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled at age 55 The System also provides death and disability benefits Benefits are established or amended by state statute

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System That report may be obtained by writing to the Louisiana Sheriff s Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191

*Funding Policy* Plan members are required by state statute to contribute 10% of their annual covered salary and the St. Helena Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 12 5% of annual covered payroll Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes The contribution requirements of plan members and the St Helena Parish Sheriff are established and may be amended by state statute As provided by R S 11 103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year The St Helena Parish Sheriff's contributions to the System for the years ending June 30, 2012 and 2011 were \$164,835 and \$165,199 respectively, equal to the required contributions for each year

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
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**8. OTHER POSTEMPLOYMENT BENEFITS**

**Plan Description** – The St Helena Parish Sheriff's Office's medical and life insurance benefits are provided to employees upon actual retirement

The employer pays 100% of the medical coverage for the retiree (not dependents). Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions are as follows age 55 and 15 years of service. Based on actual historical patterns, most employees retire after age 55 and 25 years of service, but not later than age 65 and 15 years of service

Life insurance coverage is continued to retirees by election and the blended rate for active employees and retirees is \$0.348 per \$1,000 of insurance. The employer pays for life insurance after retirement for retirees. However, the rates are based on the blended active/retired rate and there is thus an implied subsidy. Since GASB 45 requires the use of "unblended" rates, we have used the 94GAR mortality table described below to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. Based on past experience, we have assumed that 75% of retirees continue the higher insurance amounts into retirement. Insurance coverage amounts are reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption, zero trends were used for life insurance

**Contribution Rates** – Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents

**Fund Policy** – Until 2009, the St Helena Parish Sheriff's Office recognized the cost of providing post-employment medical and life insurance benefits (the St Helena Parish Sheriff's Office's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2012 and 2011, the Sheriff's portion of health care and life insurance funding cost for retired employees totaled \$21,213 and \$19,642, respectively

Effective July 1, 2009, the St Helena Parish Sheriff's Office implemented Government Accounting Standards Board Statement Number 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions (GASB 45). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
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**Annual Required Contribution** – The St Helena Parish Sheriff's Office's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

		<u>2012</u>		<u>2011</u>
Normal cost	\$	32,035	\$	30,803
30-year UAL amortization amount		<u>40,185</u>		<u>38,639</u>
Annual required contribution (ARC)	\$	<u>72,220</u>	\$	<u>69,442</u>

**Net Post-employment Benefit Obligation (Asset)** – The table below shows the St Helena Parish Sheriff's Office's Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending June 30.

		<u>2012</u>		<u>2011</u>
Beginning Net OPEB Obligation	\$	96,090	\$	47,130
Annual required contribution		72,220		69,442
Interest on Net OPEB Obligation		3,844		1,885
ARC Adjustment		<u>(5,557)</u>		<u>(2,726)</u>
OPEB Cost		70,506		68,602
Contribution		-		-
Current year retiree premium		<u>(21,213)</u>		<u>(19,642)</u>
Change in Net OPEB Obligation		<u>49,293</u>		<u>48,960</u>
Ending Net OPEB Obligation	\$	<u>145,383</u>	\$	<u>96,090</u>

The following table shows the St Helena Parish Sheriff's Office's annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post-employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
June 30, 2012	\$ 70,506	30.09%	\$ 145,383
June 30, 2011	\$ 68,602	28.63%	\$ 96,090



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Notes to the Financial Statements  
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**Funded Status and Funding Progress** – In 2012 and 2011, the St Helena Parish Sheriff's Office made no contributions to its post-employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the July 1, 2009 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year June 30, 2012 was \$722,712 which is defined as that portion, as determined by a particular actuarial cost method (the St. Helena Parish Sheriff's Office uses the Projected Unit Credit Cost Method), of the actuarial present value of post-employment plan benefits and expenses which is not provided by normal cost.

	<u>2012</u>	<u>2011</u>
Actuarial Accrued Liability (AAL)	\$ 722,712	\$ 694,915
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	<u>\$ 722,712</u>	<u>\$ 694,915</u>
Funded Ratio (AVP/AAL)	0.00%	0.00%
Covered Payroll (active plan members)	\$ 1,362,315	\$ 1,305,364
UAAL as a percentage of covered payroll	53.05%	53.24%

**Actuarial Methods and Assumptions** – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post-employment benefits includes estimates and assumptions regarding (1) turnover rate, (2) retirement rate, (3) health care cost trend rate; (4) mortality rate, (5) discount rate (investment return assumption), and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the St. Helena Parish Sheriff's Office and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the St. Helena Parish Sheriff's Office and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the St. Helena Parish Sheriff's Office and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**Actuarial Cost Method** – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

**Actuarial Value of Plan Assets** – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

**Turnover Rate** – An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 18%.

**Post-employment Benefit Plan Eligibility Requirements** – We have assumed that employees retire three years after the historical retirement age. The three years is to accommodate the DROP period. Medical benefits are provided to employees upon actual retirement. Employees are covered by a retirement system whose retirement eligibility (DROP entry) provisions are as follows: age 55 and 15 years of service. Based on actual historical patterns, most employees retire after age 55 and 25 years of service, but not later than age 65 and 15 years of service. Entitlement to benefits continues through Medicare to death.

**Investment Return Assumption (Discount Rate)** – GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

**Health Care Cost Trend Rate** – The expected rate of increase in medical cost is based on projections performed by the Office of the Actuary at the Centers for Medicare & Medicaid Services as published in National Health Care Expenditures Projections 2003 to 2013, Table 3 National Health Expenditures, Aggregate and per Capita Amounts, Percent Distribution and Average Annual Percent Change by Source of Funds Selected Calendar Years 1990-2013, released in January, 2004 by the Health Care Financing Administration ([www.cms.hhs.gov](http://www.cms.hhs.gov)). "State and Local" rates for 2008 through 2013 from this report were used, with rates beyond 2013 graduated down to an ultimate annual rate of 5.0% for 2016 and later.

St. Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**Mortality Rate** - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, was used. This is a published mortality table which was designed to be used in determining the value of accrued benefits in defined benefit pension plans.

**Method of Determining Value of Benefits** - The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical benefits for the retiree only (not dependents). The medical rates provided are "blended" rates for active and retired. We have therefore estimated the "unblended" rates as required by GASB 45 for valuation purposes to be 130% of the blended rates prior to Medicare eligibility, and 80% of the blended rates after Medicare eligibility.

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

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

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

**Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.**

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

	OPEB Costs and Contributions		
	FY 2010	FY 2011	FY 2012
OPEB Cost	\$ 66,772	\$ 68,602	\$ 70,506
Contribution	-	-	-
Retiree premium	<u>19,642</u>	<u>19,642</u>	<u>21,213</u>
Total contribution and premium	<u>19,642</u>	<u>19,642</u>	<u>21,213</u>
Change in net OPEB obligation	\$ <u>47,130</u>	\$ <u>48,960</u>	\$ <u>49,293</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	29.42%	28.63%	30.09%

**9. DEFERRED COMPENSATION PLAN**

The St Helena Parish Sheriff offers its employees, the Louisiana Public Employees Deferred compensation Plan, a deferred compensation plan created in accordance with Internal Revenue code Section 457, as revised January 1, 1999. The plan, available to all St Helena Parish Sheriff employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property, or rights, shall be held for the exclusive benefit of participants and their beneficiaries.

At June 30, 2012 the amounts applicable to the employees of the St Helena Parish Sheriff's office were \$17,389. As of June 30, 2012 the total amount of plan assets was \$1,172,347,621.

**10. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$236,035 at June 30, 2012, are as follows:

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

	General Fund
Withholdings	\$ -
Accrued Salaries & Related exp	176,077
Accounts	59,958
Total	\$ 236,035

**11. LEASES**

The Sheriff records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

Type	Recorded Amount for the year ended June 30, 2012
<b>Equipment</b>	<b>\$ 165,812</b>
Lease purchase due in monthly Installments of \$494, including interest at 5.423%, collateralized by equipment	21,687
Lease purchase due in monthly Installments of \$494, including interest at 5.423%, collateralized by equipment	21,687
Lease purchase due in monthly Installments of \$494, including interest at 5.423%, collateralized by equipment	21,687
Lease purchase due in monthly Installments of \$494, including interest at 5.423%, collateralized by equipment	21,687
Lease purchase due in monthly Installments of \$494, including interest at 5.423%, collateralized by equipment	21,687
Lease purchase due in monthly Installments of \$681, including interest at 5.499%, collateralized by equipment	30,356
	138,791

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of June 30, 2012

	<u>Equipment</u>	
Fiscal year		
2013-2017	155,159	
Total minimum lease payments	<u>155,159</u>	(See Note 12 for details)
Less amounts representing interest	<u>(16,368)</u>	
Present value of net minimum lease payments	<u>\$ 138,791</u>	

The Sheriff has operating leases for the following

Land

On April 15, 2003, the Sheriff leased a parcel of land located at 46447 Highway 16, Pine Grove, Louisiana on which a Sub-Station for the St Helena Parish Sheriff was constructed. The lease is for 99 years terminating on April 15, 2102. The amount of the lease payment is \$1.00 per year.

Building

The Sheriff leased a building on a month to month basis from the First Guaranty Bank. The lease payments for the year ended June 30, 2012 was \$27,564.

On August 29, 2008, the Sheriff leased a building to be used as a substation from Easleyville Wash and Rental, Inc. The Lease began on August 1, 2008 and will end August 1, 2018. The lease is a renewal lease in ten year intervals. The annual lease payment is \$10 annually.

The minimum annual commitments under non-cancelable operating leases are as follows

<u>Fiscal Year</u>	<u>Building &amp; Facilities</u>
2012	11
2013	11
2014	11
Future Years	<u>125</u>
Total	<u><u>158</u></u>

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**12. LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended June 30, 2012

	Lease- Purchase Agreements	Unfunded OPEB Obligations	Total
Long-term obligations			
July 1, 2011	\$ -	\$ 96,090	\$ 96,090
Additions	165,812	49,293	\$ 215,105
Deductions	<u>(27,021)</u>	<u>          </u>	<u>(27,021)</u>
Long-term Obligations June 30, 2012	<u>\$ 138,791</u>	<u>\$ 145,383</u>	<u>\$ 284,174</u>

The following is a summary of the current and the long-term portions of long-term obligations as of June 30, 2012

	Lease Agreements	Unfunded OPEB Obligations	Total
Current portion	\$ 31,049	\$ -	\$ 31,049
Long-term portion	107,742	145,383	253,125
Total	<u>\$ 138,791</u>	<u>\$ 145,383</u>	<u>\$ 284,174</u>

The annual requirements to amortize all debt outstanding at June 30, 2012, including principal and interest Payment are as follows

<u>Year Ending June 30,</u>	Capital Leases		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	31,049	6,783	37,832
2014	32,781	5,051	37,832
2015	34,609	3,220	37,829
2016	36,539	1,293	37,832
2017	3,813	21	3,834
Total	<u>138,791</u>	<u>16,368</u>	<u>155,159</u>

St. Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**13. RISK MANAGEMENT**

The Sheriff is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Sheriff attempts to minimize risk from significant losses through the purchase of insurance.

**14. LITIGATION AND CLAIMS**

At June 30, 2012, the Sheriff is involved in four lawsuits. All of the lawsuits are insured by the Louisiana Sheriff's Risk Management Program.

**15. ON-BEHALF PAYMENTS**

During 1998, the Sheriff implemented GASB Statements No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. The standard requires the Sheriff to report in the financial statement on-behalf salary and fringe benefits payments made by the State of Louisiana to certain groups of Sheriff employees.

Supplementary salary payments are made by the state directly to certain groups of employees. The Sheriff is not legally responsible for these salaries. Therefore, the basis for recognizing the revenue and expenditures (expense) payments is the actual contribution made by the state. For the year June 30, 2012 the state paid supplemental salaries to law enforcement employees of the Sheriff's office. On-behalf payment recorded as revenues and expenditures (expenses) in June 30, 2012 financial statements are as follows:

General Fund	State Supplemental Salaries
	<u>June 30, 2012</u>
Policeman Supplemental Pay	\$125,016

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

Certain operating expenditures of the Sheriff's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized for June 30, 2012 as follows:



St. Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

	<u>Amount</u>
Sheriff's Office-Utility bills	\$ 28,585
Sheriff's Office-Insurance on Building	3,624
Sheriff's Office-Building Maintenance & supplies	<u>24,403</u>
Total	<u>\$ 56,612</u>

**17. EX-OFFICIO TAX COLLECTOR**

The tax collector collected and disbursed the following taxes and fees for the year ended June 30, 2012, by taxing body as follows

Occupational license taxes collected and remitted to the Parish Police Jury for the current year consisted of

	<u>Total</u>	<u>Collection</u>	<u>Final</u>
	<u>Collections</u>	<u>Cost</u>	<u>Distribution</u>
St Helena Parish Police Jury	132,157	19,824	112,333

State Revenue Sharing Taxes collected and remitted to the various bodies for the current year consisted of

<u>Taxing Bodies</u>	<u>Amount</u>
St Helena Parish Police Jury	93,593
St Helena Parish School Board	32,912
St Helena Parish Hospital District	5,644
St. Helena Parish Sheriff	70,211
St Helena Parish Assessor	19,137
Florida Parish Juvenile	7,054
Parish Assessor Retirement System	530
Parish Clerk Retirement System	530
Parish District Attorney Retirement System	423
Parish Municipal Employee Retirement System	530
Parish Parochial Employee Retirement System	530
Parish Register of Voters Retirement System	132
Parish Sheriff Retirement System	1,059
Parish Teachers Retirement System	2,118
Total State Revenue Sharing	<u>234,403</u>

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

Sales taxes collected and remitted to the various bodies for the current year consisted of

<u>Taxing Bodies</u>	<u>Total Collections</u>	<u>Collection Cost</u>	<u>Final Distribution</u>
St Helena Parish Police Jury	2,058,655	82,347	1,976,308
St Helena Parish School Board	1,372,436	41,172	1,331,264
Town of Greensburg	160,207	3,204	157,003
Parish Tourist Commission	1,250	50	1,200
<b>Total Sales Taxes</b>	<b>3,592,548</b>	<b>126,773</b>	<b>3,465,775</b>

Schedule of 2011 Ad Valorem Tax Roll, Collections, and Uncollected Ad Valorem Taxes

<u>Taxing Authority</u>	<u>Amount Assessed</u>	<u>Tax Order Changes</u>	<u>Total Taxes Collectible</u>	<u>Taxes Collected</u>	<u>Total Not Collected</u>	<u>Uncollected by taxing authority as of June 30, 2012</u>		
						<u>Adjudications</u>		<u>Total Uncollected</u>
						<u>of Taxes</u>	<u>Other</u>	
St Helena Parish Police Jury	1,706,649	(10,778)	1,695,871	(1,695,377)	494	352	142	494
St Helena Parish School Board	759,064	(3,499)	755,565	(755,452)	113	175	(62)	113
St Helena Parish Hospital	935,016	(4,310)	930,706	(930,569)	137	216	(79)	137
St Helena Parish Sheriff	842,365	(3,973)	838,392	(838,356)	36	194	(158)	36
Louisiana Tax Commission	1,919	-	1,919	(1,919)	-	-	-	-
St Helena Parish Assessor	317,056	(1,462)	315,594	(315,547)	47	73	(26)	47
Fire Protection District #4	241,630	(2,005)	239,625	(239,384)	241	222	19	241
Fifth Ward Recreation District	89,225	(891)	88,334	(88,080)	254	38	216	254
Florida Parish Juvenile	116,877	(539)	116,338	(116,321)	17	27	(10)	17
Council on Aging	150,878	(696)	150,182	(150,160)	22	35	(13)	22
State Forestry Tax	14,493	-	14,493	(14,469)	24	-	24	24
<b>Total</b>	<b>5,175,172</b>	<b>(28,153)</b>	<b>5,147,019</b>	<b>(5,145,634)</b>	<b>1,385</b>	<b>1,332</b>	<b>53</b>	<b>1,385</b>

**18. TAXES PAID UNDER PROTEST**

The net assets held for others in the agency funds at June 30, 2012, as reflected on Statement G, include \$367,051 of taxes paid under protest, plus interest earned to date of \$13,911 on the investment of these funds totaling \$380,963. These funds are held pending resolution of the protest and are accounted for in the Tax Collection Agency Fund.

St Helena Parish Sheriff  
Greensburg, Louisiana

Notes to the Financial Statements  
As of and for the Year ended June 30, 2012

**19. COMPLIANCE WITH LAWS**

The Sheriff has collected monies which are in the Bond and Civil Funds Accounting records do not indicate to whom all the money is owed

**20. CONTRACTS**

For the fiscal year ending June 30, 2012, The Sheriff did not have any contracts that require disclosure

**21. SUBSEQUENT EVENTS**

November 27, 2012 the St Helena Police Jury approved the Sheriff's request to rent office space at the St Helena Parish Health Unit

**22. DATE OF MANAGEMENT'S REVIEW**

Subsequent events have been evaluated through December 15, 2012, which is the date the financial statements were available to be issued

**REQUIRED SUPPLEMENTARY INFORMATION**

St Helena Parish Sheriff  
Greensburg, Louisiana  
Governmental Fund-General Fund  
Schedule of Revenues, Expenditures,  
and Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual Amount</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Ad Valorem Taxes	\$ 785,600	\$ 826,500	\$ 833,919	7,419
Intergovernmental Revenues				
Federal Grants	338,000	96,150	110,056	13,906
State Grants				
State Revenue Sharing	69,350	70,250	70,211	(39)
State Supplemental Pay	122,000	125,000	125,016	16
Other	27,150	19,250	25,645	6,395
Fees, charges, and commissions for Services				
Commissions on Collection of Tax and licenses	242,250	213,500	227,428	13,928
Fines, Forfeitures, and other fees	45,750	32,350	35,705	3,355
Feeding and keeping prisoners	304,025	336,500	306,401	(30,099)
Miscellaneous				
Gaming Revenue	870,000	920,000	950,651	30,651
Investment Earnings	1,000	2,350	2,332	(18)
Donations	1,500	3,530	8,530	5,000
Other	45,500	21,739	60,163	38,424
<b>TOTAL REVENUES</b>	<b>2,852,125</b>	<b>2,667,119</b>	<b>2,756,057</b>	<b>88,938</b>
<b>EXPENDITURES</b>				
Public Safety				
Personal services and related benefits	1,878,775	1,909,356	1,885,657	23,699
Operating Services	401,050	487,600	479,634	7,966
Materials and Supplies	410,396	417,115	417,145	(30)
Travel and Other Charges	6,000	5,200	5,015	185
Capital Outlays	781,000	331,907	342,750	(10,843)
Debt Service	28,437	35,500	33,998	1,502
<b>TOTAL EXPENDITURES</b>	<b>3,505,658</b>	<b>3,186,678</b>	<b>3,164,199</b>	<b>22,479</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(653,533)</b>	<b>(519,559)</b>	<b>(408,142)</b>	<b>111,417</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of Assets	302,250	337,233	337,233	-
Deductions from Sale of Assets		(20,040)	(20,040)	-
Transfers to/from Other Governments		150,020	154,303	4,283
Proceeds from Borrowing	507,000	165,812	165,812	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>809,250</b>	<b>633,025</b>	<b>637,308</b>	<b>4,283</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>155,717</b>	<b>113,466</b>	<b>229,166</b>	<b>115,700</b>
<b>FUND BALANCE AT BEG OF YEAR</b>	<b>450,051</b>	<b>450,051</b>	<b>450,051</b>	<b>-</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 605,768</b>	<b>\$ 563,517</b>	<b>\$ 679,217</b>	<b>\$ 115,700</b>

"See Accountant's Report"

**SUPPLEMENTAL INFORMATION SCHEDULE**

**Schedule 2**

St Helena Parish Sheriff  
Greensburg, Louisiana

Employee Health Care Plan  
June 30, 2012

**Schedule of Funding Progress**

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
June 30, 2010	\$0	\$ 642,488	\$642,488	0.0%	\$ 1,481,703	43.36%
June 30, 2011	\$0	\$ 694,915	\$694,915	0.0%	\$ 1,305,364	53.24%
June 30, 2012	\$0	\$ 722,712	\$722,712	0.0%	\$ 1,362,315	53.05%

"See Accountant's Report"

STATE OF LOUISIANA, PARISH OF ST HELENA

Affidavit

**Nathaniel Williams, Sheriff of St. Helena Parish**

**BEFORE ME**, the undersigned authority, personally came and appeared, Nathaniel Williams, the sheriff of St Helena Parish, State of Louisiana, who after being duly sworn, deposed and said:


**The following information if true and correct:**

**\$380,963 is the amount of cash on hand in the tax collector account on June 30, 2012.**


He further deposed and said

**All itemized statements of the amount of taxes collected for the tax year from July 1, 2011 to June 30, 2012, by taxing authority, are true and correct.**

**All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct**

  
Signature  
Sheriff of St Helena Parish

SWORN to and subscribed before me, Notary, this 4<sup>th</sup> day of DECEMBER, 2012, in my office in Greensburg, Louisiana

 (Signature)  
Anna M Huff (Print), # 81022  
\_\_\_\_\_(Commission)



**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED ACCORDANCE WITH  
*GOVERNMENTAL AUDITING STANDARDS***

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**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**

Honorable Nathaniel Williams  
St Helena Parish Sheriff  
Greensburg, Louisiana

I have audited the financial statements of the governmental activities, the general fund, and fiduciary funds of the St Helena Parish Sheriff as of and for the year ended June 30, 2012, which collectively comprise the St Helena Parish Sheriff's basic financial statements and have issued my report thereon dated December 11, 2012. I have 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

Internal Control Over Financial Reporting

The St Helena Parish Sheriff is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing my audit, I considered the St Helena Parish Sheriff's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St Helena Parish Sheriff's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the St Helena Parish Sheriff's internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However as described in the accompanying schedule of current year audit findings, I identified a certain deficiency in internal control over financial reporting that I consider to be a material weakness and other deficiencies that I consider to be significant deficiencies.

Honorable Nathaniel Williams  
St Helena Parish Sheriff  
Greensburg, Louisiana  
Page 2

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. I consider the deficiency described in the accompanying schedule of current year audit findings as Finding No 's 12-01 and 12-02 to be material weakness.


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. I consider the deficiencies described in the accompanying schedule of current year audit findings as Findings Numbers 12-03 through 12-06 to be significant deficiencies.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether, the St Helena Parish Sheriff's financial statements are free of material misstatements; 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 determination of financial statements amounts. 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of current year audit finding as number 12-07.

The St Helena Parish Sheriff's response to the findings identified in my audit, are described in the accompanying schedule of managements corrective action plan for current year audit findings. I did not audit the St Helena Parish Sheriff's response and, accordingly, I express no opinion on it.

This report is intended for the information and use of the audit committee, management, the Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

  
Anthony B. Baglio, CPA  
A Professional Accounting Corporation  
Hammond, Louisiana  
December 11, 2012

**ST. HELENA PARISH SHERIFF  
GREENSBURG, LOUISIANA**

**Summary Schedule of Prior Audit Findings**

**ST. HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings**  
Year Ended June 30, 2012

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Management's Corrective Action Taken</u>
<b>Section I</b>	<b>Internal Control</b>	
11-01	<p><u>Computer System-Sales Tax Account</u> In reviewing sales tax, it was determined that the computer system is not able to generate an accurate delinquent list of those businesses who have not paid their sales tax and the amount that is due. This makes it difficult for employees to track those who have not paid their taxes. The computer system is also not able to generate a printout to show the amounts collected from businesses within St. Helena Parish compared to businesses outside the parish. The system is not able to run a printout on a month to month basis showing the amount of sales tax paid for each business.</p>	None. See Finding No. 12-02
11-02	<p><u>Expenditures</u> In reviewing a sample of travel expenditures, there were six meal expenditures that total \$717 that did not have any receipts to substantiate the expenditure.</p>	None. See Finding No. 12-05
11-03	<p><u>Payroll</u> In a sample of six payrolls, three employees were checked on each payroll to verify amounts paid, calculation of payroll and leave time. One payroll had insufficient information to check, one payroll had sick time incorrectly paid as overtime, and three payrolls had errors in K-time or sick time calculations.</p>	None. See Finding No. 12-03

**ST. HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Summary Schedule of Prior Audit Findings**  
Year Ended June 30, 2012

<b>Ref. No.</b>	<b>Description of Finding</b>	<b>Management's Corrective Action Taken</b>
11-04	<p><b><u>Bank Deposits Agency Funds</u></b> When funds are mailed in for sales taxes, monies are not being deposited when received. In looking at the deposits for the occupational licenses, it was determined some checks received were being held for several months before a deposit was made. The same issue was happening with property taxes. When payments were sent in by mail, deposits were not being made until recorded on books. This causes deposits to be held in office for extended periods of time.</p>	None See Finding No 12-01
<b>Section II Compliance</b>		
11-05	<p><b><u>Due to Taxing Bodies- Bond and Civil</u></b> The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$6,509 for the Civil Fund at June 30, 2011. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.</p>	None See Finding No 12-07
11-06	<p><b><u>Narcotics Seizure Account</u></b> During the year 2003 the Sheriff established a Narcotics Seizure Bank Account to account for seized funds. The account had a balance of \$5,827 at the end of the fiscal year. Records were not available on \$1,525 of this money to determine how much belonged to the Sheriff and what monies should be held in escrow pending trial?</p>	Corrected

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Schedule of Current Year Audit Findings**

**ST. HELENA PARISH SHERIFF**  
Greensburg, Louisiana

**Schedule of Current Year Audit Findings**  
Year Ended June 30, 2012

***INTERNAL CONTROL***

**FINDING NO. 12-01**

**Bank Deposits Agency Funds**

Ad valorem taxes received in mail are not deposited until the accounts are posted. During the tax collection period deposits could be held in office for weeks. In looking at deposits for mail in sales tax, it was determined that there were also delays in making deposits. On a sample of 25 deposits for occupational licenses, it was determined that checks were kept in office on eight (8) items ranging from 10 days to 202 days. In the Civil Fund, deposits for garnishments are being held until the end of the month for posting before deposits are made.

In order to safeguard cash and checks, monies should not be held in office for any extended period of time. Monies left on premises could be stolen, misplaced or destroyed.

It is recommended that controls be implemented so that checks and cash are not kept on premises overnight. These funds should be deposited.

**FINDING NO. 12-02**

**Sales Tax Account**

In reviewing the sales tax account, it was determined that information is not available to verify if all sales taxes are being collected. The computer system is not able to generate a delinquent list of accounts for monthly inspection. It was also determined that on internet sales tax collections, there was no follow-up to determine why some deposits were rejected by the bank. During the audit, several rejections were noted that would require follow ups to be made by Sheriff's personnel.

It is recommended that the sales tax software be updated to print a listing of sales tax accounts and delinquent accounts each month so that personnel can determine on a monthly basis which accounts are delinquent. Follow ups need to be made each month on delinquent accounts and also on any bank rejections on internet sales.



**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Schedule of Current Year Audit Findings**

Year Ended June 30, 2012

**FINDING NO. 12-03**

**Payroll**

In testing of 10 employees' payroll checks from 3 separate payrolls, it was determined that one employee was paid vacation which was not deducted from his vacation accrual. Timesheets or time cards were not available on 2 out of 30 employees tested. There were no approved pay rates available. Several other employees (ones which were not tested) were missing a timesheet or time card. On another payroll, it was determined that 14 employees lacked proper documentation for leave, vacation or sick time.

Good controls for payroll would include having adequate payroll documentation before checks are written, verification of calculations of pay, leave and K-time, and have approved pay rates on file

It is recommended that before payroll checks are written, documentations for payroll is available, calculations for payroll, leave and K-time verified

**FINDING NO. 12-04**

**Traffic Tickets**

In reviewing traffic tickets, it was determined that there were no written procedures for maintaining, issuing, and accounting for traffic tickets. It was also observed that some old ticket books had not been turned in. In testing of 30 tickets, 6 were not entered into the citation log in the computer.

Proper accounting for traffic tickets is important to ensure collection of traffic fees or appropriate action for non-payment is taken, compliance with Louisiana laws, and misappropriation of assets or fraud does not occur

It is recommended:

- 1 Prepare written procedures for maintaining, issuing, and accounting for traffic citations
- 2 Safeguard the supply of ticket books and limit access to authorized personnel
- 3 Maintain a record of ticket books issued to police officers (Traffic Ticket Log) and account for the numerical sequence of tickets issued

**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Schedule of Current Year Audit Findings**

Year Ended June 30, 2012

4. Issue ticket books to police officers only when the previously issued book is accounted for and all issued citations are received from the police officer
- 5 Account for the final disposition of citations monthly (Citations Issued Log)
- 6 Report all traffic violation (except for parking) to DPS within 30 days after the date of the person's conviction and sentencing or the final disposition of the case
- 7 Traffic citations should not be reduced or dismissed "outside" of traffic court

**FINDING NO. 12-05**

**Travel**

**In reviewing \$2,262 of travel expenses which were 56% of the total travel expenses it was determined that \$307 or 14% of this amount was undocumented or lacked proper documentation.**

Good controls would require that the expenditures be supported by a ticket or receipts indicating the expenditure and business purpose

It is recommended that controls be established to insure that a ticket and/or receipt are maintained for travel expenditures

**FINDING NO. 12-06**

**Ordinances**

**During the audit it was determined that three (3) of the ordinances were not available to verify if proper collections and disbursements were being made for the sales tax and bond fund.**

All ordinances should be on file to verify proper collections and disbursements

It is recommended the missing ordinances be obtained

**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Schedule of Current Year Audit Findings**

Year Ended June 30, 2012

***COMPLIANCE***

**FINDING NO. 12-07**

**Due to Taxing Bodies- Bond and Civil**

**The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$4,958 for the Civil Fund at June 30, 2012. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.**

Accounting records for payables should have detail showing to whom monies are owed. These detail records should be reconciled to the general ledger monthly. The Sheriff is required by law to make proper disbursement of the monies.

It is recommended that an analysis of these accounts be performed and the money distributed to those owed

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Management's Corrective Action Plan for**  
**Current Year Audit Findings**

**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Management's Corrective Action Plan for Current Year Audit Findings  
Year Ended June 30, 2012**

<u>Ref. No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
Section 1	<b>Internal Control</b>	
12-01	<p><b><u>Bank Deposits Agency Funds</u></b> Ad valorem taxes received in mail are not deposited until the accounts are posted. During the tax collection period deposits could be held in office for weeks. In looking at deposits for mail in sales tax, it was determined that there were also delays in making deposits. On a sample of 25 deposits for occupational licenses, it was determined that checks were kept in office on eight (8) items ranging from 10 days to 202 days. In the Civil Fund, deposits for garnishments are being held until the end of the month for posting before deposits are made.</p>	<p>The tax/civil department Will make daily deposits and/or night drop deposits if regular deposits cannot be made.</p>
12-02	<p><b><u>Sales Tax Account</u></b> In reviewing the sales tax account, it was determined that information is not available to verify if all sales taxes are being collected. The computer system is not able to generate a delinquent list of accounts for monthly inspection. It was also determined that on internet sales tax collections, there was no follow-up to determine why some deposits were rejected by the bank. During the audit, several rejections were noted that would require follow ups to be made by Sheriff's personnel.</p>	<p>The new sales tax computer program was implemented but There are some issues in printing documents. On internet deposit Rejections, sales tax personnel have done the required follow- ups.</p>

# ST. HELENA PARISH SHERIFF

Greensburg, Louisiana

## Management's Corrective Action Plan for Current Year Audit Findings Year Ended June 30, 2012

<u>Ref. No.</u>	<u>Description of Findings</u>	<u>Management Response</u>
Section 1	<b>Internal Control</b>	
12-03	<b><u>Payroll</u></b> In testing of 10 employees' payroll checks from 3 separate payrolls, it was determined that one employee was paid vacation which was not deducted from his vacation accrual. Timesheets or time cards were not available on 2 out of 30 employees tested. There were no approved pay rates available. Several other employees (ones which were not tested) were missing a timesheet or time card. On another payroll, it was determined that 14 employees lacked proper documentation for leave, vacation or sick time.	An approved pay rate schedule will be implemented, all payroll documentations will be verified and supervisors will verify their department employees' leave taken or earned.
12-04	<b><u>Traffic Tickets</u></b> In reviewing traffic tickets, it was determined that there were no written procedures for maintaining, issuing, and accounting for traffic tickets. It was also observed that some old ticket books had not been turned in. In testing of 30 tickets, 6 were not entered into the citation log in the computer.	Supervisor of criminal records department will maintain control of all traffic citations and account for same.
12-05	<b><u>Travel</u></b> In reviewing \$2,262 of travel expenses which were 56% of the total travel expenses it was determined that \$307 or 14% of this amount was undocumented or lacked proper documentation.	Travel expenses will have proper documentation.
12-06	<b><u>Ordinances</u></b> During the audit it was determined that three (3) of the ordinances were not available to verify if proper collections and disbursements were being made for the sales tax and bond fund	Ordinances will be obtained.

**ST. HELENA PARISH SHERIFF**

Greensburg, Louisiana

**Management's Corrective Action Plan for Current Year Audit Findings  
Year Ended June 30, 2012**

<b>Ref. No.</b>	<b>Description of Findings</b>	<b>Management Response</b>
<b>Section II</b>	<b>Compliance</b>	
12-07	<u>Due to Taxing Bodies- Bond and Civil</u> The Sheriff collects various bond and civil fees for the Sheriff and other agencies. There is an outstanding balance due to taxing bodies of \$52,621 for the Bond Fund and \$4,958 for the Civil Fund at June 30, 2012. They have begun to account for the monies but do not have records to indicate to whom all of the money is owed.	A review of the civil account will be done to determine who is due these monies and the bond account situation has been forwarded to our attorneys for review /dispensation

**ST. HELENA PARISH SHERIFF**  
**Greensburg, Louisiana**

**Independent Accountant's Report**  
**on Applying Agreed-Upon Procedures**



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**Independent Accountant's Report  
on Applying Agreed-Upon Procedures**

The Honorable Nathaniel Williams  
St Helena Parish Sheriff  
Greensburg, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below as they are a required part of the audit engagement. I am required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

The St Helena Parish Sheriff is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by the St. Helena Parish Sheriff and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the St Helena Parish Sheriff compliance with certain laws and regulations during the year ended June 30, 2012 included in the *Louisiana Compliance Questionnaire*.

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

**Financial Management**

- 1 Determine if management (Sheriff) was presented with timely and accurate monthly financial statements, including budget-to-actual comparisons on funds (General Fund, Special Revenue fund, Utility Fund, etc ) of the St Helena Parish Sheriff, during the year under examinations.

**Response**

The Sheriff was presented with timely and accurate monthly financial statements including budget-to-actual comparisons on funds.

- 2 If management was deficit spending during the period under examination, determine if there is a formal/written plan to eliminate the deficit spending and whether management is monitoring the plan

**Response**

There was no deficit spending.

- 3 Determine if there are written policies and procedures for the following financial/business functions of the entity
  - Budgeting, including preparing, adopting, monitoring, and amending the budget

**Response**

The Sheriff is following the Local Government Budget Act in regards to preparing, adopting, and amending the budget, but the procedures are not in writing

**Management Corrective Action**

Although for many of the procedures noted in the accountant's report we do not have written policies, we do have checks and balances in place We do follow the state law regarding preparing, adopting, monitoring and amending the budget with the review of the monthly financial statements

- Purchasing, including (1) how purchases are initiated; (2) how vendors are added to vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) checks and balances to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes

**Response**

The Sheriff does not have any written policies and procedures relating to how purchases are initiated, how vendors are added to the vendor list, preparation and approval process of purchases requisitions and purchase orders The Sheriff follows the public bid law but does not have any written procedures or checks and balances to ensure compliance with the public bid law nor documentation that is required to be maintained for all bids and prices quotes

**Management Corrective Action**

In regards to purchasing, when material or items are needed a requisition is submitted by the supervisor and a purchase order is issued Finance officers ensure compliance with public bid law All invoices are presented to the Sheriff for approval before payment

- Disbursements, including processing, reviewing, and approving

**Response**

The Sheriff does not have any written policies relating to the processing, reviewing, and approval of disbursements

**Management Corrective Action**

In regards to purchasing, when material or items are needed a requisition is submitted by the supervisor and a purchase order is issued. Finance officers ensure compliance with public bid law. All invoices are presented to the Sheriff for approval before payment.

- Receipts, including receiving, recording, and preparing deposits

**Response**

The Sheriff does not have any written policies relating to the receipt, recording, and preparing of deposits.

**Management Corrective Action**

Administrative assistant records receipts and the finance officer prepares deposits.

**Credit Cards**

1. Obtain from management a listing of all active credit cards (and bank debit cards if applicable) for the period under examination, including the card numbers and the names of the persons who maintained possession of the cards.

[Note: There are three types of credit cards. (1) general (e.g., VISA, MasterCard, etc.), (2) store (e.g., WalMart, Office Depot, Sam's Club, etc.), and (3) gasoline (e.g., Fuelman, Exxon, etc.)]

**Response**

A list was obtained from the Sheriff for the period under examination.

2. Obtain and review the St. Helena Parish Sheriff's written policies and procedures for credit cards (and debit cards if applicable) and determine if the following is addressed:
  - How cards are to be controlled
  - Allowable business uses
  - Documentation requirements
  - Required approvers
  - Monitoring card usage

**Response**

The Sheriff has no written policies or procedures that reflect how the cards are controlled, the allowable business uses of the card, card documentation, card approvals, and monitoring of the card usage

**Management Corrective Action**

All credit cards with the exception of Fuelman are controlled by the finance office. Each Sheriff's department unit is furnished with a Fuelman card and each deputy has a personal pin number. Purchases are monitored and reviewed periodically for accuracy.

- 3 Obtain the monthly statements for all credit cards (general, stores, and gasoline) used during the period under examination and select for detailed review, the two largest (dollar amount) statements for each card. (Note: For a debit card, select the two monthly bank statements with the largest dollar amount of debit charges).

A Obtain the St Helena Parish Sheriff's supporting documentation for the purchases/charges shown on the selected monthly statements

- Determine if each purchase is supported by
  - An original itemized receipt (i.e., identifies precisely what was purchased)

**Response**

All credit card receipts examined had itemized receipts except for Fuelman. There was only one (1) itemized receipt for Fuelman.

**Management Corrective Action**

We are implementing a new policy where each Fuelman receipt will be submitted to the finance office and will be verified with Fuelman billing.

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating)

**Response**

All purchases had documentation of business/public purpose with the exception of the Fuelman card. However, it appears that all fuel is going in the police cars and odometer readings appeared to be consistent with how often the vehicles were being fueled.

**Management Corrective Action**

We are implementing a new policy where each Fuelman receipt will be submitted to the finance office and will be verified with Fuelman billing

- o Other documentation as may be required by policy (e g , purchase order, authorization, etc )

**Response**

There is no other documentation since there is no written policy.

- Determine if each purchase is:
  - o In accordance with thresholds or guidelines established in policies and procedures

**Response**

There are no thresholds or guidelines as there are no written policies and procedures

**Management Corrective Action**

The purchases are within our threshold, but are not in writing

- o For an appropriate and necessary business purpose relative to the St Helena Parish Sheriff.

**Response**

It appears that all expenditures were appropriate and necessary business purchase relative to the St. Helena Parish Sheriff

- Determine if any purchases were made for personal purposes If there are purchases made for personal purposes, determine the date(s) of reimbursement

**Response**

It appears that there were no purchases made for personal purposes

- Determine if any purchases effectively circumvented the St. Helena Parish Sheriff's normal procurement/purchasing process and/or the Louisiana Public Bid Law (i e , large or recurring purchases requiring the solicitation of bids or quotes)

**Response**

We did not see any purchases that effectively circumvented the St. Helena Parish Sheriff's normal procurement/purchasing process and/or the Louisiana Public Bid Law

- B Determine if there was any duplication of expenses by comparing all travel and related purchases to the appropriate person's expense reimbursement report(s)

**Response**

No duplicate expenses were found

- A Determine if each monthly credit card statement (including supporting documentation) was reviewed and approved, in writing, by someone other than the person making the purchases {Note Requiring such approval may constrain the legal authority of certain public officials (e.g , mayor of the Lawrason Act municipality )

**Response**

It cannot be determined that all purchases were approved by someone other than the person making the purchase

**Management Corrective Action**

In the future, we will make sure that all credit card statements are approved by someone other than the personal make the purchase

- B Determine if finance charges and/or late fees were assessed on the monthly statements

**Response**

There were no finance charges or late fecs assessed

**Travel and Expense Reimbursement**

- 1 Obtain and review the St Helena Parish Sheriff 's written policies and procedures for travel and expense reimbursement and determine if the following is addressed

- Allowable expenses
- Dollar thresholds by category of expense
- Documentation requirements
- Required approvers

**Response**

There are no written policies or procedures

**Management Corrective Action**

The Sheriff follows the guidelines set forth by the LSA for mileage reimbursement and other expenses are reimbursed following the submittal of expense receipts

- 1 Obtain a listing of all travel and related expense reimbursements during the period under examination and select for review, the one person who was reimbursed the most money
  - A Obtain all of the expense reimbursement reports of the selected person, including the supporting documentation, and select the three largest (dollar expense reports to review in detail (Note: If there are only three or less expense reports, review all (100%) of them )
    - Determine if each expenditure is
      - Reimbursed in accordance with written policy (e.g., rates established for meals, mileage, lodging etc )

**Response**

There are no written policies or procedures

**Management Corrective Action**

See response below

- In accordance with thresholds or guidelines established in the policies and procedures

**Response**

There are no written policies or procedures

**Management Corrective Action**

The Sheriff follows the guidelines set forth by the LSA for mileage reimbursement and other expenses are reimbursed following the submittal of expense receipts

- For an appropriate and necessary business purpose relative to the travel

**Response**

All expenditures with the exception of the receipts for \$9 60 from IHOP and the receipt from LSA for \$8 28 were determined to be of business purposes

**Management Corrective Action**

The receipt for \$9 60 from China Palace was made by the Sheriff after attending a business meeting in Hammond, Louisiana. The receipt for \$8 28 was for a pin purchased during the LSA convention

- Determine if each expenditure is supported by.
  - An original itemized receipt (i.e., identifies precisely what was purchased) {Note. an expense that is reimbursed based on an established per diem amount (e.g., meals) generally does not require a receipt.}

**Response**

Yes, all original receipts were present

- Documentation of the business/public purpose (Note. For meal charges, there should also be documentation of the individuals participating)

**Response**

There was documentation of business purpose present

- Other documentation as may be required by policy (e.g., authorization for travel, conference brochure, certificate of attendance, etc.)

**Response**

There is no written policy

**Management Corrective Action**

The Sheriff follows the guidelines set forth by the LSA for mileage reimbursement and other expenses are reimbursed following the submittal of expense receipts

- Determine if any of the expenditures were for personal purposes (e.g., extended hotel stays before or after training class, meals for spouses, entertainment, etc.).

**Response**

One receipt for \$9 60 to China Palace in Hammond and one receipt from an unknown vendor for an undetermined item purchased during an LSA conference for \$8 28



**Management Corrective Action**

The receipt for \$9 60 from China Palace was made by the Sheriff after attending a business meeting in Hammond, Louisiana. The receipt for \$8 28 was for a pin purchased during the LSA convention.

- Determine if each expense report (including documentation) was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Response**

There was no expense report. It was also determined that there was no evidence of written approval of the original receipts.

**Management Corrective Action**

In the future we will have the expense reports reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

- B Determine if there was any duplication of expenses by comparing the expense reports to charges/purchases made on credit card(s).

**Response**

There was one receipt for \$11 97 from IHOP on July 10, 2011 for a Sheriff conference.

**Management Corrective Action**

The Sheriff was paid \$11.97 for a duplicate receipt and he has reimbursed the department.

**Contracts**

- 1 Obtain and review the St. Helena Parish Sheriff's written policies and procedures for contracts/contracting, including leasing, and determine if the following is addressed:

- Types of services requiring written contracts
- Standard items and conditions
- Legal review
- Approval process
- Monitoring process

**Response**

There are no written policies or procedures for contracts/contracting, including leasing, except for following State bid law requirements.

**Management Corrective Action**

All contracts will be reviewed by our legal advisor

- 2 Determine if the St. Helena Parish Sheriff has centralized control and oversight of contracts ensure that services/deliverables received and payments made comply with the terms and conditions of the contacts

**Response**

Control comes from each department head

- 3 Obtain and review the accounting records (e.g., general ledgers, accounts payable vendor History reports, invoices, etc) for the period under examination to identify individuals/businesses being paid for contracted services (e g , professional, technical, etc ) Select the five "vendors" that were paid the most money during the period and for each

- Determine if there is a formal/written contract that supports the services arrangement and the total amount paid

**Response**

There were formal written contracts for 3 of the top 5 vendors selected

- Determine the business legitimacy of the vendor if not known by the auditor (e g , look-up the vendor on the LA Secretary of State's website)

**Response**

All of the top 5 vendors were legitimate

- 4 Obtain a listing of all active contracts and the expenditures made during the period under examination Select for detailed review, the largest (dollar amount) contract in each of the following categories that was entered into during the period.

- 1) Services
- 2) Materials and supplies
- 3) Public works

- A Obtain the selected contracts and the related paid invoices and

- Determine if the contract is a related party transaction

**Response**

No contracts were with related parties

- Determine if the transaction is subject to Louisiana Public Bid Law
  - If yes, determine if the St. Helena Parish Sheriff complied with all requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder, etc.)
  - If no, determine if the St. Helena Parish Sheriff provided an open and competitive atmosphere (a good business practice for the transaction/work)

**Response**

No contracts were subject to bid law and there is an open and competitive atmosphere

- Determine if the contract was awarded under the *request for proposals* (RFP) method. If done so, obtain all proposals and the evaluation/scoring documents to determine if the contract was awarded to the most responsible offeror whose proposal was the most advantageous taking into consideration price and other evaluation factors set forth in the *request for proposals*

**Response**

No contracts were awarded under the *request for proposals* (RFP)

- Determine if the procurement was made "off" state contract (as opposed to following the competitive bidding requirements of the Louisiana Public Bid Law). If done so, determine if the board formally adopted the use of the Louisiana Procurement Code (R.S. 39:1551-1755), the set of laws that govern most state agencies' purchases of certain services, materials and supplies, and major repairs

**Response**

No contracts were made "off" state contract

- Determine if the procurement related to homeland security and was made from federal General Services Administration (GSA) supply schedules. If done so, determine if the St. Helena Parish Sheriff (1) utilized a Louisiana licensed distributor; (2) used the competitive ordering procedures of the federal GSA, and (3) received prior approval from the director of the State office of Homeland Security and Emergency Preparedness, or his designee

**Response**

No contracts were for homeland security

- Determine if the St Helena Parish Sheriff "piggybacked" onto another agency's contract. If done so, determine if there is documentation on file that clearly demonstrates the contract was a previously bid, viable contract and the St Helena Parish Sheriff was the same as that contract's bid price

**Response**

No contracts were "piggybacked" onto another agency's contract

- Determine if the contract was amended. If done so, determine whether the original contract contemplated or provided for such an amendment. Furthermore, determine if the amendment is outside the scope of the original contract, and if so, whether it should have been separately bid and contracted

**Response**

No contracts were amended.

- Determine if the invoices received and payments made during the period complied with the terms and conditions of the contract.

**Response**

Invoices received and payments made under contract complied with terms of contract.

- Determine if there is written evidence that the St. Helena Parish Sheriff's legal advisor reviewed the contract and advised entering into the contract

**Response**

There was no evidence that contracts were reviewed by legal advisor

**Management Corrective Action**

In the future, all contracts will be reviewed by a legal advisor

- Determine if there is documentation of board approval, if required

**Response**

There is no board

**Payroll and Personnel**

- 1 Obtain and review the St. Helena Parish Sheriff's written policies and procedures for payroll and personnel and determine if they address the processing of payroll, including reviewing and approving of time and attendance records, including leave and overtime worked

**Response**

There is no written policy and procedures manual.

**Management Corrective Action**

We are reviewing if a written policy and procedures manual would be needed

- 2 Obtain a listing of employment contracts/agreements in force during the period under examination. Select the largest (dollar amount) employment contract and determine if all payments issued during the period under examination were done in strict accordance with the terms and conditions of the contract.

**Response**

The Sheriff has no employment contracts/agreements

- 3 Select the attendance and leave records for one pay period and
  - Determine if all employees are documenting their daily attendance and leave (e.g., Vacation, sick, etc.). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

**Response**

It was determined that 14 of the employees lacked proper documentation for leave, vacation time or sick time, etc

**Management Corrective Action**

More control will be utilized in the proper documentation of all leave time with each department's supervisor approval in writing for all employees. Leave permission slips will be submitted to a department's supervisor for approval/disapproval and will be attached to individual's time sheet

- Determine if supervisors are approving, in writing, the attendance and leave of all employees

**Response**

It was determined that supervisors are not approving, in writing, the attendance and leave for all employees

**Management Corrective Action**

See response to Number 3 on page 70

- Determine if the St Helena Parish Sheriff is maintaining accurate written leave records (e.g., hours earned, hours used, and balance available) on all eligible employees.

**Response**

It was determined that 3 employees did not have correct leave time calculations

**Management Corrective Action**

In the future, we will make sure leave time calculations are correct

- 4 Select the five highest paid employees and determine if changes made to their hourly pay rates/salaries during the period under examination were approved in writing and in accordance with policy

**Response**

Of the 5 highest paid employees selected none had a change in pay

- 5 Select the five largest termination payments (e.g., vacation, sick compensatory time, etc.) made during the period under examination Determine if the payments were supported by documentation, made in strict accordance with policy and/or contract, and properly approved

**Response**

It was determined that there were only 3 terminations for the audit period each of whom had supporting documentation for the payment amounts No written authorization was found that granted approval for payments to the terminated employees

**Management Corrective Action**

In the future we will obtain written authorization

- 6 Determine if any employees were also being paid as contract labor during the period of the examination

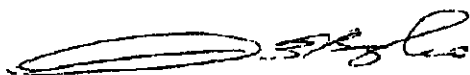
**Response**

It was determined that no employee was paid as contract labor for the period of examination

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

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

December 11, 2012



Anthony B. Baglio, CPA