

IBERIA PARISH SHERIFF

New Iberia, Louisiana

Financial Report

Year Ended June 30, 2023

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INDEPENDENT AUDITOR'S REPORT

The Honorable Thomas S. Romero
Iberia Parish Sheriff
New Iberia, Louisiana

Report on the Audit of the Financial Statements

Opinions

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

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

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements. We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, no such opinion is expressed. We evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements. We conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Sheriff's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule, schedule of employer's share of net pension liability (asset), and schedule of employer contributions information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Sheriff has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's basic financial statements. The comparative statements and the justice system funding schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the comparative statements and the justice system funding schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The prior year comparative information on these statements has been derived from the Iberia Parish Sheriff's 2022 financial statements, which was subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and, in our opinion, was fairly presented, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the budgetary comparison schedules and affidavit but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2023, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sheriff's internal control over financial reporting and compliance.

Kolder, Slaven & Company, LLC
Certified Public Accountants

New Iberia, Louisiana
December 20, 2023

BASIC FINANCIAL STATEMENTS

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana
Statement of Net Position
June 30, 2023

	Governmental Activities
ASSETS	
Cash and interest-bearing deposits	\$ 7,177,671
Certificate of deposit	4,037,927
Receivables, net	273,020
Prepaid expenditures	174,891
Capital assets, net	<u>2,786,562</u>
TOTAL ASSETS	<u>14,450,071</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - pension	<u>5,620,631</u>
LIABILITIES	
Accounts and other accrued payables	409,773
Long-term liabilities:	
Due within one year	418,339
Due in more than one year	1,236,707
Net pension liability	<u>7,611,524</u>
TOTAL LIABILITIES	<u>9,676,343</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pension	<u>1,453,138</u>
NET POSITION	
Net investment in capital assets	1,652,314
Restricted for opioid prevention	90,384
Unrestricted	<u>7,198,523</u>
TOTAL NET POSITION	<u>\$ 8,941,221</u>

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Statement of Activities
For the Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue And Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities:					
Public safety:					
Police	\$ 14,733,934	\$ 3,483,810	\$ 223,395	\$ 345,000	\$ (10,681,729)
Interest on long-term debt	<u>30,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(30,330)</u>
Total governmental activities	<u>\$ 14,764,264</u>	<u>\$ 3,483,810</u>	<u>\$ 223,395</u>	<u>\$ 345,000</u>	<u>(10,712,059)</u>
General revenues:					
Taxes:					
Property taxes, levied for general purposes					5,873,145
Sales tax					3,831,800
Grants and contributions not restricted to specific programs:					
State revenue sharing					216,287
State supplemental pay					680,182
Interest and investment earnings					85,824
Non-employer pension contributions					433,000
Miscellaneous					<u>314,976</u>
Total general revenues					<u>11,435,214</u>
Change in net position					723,155
Net position, beginning					<u>8,218,066</u>
Net position, ending					<u>\$ 8,941,221</u>

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

FUND FINANCIAL STATEMENTS (FFS)

MAJOR FUND DESCRIPTION

General Fund

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Balance Sheet - Governmental Fund
June 30, 2023

	<u>General Fund</u>
ASSETS	
Cash and interest-bearing deposits	\$ 7,177,671
Certificate of deposit	4,037,927
Receivables - other	273,020
Prepaid expenditures	<u>174,891</u>
Total assets	<u>\$ 11,663,509</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 285,667
Other accrued liabilities	<u>124,106</u>
Total liabilities	<u>409,773</u>
Fund balance:	
Nonspendable (prepaid expenditures)	174,891
Restricted for opioid prevention	90,384
Unassigned	<u>10,988,461</u>
Total fund balance	<u>11,253,736</u>
Total liabilities and fund balance	<u>\$ 11,663,509</u>

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
June 30, 2023

Total fund balance for governmental fund at June 30, 2023		\$ 11,253,736
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Capital assets, net		2,786,562
The deferred outflows of contributions for the Sheriff's Pension and Relief Fund are not a use of current resources, and therefore, are not reported in the fund financial statements.		5,620,631
Long term liabilities at June 30, 2023:		
Lease-purchase liability	\$ (1,134,248)	
Claims payable	(246,019)	
Compensated absences payable	(274,779)	
Net pension liability	<u>(7,611,524)</u>	(9,266,570)
The deferred inflows of contributions for the Sheriff's Pension and Relief Fund are not available resources, and therefore, are not reported in the fund financial statements.		<u>(1,453,138)</u>
Net position at June 30, 2023		<u>\$ 8,941,221</u>

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

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

	<u>General Fund</u>
Revenues:	
Taxes	\$ 9,704,945
Intergovernmental revenues	1,464,864
Fees, charges and commissions for services	3,483,810
Interest income	85,824
Miscellaneous	<u>314,974</u>
Total revenues	<u>15,054,417</u>
Expenditures:	
Current -	
Public safety:	
Personal services and related benefits	10,103,707
Operating services	3,534,096
Materials and supplies	198,408
Travel and other charges	30,283
Debt service	441,051
Capital outlay	<u>1,804,707</u>
Total expenditures	<u>16,112,252</u>
Deficiency of revenues over expenditures	(1,057,835)
Other financing sources:	
Capital-related debt issued	<u>1,114,361</u>
Net change in fund balance	56,526
Fund balance, beginning	<u>11,197,210</u>
Fund balance, ending	<u>\$ 11,253,736</u>

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
Year Ended June 30, 2023

Total net change in fund balance for the year ended June 30, 2023 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 56,526
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The change in net position reported for governmental activities in the statement of activities is different because:

Governmental fund 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.

Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 1,804,707	
Depreciation expense for the year ended June 30, 2023	(618,591)	
Loss on disposition of assets	<u>(344,125)</u>	841,991

Lease-purchase proceeds are reported as financing sources in governmental fund and thus contribute to the change in fund balance. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities. Similarly, repayment of principal and transfer to paying agent are recorded as expenditures in the governmental fund but reduce the liability in the statement of net position.

Capital-related debt issued	(1,114,361)	
Principal reduction from disposition of asset	108,651	
Principal payment	<u>410,723</u>	(594,987)

Differences between the amounts reported as expenses in the statement of activities and those reported as expenditures in the fund financial statements

Compensated absences payable	(7,564)	
Claims payable	153,545	
Pension expense	<u>(159,356)</u>	(13,375)

Non-employer pension contributions to the Sheriff's Pension and Relief Fund	<u>433,000</u>
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Total changes in net position for the year ended June 30, 2023 per Statement of Activities	\$ <u>723,155</u>
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The accompanying notes are an integral part of the basic financial statements.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Statement of Fiduciary Net Position
June 30, 2023

	<u>Custodial Funds</u>
ASSETS	
Cash and interest-bearing deposits	\$ 756,494
Due from others	<u>20,059</u>
Total assets	776,553
LIABILITIES	
Accounts payable and other liabilities	<u>193,973</u>
NET POSITION	
Restricted for individuals, organizations and other governments	<u>\$ 582,580</u>

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Statement of Changes in Fiduciary Net Position
June 30, 2023

	Custodial Funds
Additions:	
Sheriff's sales	\$ 981,727
Garnishments	298,683
Bonds	320,699
Fines and costs	960,827
Inmates	920,025
Forfeitures	15,631
Taxes, fees, etc. paid to tax collector	44,834,302
Interest	333
Total additions	48,332,227
Reductions:	
Ad valorem taxes and fees to taxing bodies and others	44,834,380
Civil and criminal fees distributed to others	1,919,225
Inmates	914,848
Attorneys, litigants, etc.	705,972
Other reductions	13,778
Total reductions	48,388,203
Change in fiduciary net position	(55,976)
Net position, beginning of year	638,556
Net position, end of year	\$ 582,580

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements

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, and fines, costs, and bond forfeitures imposed by the district court. The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others.

The accounting and reporting policies of the Iberia Parish Sheriff (Sheriff) conform to accounting principles generally accepted in the United States of America as applicable to governments. Such accounting and reporting procedures also conform to the requirements of the industry audit guide, *Audits of State and Local Governmental Units*.

(1) Summary of Significant Accounting Policies

A. Reporting Entity

For financial reporting purposes, the Sheriff includes all funds, account groups, activities, et cetera, that are controlled by the Sheriff as an independently elected parish official. As an independently elected parish official, the Sheriff is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Sheriff's office that are paid or provided by the parish council (government) as required by Louisiana law, the Sheriff is financially independent.

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

B. Basis of Presentation

The accompanying basic financial statements of the Iberia 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.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the Sheriff as a whole. These statements include all the financial activities of the Sheriff. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources 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, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with professional standards.

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

Fund Financial Statements (FFS)

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. The various funds of the Sheriff are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Sheriff or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The Sheriff's General Fund is considered to be a major fund. The funds of the Sheriff are described below:

Governmental Funds –

General Fund – This fund is the primary operating fund of the sheriff and it accounts for the operations of the Sheriff's office. 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.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Fiduciary Funds -

Custodial funds – The amounts reported in custodial funds are limited to assets that are being held for individuals, private organizations, or other governments outside of the primary government. The custodial funds account for assets held by the Sheriff for various taxing bodies (tax collections), deposits held pending court action, and deposits held on individual prison inmate accounts. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Sheriff's own programs. Custodial funds are presented on an economic measurement focus and full accrual basis of accounting. The individual custodial funds used by the Sheriff are as follows:

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

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

Bond Fund - To account for the collection of bonds, fines, and costs and payment of these collections to the Sheriff's General Fund and other eligible recipients in accordance with applicable laws.

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

Contraband Fund - To account for monies seized during drug policing activities.

C. Measurement Focus/Basis of Accounting

The amounts reflected in the governmental funds 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 balance 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.

The amounts reflected in the governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The sheriff considers all revenues available if they are collected within 60 days after the fiscal year end.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

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. When both restricted and unrestricted resources are available for use, it is the Sheriff's policy to use restricted resources first, then unrestricted resources as they are needed. The governmental fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, generally become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January, and February of the fiscal year.

Sales taxes are considered as "measurable" when in the hands of the sales tax collector and are recognized as revenue at that time.

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

Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

The Sheriff's primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased.

D. Cash and Interest-Bearing Deposits

Cash and interest-bearing deposits include amounts in demand deposits and interest-bearing demand deposits. They are stated at cost.

E. Prepaid Expenditures

Payments made for insurance premiums that will benefit periods beyond the end of the fiscal year are recorded as prepaid expenditures.

F. Capital Assets

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Capital assets are recorded in the Statement of Net Position 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. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Equipment	3 - 10 years
Furniture and fixtures	5 - 15 years
Vehicles	3 - 5 years

G. Compensated Absences

Employees of the Iberia Parish Sheriff earn annual leave and sick leave of 10 to 20 working days per year after one year of service. Accrued sick leave is not limited and not payable upon termination. Unused annual leave is converted to sick leave on the employee's anniversary date. Prior to that time, it is payable upon termination. At June 30, 2023, employees of the Sheriff have accumulated and vested \$274,779 of compensated absence benefits, which is recorded as a liability in the Statement of Net Position.

H. Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

I. Equity Classifications

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

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

3. **Unrestricted net position** – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balance of the governmental fund is classified as follows:

1. **Nonspendable** – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. **Restricted** – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. **Committed** – amounts that can be used only for specific purposes determined by a formal decision of the Sheriff, which is the highest level of decision-making authority.
4. **Assigned** – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.
5. **Unassigned** – all other spendable amounts.

When an expenditure is incurred for the purposes for which restricted and unrestricted fund balance is available, the Sheriff considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Sheriff considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Sheriff has provided otherwise in its commitment or assignment actions.

J. 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.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

(2) Cash and Interest-Bearing Deposits

Under state law, the Sheriff may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Sheriff may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2023, the Sheriff has cash and interest-bearing deposits (book balances) totaling \$11,972,092 as follows:

	Governmental Activities	Fiduciary Funds	Total
Cash and Interest-bearing deposits	\$ 7,177,671	\$ 756,494	\$ 7,934,165
Certificate of deposit	4,037,927	-	4,037,927
	\$ 11,215,598	\$ 756,494	\$ 11,972,092

Custodial credit risk is the risk that, in the event of a bank failure, the Sheriff's deposits might not be recovered. The Sheriff does not have a policy for custodial credit risk; however, under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the 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 bank. 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. These deposits are stated at cost, which approximates market.

Deposit balances (bank balances) at June 30, 2023, are secured as follows:

Bank balances	\$ 12,574,096
Federal deposit insurance	500,000
Uninsured and uncollateralized	585,099
Pledged securities and letters of credit	11,488,997
Total	\$ 12,574,096

Deposits in the amount of \$12,074,096 were exposed to custodial credit risk. Deposits in the amount of \$11,488,997 are uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Sheriff's name. Deposits in the amount of \$585,099 were not secured by federal deposit insurance, pledged securities, or letters of credit. The Sheriff does not have a policy for custodial credit risk.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

(3) Ad valorem taxes

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

Ad valorem taxes are budgeted and recorded in the year levied and billed. During the month of November 2022, tax notices were distributed for the 2022 tax year. Law enforcement taxes applicable to the Sheriff's General Fund, were levied at the rate of 10.30 mills on property with approximate net assessed valuations (after homestead exemption) totaling \$584,543,781.

Total law enforcement taxes levied during 2022 were \$6,020,807.

(4) Receivables

Receivables at June 30, 2023 consist of the following:

City of New Iberia	\$ 17,490
Department of Corrections	64,554
Iberia Parish Government	31,492
Iberia Parish School Board	32,487
Other	<u>126,997</u>
Total receivables	<u>\$ 273,020</u>

(5) Capital Assets

Capital asset activity for the year ended June 30, 2023 was as follows:

	6/30/2022	Additions	Deletions	6/30/2023
Governmental activities:				
Equipment	\$ 3,978,944	\$ 449,478	\$ 1,174	\$ 4,427,248
Furniture and fixtures	164,309	64,777	-	229,086
Vehicles	<u>4,864,611</u>	<u>1,290,452</u>	<u>750,396</u>	<u>5,404,667</u>
Total	<u>9,007,864</u>	<u>1,804,707</u>	<u>751,570</u>	<u>10,061,001</u>
Less accumulated depreciation				
Equipment	3,517,516	222,021	1,174	3,738,363
Furniture and fixtures	110,408	7,359	-	117,767
Vehicles	<u>3,435,369</u>	<u>389,211</u>	<u>406,271</u>	<u>3,418,309</u>
Total	<u>7,063,293</u>	<u>618,591</u>	<u>407,445</u>	<u>7,274,439</u>
Capital assets, net	<u>\$ 1,944,571</u>	<u>\$ 1,186,116</u>	<u>\$ 344,125</u>	<u>\$ 2,786,562</u>

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Depreciation expense in the amount of \$618,591 was charged to public safety.

(6) Accounts and Other Accrued Payables

The accounts, salaries, and other accrued payables at June 30, 2023 consist of the following:

Accounts	\$ 285,667
Salaries	119,520
Payroll taxes and withholdings	<u>4,586</u>
Total	<u>\$ 409,773</u>

(7) Long-Term Liabilities

During the fiscal year ending June 30, 2023, the Sheriff entered into several vehicle financing agreements totaling \$1,114,361.

Long-term liabilities outstanding at June 30, 2023 are as follows:

	Balance 6/30/2023	Due Within One Year
Ally Financial Municipal Lease-Purchase Agreement, maturing August 2023 - April 2026, monthly payments of \$762 - \$1,609 including interest of 4.25% - 6.80%, secured by vehicles with a book value of \$1,305,407 (net of \$911,666 of accumulated depreciation), which is included in the vehicles capital asset class.	\$ 1,134,248	\$ 418,339
Compensated absences	274,779	-
Other claims	<u>246,019</u>	-
Total long-term liabilities	<u>\$ 1,655,046</u>	<u>\$ 418,339</u>

During the year ended June 30, 2023, the following changes occurred in long-term liability transactions and balances:

	7/1/2022	Additions	Reductions	6/30/2023
Vehicle financing	\$ 539,261	\$ 1,114,361	\$ 519,374	\$ 1,134,248
Compensated absences	267,215	446,060	438,496	274,779
Other claims	<u>399,564</u>	<u>25,000</u>	<u>178,545</u>	<u>246,019</u>
Total	<u>\$ 1,206,040</u>	<u>\$ 1,585,421</u>	<u>\$ 1,136,415</u>	<u>\$ 1,655,046</u>

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Annual debt service requirements to maturity for the vehicle financing are as follows:

Year ending June 30,	Principal Payments	Interest Payments
2024	\$ 418,339	\$ 61,259
2025	407,476	34,674
2026	<u>308,433</u>	<u>8,559</u>
Total	<u>\$ 1,134,248</u>	<u>\$ 104,492</u>

(8) Pension Plan

Employees of the Sheriff are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan established in accordance with the provisions of Louisiana Revised Statute 11:2171 to provide retirement, disability and survivor benefits to employees of sheriff's offices throughout the State of Louisiana, employees of the Louisiana Sheriffs' Association and the Sheriff's Pension and Relief Fund's office. The Fund issues a publicly available financial report that may be obtained by writing to the Louisiana Sheriffs' Pension and Relief Fund, 1225 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 219-0500.

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Sheriffs' Pension and Relief Fund (Fund) and additions to/deductions from the Fund's fiduciary net position have been determined on the accrual basis of accounting. Employer contributions are recognized in the period in which the employee is compensated for services performed. Investments are reported at fair value.

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

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

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

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

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

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

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

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

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

Survivor's Benefits: Survivor benefits for death solely as a result of injuries received in the line of duty are based on the following. For a spouse alone, a sum equal to 50% of the member's final average compensation with a minimum of \$150 per month. If a spouse is entitled to benefits and has a child or children under eighteen years of age (or over said age if physically or mentally incapacitated and dependent upon the member at the time of his death), an additional sum of 15% of the member's final average compensation is paid to each child with total benefits paid to spouse and children not to exceed 100%. If a member dies with no surviving spouse, surviving children under age eighteen will receive monthly benefits of 15% of the member's final average compensation up to a maximum of 60% of final average compensation if there are more than four children.

If a member is eligible for normal retirement at the time of death, the surviving spouse receives an automatic option 2 benefit. The additional benefit payable to children shall be the same as those available for members who die in the line of duty. In lieu of receiving option 2 benefit, the surviving spouse may receive a refund of the member's accumulated contributions. All benefits payable to surviving children shall be extended through age twenty-two, if the child is a full time student in good standing enrolled at a board approved or accredited school, college, or university.

Permanent benefit Increases/Cost-of-Living Adjustments: Cost of living provisions for the Fund allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost of living adjustment once they have attained the age of sixty and have been retired at least one year. Funding criteria for granting cost of living adjustments is dependent on the funded ratio.

Contributions: Contributions for all members are established by the Board of Trustees. The employee contribution rate for the year ended June 30, 2023 was 10.25%. Contributions are deducted from the member's salary and remitted monthly. Gross employer contributions are determined by actuarial valuation and are subject to change each year in accordance with R.S. 11:103. For the year ended June 30, 2023, the employers contributed 11.50% of the members' salaries with an additional 0.0% allocated from the Funding Deposit Account. In accordance with state statute, the Fund receives ad valorem taxes, insurance premium taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations. Non-employer contributions are recognized as revenue in the amount of \$433,000 and excluded from pension expense for the year ended June 30, 2023.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Pension Liability (Asset), Pension Expense (Benefit), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At June 30, 2023, the Sheriff reported a liability of \$7,611,524 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriff's proportion of the net pension liability was based on a projection of the Sheriff's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the Sheriff's proportion was 0.936473%, which was an increase of 0.014865% from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the Sheriff recognized pension expense of \$986,823 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$33,116.

Contributions – Proportionate Share: Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

Actuarial Assumptions: The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

A summary of the actuarial methods and assumptions used in determining the net pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Expected Remaining Service Lives	5 years
Investment Rate of Return	6.85%, net of pension plan investment expense
Discount Rate	6.85%
Projected Salary Increases	5.00% (2.50% Inflation, 2.50% Merit)
Mortality	Pub-2010 Public Retirement Plans Mortality Table multiplied by 120% for males and 115% for females, each with full generation projection using the appropriate MP2019 scale.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

Discount Rate: The discount rate used to measure the total pension liability was 6.85%, which was a decrease of 0.05% from the prior year valuation. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary.

Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Estimates of arithmetic real rates of return for each major asset class based on the Fund's target allocation as of June 30, 2022 were as follows:

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

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

	1.0% Decrease 5.85%	Current Discount Rate 6.85%	1.0% Increase 7.85%
Employer's proportionate share of the net pension liability	<u>\$ 13,478,326</u>	<u>\$ 7,611,524</u>	<u>\$ 2,719,637</u>

At June 30, 2023, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 350,139	\$ 378,187
Change of assumptions	1,136,927	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	37,395	1,074,951
Net differences between projected and actual earnings on plan investments	3,295,311	-
Contributions subsequent to the measurement date	<u>800,859</u>	<u>-</u>
Total	<u>\$ 5,620,631</u>	<u>\$ 1,453,138</u>

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

Deferred outflows of resources of \$800,859 resulting from the Sheriff's contributions subsequent to the measurement date will be recognized as an addition of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended June 30,</u>	
2024	\$ 524,542
2025	626,103
2026	425,973
2027	<u>1,790,016</u>
	<u>\$ 3,366,634</u>

As of June 30, 2023, the Sheriff had no amounts owed to the Sheriff Pension and Relief Fund.

(9) Litigation and Claims

At June 30, 2023, the Sheriff is involved in several lawsuits claiming monetary damages. The Sheriff's legal counsel has reviewed the Sheriff's claims and lawsuits, which are primarily personal injury claims and automobile accident claims, in order to evaluate the likelihood of an unfavorable outcome to the Sheriff and to arrive at an estimate, if any, of the amount or range of potential loss to the Sheriff. As a result of the review, the various claims and lawsuits have been categorized into "probable", "reasonably possible", or "remote", as defined by the Governmental Accounting Standards Board. The Sheriff is involved in several lawsuits that are classified as "reasonably possible" with an estimated loss contingency of \$246,019.

(10) Risk Management

The Sheriff is exposed to risks of loss in the areas of auto liability, professional law enforcement liability, and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. Under Louisiana law, appointed deputies are exempt from the requirement of workers' compensation insurance coverage. The Sheriff has elected to provide "on the job" medical insurance coverage, which pays 100% of medical expenses for work related injuries. There have been no significant reductions in the insurance coverage during the current fiscal year, nor have settlements exceeded coverage for the past three years.

(11) Expenditures of the Sheriff's Office Paid by the Parish Government

The Sheriff's administrative office is located in a building owned by the Iberia Parish Government. The cost of maintaining and operating the administrative building, as required by statute, is paid by the Iberia Parish Government. These expenditures are not included in the accompanying financial statements.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

(12) Intergovernmental Agreements

On January 9, 2017, the Sheriff entered into an intergovernmental agreement with the Village of Loreauville to provide policing services. The total amount of the contract is \$60,000 per year payable in monthly installments of \$5,000. The contract expired on June 30, 2020. This agreement shall automatically renew each year thereafter unless either party elects to terminate.

On July 1, 2009, the Sheriff entered into an intergovernmental agreement with the City of Abbeville to provide prisoner housing services. The total amount of the contract is \$54,750 per year payable in monthly installments of \$4,562. The contract expired on June 30, 2010. This agreement shall automatically renew each year thereafter unless either party elects to terminate.

On October 1, 2012, the Sheriff entered into an intergovernmental agreement with the Iberia Parish School Board to provide policing services. The total amount of the contract is \$130,000 per year payable in quarterly installments of \$32,487. The contract expired on September 30, 2013. This agreement shall automatically renew each year thereafter unless either party elects to terminate.

(13) Ex-officio Tax Collector

The amount of cash on hand at year end was \$89,882. The unsettled balances of the Tax Collector Fund at June 30, 2023 consist of the following:

Collection of current and prior year taxes, not settled	\$ 85,685
Investment interest	3,123
Protest taxes	<u>1,074</u>
Total	<u>\$ 89,882</u>

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

Atchafalaya Basin Levee District	\$ 187,975
Forestry Tax	5,327
Iberia Parish Assessor	1,719,458
Iberia Parish Council	13,511,705
Iberia Parish School Board	20,107,477
Iberia Parish Sheriff	5,825,797
Louisiana Tax Commission	29,602
Teche Vermillion Fresh Water District	797,512
Twin Parish Port District 1 & 2	<u>371,694</u>
Total	<u>\$ 42,556,547</u>

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Basic Financial Statements (Continued)

For the fiscal year ended June 30, 2023, the taxes assessed and uncollected was as follows:

	Change Orders	Movable Property	Immovable Property	Total
Atchafalaya Basin Levee District	\$ 85	\$ 18,342	\$ 537	\$ 18,964
Forestry Tax	2	-	-	2
Iberia Parish Assessor	774	40,331	2,183	43,288
Iberia Parish Council	6,086	450,637	23,263	479,986
Iberia Parish School Board	9,056	331,673	17,954	358,683
Iberia Parish Sheriff	2,625	136,649	7,398	146,672
Louisiana Tax Commission	13	690	-	703
Teche Vermillion Fresh Water District	359	18,706	1,013	20,078
Twin Parish Port District 1 & 2	167	3,234	389	3,790
Total	<u>\$ 19,167</u>	<u>\$ 1,000,262</u>	<u>\$ 52,737</u>	<u>\$ 1,072,166</u>

(14) Tax Abatement

The Sheriff is subject to tax abatements granted by the Louisiana Department of Economic Development. This program has the stated purpose of increasing business activity and employment in the Parish and the State. Under the program, companies/businesses commit to expand or maintain facilities or employment in the Parish, establish a new business in the Parish, or relocate an existing business to the Parish. Agreements include an abatement of ad valorem taxes for a period of 10 years from the initial assessment date. State-granted abatements have resulted in reductions of property taxes, which the Parish administers as a temporary reduction in the assessed value of the property. The abatement agreements stipulate a percentage reduction of property taxes, which can be up to 100 percent. Because these taxes are not assessed, no adjustments have been made to the Sheriff's financial statements to record the exempt amounts. At June 30, 2023, the Sheriff's ad valorem revenues were reduced by \$72,927 as a result of industrial tax abatements in effect.

(15) Compensation, Benefits, and Other Payments to Agency Head

The schedule of compensation and benefits paid to Thomas S. Romero, Sheriff, for the year ended June 30, 2023 follows:

Purpose	Amount
Salary	\$ 189,700
Benefits-insurance	12,751
Benefits-retirement	21,868
Per diem	424
Registration fees	445
Conference travel	1,948
Total	<u>\$ 227,136</u>

**REQUIRED SUPPLEMENTARY
INFORMATION**

IBERIA PARISH SHERIFF
New Iberia, Louisiana
General Fund

Budgetary Comparison Schedule
For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Taxes	\$ 9,868,000	\$ 9,517,000	\$ 9,704,945	\$ 187,945
Intergovernmental revenues	980,000	1,425,000	1,464,864	39,864
Fees, charges and commissions for services	4,093,700	3,919,700	3,483,810	(435,890)
Interest income	10,000	85,000	85,824	824
Miscellaneous	<u>215,625</u>	<u>220,625</u>	<u>314,974</u>	<u>94,349</u>
Total revenues	<u>15,167,325</u>	<u>15,167,325</u>	<u>15,054,417</u>	<u>(112,908)</u>
Expenditures:				
Current -				
Public safety:				
Personal services and related benefits	10,552,008	9,946,834	10,103,707	(156,873)
Operating services	3,617,105	3,794,547	3,534,096	260,451
Materials and supplies	226,850	242,039	198,408	43,631
Travel and other charges	24,450	39,587	30,283	9,304
Debt service	460,000	460,000	441,051	18,949
Capital outlay	<u>244,000</u>	<u>1,895,957</u>	<u>1,804,707</u>	<u>91,250</u>
Total expenditures	<u>15,124,413</u>	<u>16,378,964</u>	<u>16,112,252</u>	<u>266,712</u>
Excess (deficiency) of revenues over expenditures	42,912	(1,211,639)	(1,057,835)	153,804
Other financing source:				
Capital-related debt issued	<u>-</u>	<u>-</u>	<u>1,114,361</u>	<u>1,114,361</u>
Net change in fund balance	42,912	(1,211,639)	56,526	1,268,165
Fund balances, beginning	<u>11,197,210</u>	<u>11,197,210</u>	<u>11,197,210</u>	<u>-</u>
Fund balances, ending	<u>\$ 11,240,122</u>	<u>\$ 9,985,571</u>	<u>\$ 11,253,736</u>	<u>\$ 1,268,165</u>

See notes to the required supplementary information.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Schedule of Employer's Share of Net Pension Liability (Asset)
For the Year Ended June 30, 2023*

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Net Pension Liability (Asset)
2023	0.936473%	\$ 7,611,524	\$ 6,693,883	113.7%	83.90%
2022	0.921608%	(456,703)	6,708,676	-6.8%	84.73%
2021	0.964314%	6,674,165	7,146,495	93.4%	84.73%
2020	1.028645%	4,865,726	7,188,011	67.7%	88.91%
2019	1.448682%	5,555,186	9,970,879	55.7%	90.41%
2018	1.564797%	6,775,999	13,287,563	51.0%	88.49%
2017	1.833396%	11,636,372	11,546,456	100.8%	82.10%
2016	1.741465%	7,762,610	11,631,670	67.2%	86.61%
2015	1.783842%	7,064,024	11,337,814	60.7%	87.34%

* The amounts presented have a measurement date of the previous fiscal year end.

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

See notes to the required supplementary information.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Schedule of Employer's Contributions
For the Year Ended June 30, 2023

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a % of Covered Payroll
2023	\$ 800,859	\$ 800,859	\$ -	\$ 6,963,993	11.50%
2022	820,001	820,001	-	6,693,883	12.25%
2021	821,813	821,813	-	6,708,676	12.25%
2020	884,310	884,310	-	7,146,495	12.37%
2019	1,271,287	1,271,287	-	7,188,011	17.69%
2018	1,436,109	1,436,109	-	9,970,879	14.40%
2017	1,436,490	1,436,490	-	10,841,435	13.25%
2016	1,827,040	1,827,040	-	13,287,563	13.75%
2015	1,645,370	1,645,370	-	11,546,456	14.25%

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

See notes to the required supplementary information.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Notes to Required Supplementary Information

1. Budgets

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

- a. The Finance Director prepares a proposed budget for the General Fund and submits it to the Sheriff for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Sheriff.

2. Pension Plan

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. These assumptions include the rate of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plan.

**SUPPLEMENTARY
INFORMATION**

IBERIA PARISH SHERIFF
New Iberia, Louisiana
Comparative Statement of Net Position
June 30, 2023 and 2022

	Governmental Activities	
	2023	2022
ASSETS		
Cash and interest-bearing deposits	\$ 7,177,671	\$ 11,100,528
Certificate of deposit	4,037,927	-
Receivables, net	273,020	328,426
Prepaid expenditures	174,891	192,784
Net pension asset	-	456,703
Capital assets	<u>2,786,562</u>	<u>1,944,571</u>
TOTAL ASSETS	<u>14,450,071</u>	<u>14,023,012</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows - pension	<u>5,620,631</u>	<u>2,294,519</u>
LIABILITIES		
Accounts and other accrued payables	409,773	424,528
Long-term liabilities:		
Due within one year	418,339	678,385
Due in more than one year	1,236,707	527,655
Net pension liability	<u>7,611,524</u>	<u>-</u>
TOTAL LIABILITIES	<u>9,676,343</u>	<u>1,630,568</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows - pension	<u>1,453,138</u>	<u>6,468,897</u>
NET POSITION		
Net investment in capital assets	1,652,314	1,357,995
Restricted for opioid prevention	90,384	-
Unrestricted	<u>7,198,523</u>	<u>6,860,071</u>
TOTAL NET POSITION	<u>\$ 8,941,221</u>	<u>\$ 8,218,066</u>

IBERIA PARISH SHERIFF
New Iberia, Louisiana
General Fund

Comparative Balance Sheet
June 30, 2023 and 2022

	2023	2022
ASSETS		
Cash and interest-bearing deposits	\$ 7,177,671	\$ 11,100,528
Certificates of deposits	4,037,927	-
Receivables - other	273,020	328,426
Prepaid expenditures	174,891	192,784
Total assets	\$ 11,663,509	\$ 11,621,738
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable	\$ 285,667	\$ 275,179
Other accrued liabilities	124,106	149,349
Total liabilities	409,773	424,528
Fund balance:		
Nonspendable (prepaid expenditures)	174,891	192,784
Restricted - opioid prevention	90,384	-
Unassigned	10,988,461	11,004,426
Total fund balance	11,253,736	11,197,210
Total liabilities and fund balance	\$ 11,663,509	\$ 11,621,738

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Justice System Funding Schedule - Receiving Entity
As Required by Act 87 of the 2020 Regular Legislative Session

Cash Basis Presentation	First Six Month Period Ended 12/31/2022	Second Six Month Period Ended 6/30/2023
Receipts From:		
Abbeville City Court\Civil Fees	\$ 370	\$ 250
Acadia Parish Clerk of Court\Civil Fees	472	127
Ascension Parish Clerk of Court\Civil Fees	15	-
Assumption Parish Clerk of Court\Civil Fees	280	-
Avoyelles Parish Clerk of Court\Civil Fees	-	70
Baton Rouge City Court\Civil Fees	35	126
Beauregard Parish Clerk of Court\Civil Fees	105	70
Bienville Parish Clerk of Court\Civil Fees	35	-
Bossier Parish Clerk of Court\Civil Fees	70	115
Breaux Bridge City Court\Civil Fees	280	270
Calcasieu Parish Clerk of Court\Civil Fees	330	425
Caddo Parish Clerk of Court\Civil Fees	35	85
Cameron Parish Clerk of Court\Civil Fees	-	35
City court of Franklin\Civil Fees	-	210
City Court of Houma\Civil Fees	190	526
City Court of Lake Charles\Civil Fees	35	35
City Court of Morgan City\Civil Fees	-	260
City Court of Shreveport\Civil Fees	-	50
City Court of Sulphur\Civil Fees	35	35
City Court of Thibodeaux\Civil Fees	35	35
Denham Springs City Court\Civil Fees	35	-
Department of Human Services\Civil Fees	-	50
East Baton Rouge Clerk of Court\Civil Fees	970	485
Evangeline Parish Clerk of Court\Civil Fees	-	50
Franklin City Court/ Civil Fees	225	85
Iberia Parish Clerk of Court\Civil Fees	70,416	48,725
Iberville Parish Clerk of Court\Civil Fees	35	70
Jeanerette City Court\Civil Fees	155	245
Jefferson Davis Parish\Civil Fees	175	15
Jefferson Parish Clerk of Court\Civil Fees	355	300
Justice of the Peace Washington Parish/Civil Fees	-	15
Lafayette City Court\Civil Fees	1,355	760
Lafayette Parish Clerk of Court\Civil Fees	5,101	6,045
Lafayette Parish Sheriff\Civil Fees	70	190

(Continued)

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Justice System Funding Schedule - Receiving Entity (Continued)
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended <u>12/31/2022</u>	Second Six Month Period Ended <u>6/30/2023</u>
Receipts From (continued):		
Lafourche Parish Clerk of Court\Civil Fees	140	570
Lincoln Parish Clerk of Court\Civil Fees	50	-
Livingston Parish Clerk of Court\Civil Fees	50	145
Louisiana Board of Ethics\Civil Fees	-	35
Natchitoches Parish Clerk of Court\Civil Fees	35	-
Orleans Parish Clerk of Court\Civil Fees	105	120
Ouachita Parish Clerk of Court\Civil Fees	-	35
Plaquemine Parish Clerk of Court\Civil Fees	80	15
Pointe Coupee Parish\Civil Fees	85	-
Rapides Parish\Civil Fees	380	210
Rayne City Court\Civil Fees	-	50
Red River Parish\Civil Fees	-	35
Sabine Parish Clerk of Court\Civil Fees	-	35
Second City Court of New Orleans\Civil Fees	-	15
St. Bernard Parish Clerk of Court\Civil Fees	70	50
St. Charles Parish Clerk of Court\Civil Fees	70	35
St. John the Baptist Clerk of Court\Civil Fees	70	140
St. Landry Parish Clerk of Court\Civil Fees	510	182
St. Martin Parish Clerk of Court\Civil Fees	1,785	1,306
St. Martin Parish Sheriff\Civil Fees	15	70
St. Tammany Parish Clerk of Court\Civil Fees	110	125
Tangipahoa Parish Sheriff\Civil Fees	70	50
Tensas Parish Clerk of Court\Civil Fees	15	-
Terrebonne Parish Clerk of Court\Civil Fees	370	290
Vermilion Parish Clerk of Court\Civil Fees	926	1,130
Vermilion Parish Sheriff\Civil Fees	70	-
Vernon Parish Clerk of Court\Civil Fees	35	85
Ville Platte City Court\Civil Fees	35	-
Washington Parish Clerk of Court\Civil Fees	-	70
West Baton Rouge Parish Clerk of Court\Civil Fees	155	70
Subtotal Receipts	<u>\$ 86,445</u>	<u>\$ 64,627</u>

IBERIA PARISH SHERIFF

New Iberia, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended <u>12/31/2022</u>	Second Six Month Period Ended <u>6/30/2023</u>
Cash Basis Presentation		
Beginning balance of amounts collected	\$ 611,149	\$ 567,480
Add: Collections		
Civil fees	909,517	370,775
Bond fees	146,315	156,565
Asset Forfeiture/Sales	2,367	15,122
Criminal court costs/fees	260,817	429,997
Criminal fines - other	91,685	152,276
Interest Earnings on Collected Balances	140	147
Other	<u>15,268</u>	<u>10,789</u>
Subtotal collections	<u>1,426,109</u>	<u>1,135,671</u>
Less: Disbursements to governments & nonprofits		
Iberia Parish Clerk of Court/Civil fees	64,551	15,297
Lafayette Parish Sheriff/Civil fees	44	37
St. Martin Parish Sheriff/Civil fees	151	16
St. Mary Parish Sheriff/Civil fees	62	-
Terrebonne Parish Sheriff/Civil fees	-	51
Criminal Court Fund/Criminal fines - other	82,335	102,486
Criminal Court Fund/Criminal court costs/fees	41,525	57,682
Iberia Parish Government/Civil fees	-	1,000
Iberia Parish Government/Criminal court costs/fees	74,595	97,272
Iberia Parish Government/Criminal fines - other	-	8
16th Judicial District Attorney/Criminal fines - other	12,985	16,247
16th Judicial District Attorney/Criminal court costs/fees	24,535	31,948
16th Judicial District Attorney/Bond fees	43,285	39,432
Iberia Parish Clerk of Court/Criminal court costs/fees	18,662	24,642
Iberia Parish Clerk of Court/Bond fees	840	842
16th Judicial District Public Defender/Criminal Court Costs/Fees	42,365	55,781
16th Judicial District Public Defender/Bond fees	36,145	29,775
Town of Delcambre/Criminal Court Costs/Fees	-	50
Keep Louisiana Beautiful Fund/Bond fees	-	50

(continued)

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity (Continued)
As Required by Act 87 of the 2020 Regular Legislative Session

	First Six Month Period Ended <u>12/31/2022</u>	Second Six Month Period Ended <u>6/30/2023</u>
Less: Disbursements to governments & nonprofits (continued)		
Acadiana Crime Lab/Criminal court costs/fees	33,323	41,910
Acadiana Crime Lab/Bond fees	840	842
16th Judicial District Judges/Criminal Court Costs/Fees	23,479	31,130
Louisiana Department of Public Safety/Criminal Court Costs/Fees	1,737	2,031
Louisiana Commission on Law Enforcement / Criminal Court Costs/Fees	5,978	7,874
Treasury State of Louisiana/Criminal Court Costs/Fees	2,835	3,676
Treasury State of Louisiana/Criminal fines - other	-	3
Louisiana Department of Health & Hospitals / Criminal Court Costs/Fees	2,513	3,023
16th Judicial District Judges/Bond fees	35,305	28,934
Louisiana Supreme Court/Criminal Court Costs/Fees	467	608
Iberia Crime Stoppers, Inc./Criminal Court Costs/Fees	1,868	2,424
Wildlife and Fisheries/Criminal Court Costs/Fees	20	65
Wildlife and Fisheries/Criminal fines - other	-	38
City of New Iberia/Criminal Court Costs/Fees	4,260	1,964
16th Judicial District Attorney/Asset Forfeiture/Sale	1,876	13,712
Less: Amounts retained by collecting agency		
Collection Fee for Collecting/Disbursing to Others		
Based on Percentage of Collection	100,908	72,578
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	20,148	14,181
Civil Fees	3,199	4,937
Bond Fees	12,985	16,244
Criminal Fines - Other	16,776	23,716
Criminal Court Costs/Fees	53,042	47,495
Less: Disbursements to individuals/3rd party collection or processing agencies		
Other Disbursements to Individuals	567,683	150,966
Payments to 3rd Party Collection/Processing Agencies	<u>138,456</u>	<u>139,443</u>
Subtotal disbursements/retainage	<u>1,469,778</u>	<u>1,080,410</u>
Total: Ending balance of amounts collected but not disbursed/retained	<u>\$ 567,480</u>	<u>\$ 622,741</u>
Ending balance of "partial payments" collected but not disbursed	<u>\$ 30,586</u>	<u>\$ 40,261</u>

**OTHER
INFORMATION**

IBERIA PARISH SHERIFF
New Iberia, Louisiana
General Fund

Budgetary Comparison Schedule
For the Year Ended June 30, 2023
With Comparative Actual Amounts for the Year Ended June 30, 2022

	2023		Actual	Variance with Final Budget Positive (Negative)	2022
	Budget				
	Original	Final			
Revenues:					
Taxes -					
Ad valorem taxes	\$ 6,318,000	\$ 5,868,000	\$ 5,873,145	\$ 5,145	\$ 5,977,323
Sales taxes	3,550,000	3,649,000	3,831,800	182,800	3,544,239
Intergovernmental revenues -					
Federal grants:					
Other	120,000	170,000	223,395	53,395	213,442
State grants	-	345,000	345,000	-	-
State revenue sharing	220,000	220,000	216,287	(3,713)	215,965
State supplemental pay	640,000	690,000	680,182	(9,818)	583,337
Fees charges and commissions for services -					
Commissions	1,052,700	1,001,700	1,042,282	40,582	1,024,447
Civil and criminal fees	185,000	185,000	173,042	(11,958)	185,728
Intergovernmental agreements	262,000	217,000	229,336	12,336	242,290
Court attendance	24,000	24,000	23,800	(200)	24,956
Security income	12,000	-	-	-	-
Transporting prisoners	135,000	135,000	93,218	(41,782)	163,707
Feeding and keeping prisoners	2,423,000	2,357,000	1,922,132	(434,868)	2,238,483
Interest income	10,000	85,000	85,824	824	5,326
Miscellaneous	215,625	220,625	314,974	94,349	208,487
Total revenues	15,167,325	15,167,325	15,054,417	(112,908)	14,627,730
Expenditures:					
Current -					
Public safety:					
Personal services and related benefits	10,552,008	9,946,834	10,103,707	(156,873)	9,972,672
Operating services	3,617,105	3,794,547	3,534,096	260,451	2,830,398
Materials and supplies	226,850	242,039	198,408	43,631	175,901
Travel and other charges	24,450	39,587	30,283	9,304	23,496
Debt service	460,000	460,000	441,051	18,949	448,704
Capital outlay	244,000	1,895,957	1,804,707	91,250	618,041
Total expenditures	15,124,413	16,378,964	16,112,252	266,712	14,069,212
Excess (deficiency) of revenues over expenditures	42,912	(1,211,639)	(1,057,835)	153,804	558,518
Other financing source:					
Capital-related debt issued	-	-	1,114,361	1,114,361	179,196
Net change in fund balance	42,912	(1,211,639)	56,526	1,268,165	737,714
Fund balance, beginning	11,197,210	11,197,210	11,197,210	-	10,459,496
Fund balance, ending	\$ 11,240,122	\$ 9,985,571	\$ 11,253,736	\$ 1,268,165	\$ 11,197,210

IBERIA PARISH SHERIFF
New Iberia, Louisiana
General Fund

Budgetary Comparison Schedule - Expenditures
For the Year Ended June 30, 2023
With Comparative Actual Amounts for the Year Ended June 30, 2022

	2023			Variance with Final Budget Positive (Negative)	2022
	Budget		Actual		
	Original	Final			
Current:					
Public safety -					
Personal services and related benefits:					
Salaries	\$ 7,533,000	\$ 7,231,107	\$ 7,335,680	\$ (104,573)	\$ 7,076,067
Pension and payroll taxes	948,308	929,145	934,550	(5,405)	895,714
Group insurance and other benefits	<u>2,070,700</u>	<u>1,786,582</u>	<u>1,833,477</u>	<u>(46,895)</u>	<u>2,000,891</u>
Total personal services and related benefits	<u>10,552,008</u>	<u>9,946,834</u>	<u>10,103,707</u>	<u>(156,873)</u>	<u>9,972,672</u>
Operating services:					
Auto fuel and oil	440,400	348,079	324,988	23,091	330,030
Auto maintenance	100,000	155,313	177,286	(21,973)	98,993
Bad debt	-	-	-	-	589
Beeper/tower	33,500	33,500	33,539	(39)	32,562
Insurance -					
Auto liability	260,000	270,000	275,599	(5,599)	258,678
Claims paid	205,000	335,000	312,174	22,826	38,488
Deputy liability	300,000	300,000	298,024	1,976	323,000
General liability	8,000	12,000	13,488	(1,488)	7,836
Other	12,000	23,500	14,006	9,494	12,552
Miscellaneous	63,455	82,797	88,183	(5,386)	76,954
Prisoner expenses	1,256,000	1,273,685	1,085,569	188,116	845,054
Professional fees -					
Accounting	70,000	60,000	57,261	2,739	61,460
Contract services	392,050	375,508	405,108	(29,600)	342,152
Legal	100,000	100,000	70,681	29,319	92,509
Third party administrative fees	1,500	1,500	500	1,000	535
Publication and printing	7,800	18,946	17,700	1,246	4,233
Rents and leases	3,300	2,900	11,416	(8,516)	9,512
Repairs and maintenance	64,800	61,946	38,908	23,038	78,982
Telephone	168,400	179,900	177,339	2,561	159,352
Training	20,400	17,473	11,294	6,179	15,071
Utilities	<u>110,500</u>	<u>142,500</u>	<u>121,033</u>	<u>21,467</u>	<u>41,856</u>
Total operating services	<u>3,617,105</u>	<u>3,794,547</u>	<u>3,534,096</u>	<u>260,451</u>	<u>2,830,398</u>

(continued)

IBERIA PARISH SHERIFF
New Iberia, Louisiana
General Fund

Budgetary Comparison Schedule - Expenditures (Continued)
For the Year Ended June 30, 2023
With Comparative Actual Amounts for the Year Ended June 30, 2022

	2023			Variance with Final Budget Positive (Negative)	2022
	Budget		Actual		
	Original	Final			
Materials and supplies:					
Office supplies	38,700	35,074	25,915	9,159	24,843
Shipping and postage	18,600	23,669	25,263	(1,594)	15,786
Law enforcement supplies	76,600	83,824	60,772	23,052	60,248
Supplies	<u>92,950</u>	<u>99,472</u>	<u>86,458</u>	<u>13,014</u>	<u>75,024</u>
Total materials and supplies	<u>226,850</u>	<u>242,039</u>	<u>198,408</u>	<u>43,631</u>	<u>175,901</u>
Travel and other charges	<u>24,450</u>	<u>39,587</u>	<u>30,283</u>	<u>9,304</u>	<u>23,496</u>
Debt service:					
Principal	430,000	430,000	410,721	19,279	419,234
Interest	<u>30,000</u>	<u>30,000</u>	<u>30,330</u>	<u>(330)</u>	<u>29,470</u>
Total debt service	<u>460,000</u>	<u>460,000</u>	<u>441,051</u>	<u>18,949</u>	<u>448,704</u>
Capital outlay:					
Computer equipment	30,000	31,615	39,383	(7,768)	27,401
Other equipment	114,000	730,727	474,873	255,854	356,461
Vehicles	<u>100,000</u>	<u>1,133,615</u>	<u>1,290,451</u>	<u>(156,836)</u>	<u>234,179</u>
Total capital outlay	<u>244,000</u>	<u>1,895,957</u>	<u>1,804,707</u>	<u>91,250</u>	<u>618,041</u>
Total expenditures	<u>\$ 15,124,413</u>	<u>\$ 16,378,964</u>	<u>\$ 16,112,252</u>	<u>\$ 266,712</u>	<u>\$ 14,069,212</u>

STATE OF LOUISIANA, PARISH OF IBERIA

AFFIDAVIT

Thomas S. Romero, Sheriff of Iberia Parish

BEFORE ME, the undersigned authority, personally came and appeared, Thomas S. Romero, the Sheriff of Iberia Parish, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$89,882 is the amount of cash on hand in the tax collector account on June 30, 2023;

He further deposed and said:

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

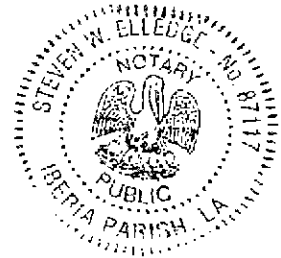
All itemized statements of all taxes assessed and uncollected, which indicate the reasons for the failure to collect, by taxing authority, are true and correct.

[Handwritten Signature]

Sheriff of Iberia Parish -/-

SWORN to and subscribed before me, Notary, this 17th day of October 2023, in my office in New Iberia, Louisiana.

[Handwritten Signature] (Signature)
Steven W. Elledge (Print), # 87117
Notary Public
@ death (Commission)



**INTERNAL CONTROL, COMPLIANCE,
AND OTHER MATTERS**

KOLDER, SLAVEN & COMPANY, LLC

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

The Honorable Thomas S. Romero
Iberia Parish Sheriff
New Iberia, Louisiana

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

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying summary schedule of current and prior year audit findings and management's corrective action plan as items 2023-001 and 2023-002 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sheriff's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed 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 and prior year audit findings and management's corrective action plan as items 2023-003 and 2023-004.

The Sheriff's Response to Findings

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Slaven & Company, LLC

Certified Public Accountants

New Iberia, Louisiana
December 20, 2023

IBERIA PARISH SHERIFF
New Iberia, Louisiana

Summary Schedule of Current and Prior Year Audit Findings
and Management's Corrective Action Plan
For the Year Ended June 30, 2023

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

A. Internal control finding –

2023-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

CRITERIA: The Sheriff should have a control policy according to which no person should be given responsibility for more than one related function.

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

CAUSE: Due to the size of the Sheriff, there are a small number of available employees.

EFFECT: The Sheriff has employees that are performing more than one related function.

RECOMMENDATION: The Sheriff should establish and monitor mitigating controls over functions that are not completely segregated.

MANAGEMENT'S CORRECTIVE ACTION PLAN: Due to the size of the operations and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

2023-002 Inadequate Controls Over Cash Bonds

Fiscal year finding initially occurred: 2023

CRITERIA: The Sheriff should have a control policy according to which the collections and deposits are properly reconciled.

CONDITION: The Sheriff did not have adequate controls in place to ensure the deposits recorded in the cash bond accounts agreed to the collections deposited in the bank.

CAUSE: Inadequate policies and procedures over the daily reconciliation of collections and deposits related to cash bonds.

EFFECT: The Sheriff had discrepancies in the amounts recorded as deposits of cash bonds to the actual amounts deposited in the bank over an unknown period of time in the amount of \$8,413. The cash bonds were received by the Inside Specialist, and receipts were issued, however, the funds were not deposited in the bond fund bank account. The Sheriff identified certain deposits that were not received by the bank and conducted an internal investigation. The internal investigation concluded that a specific employee at fault could not be determined. As of the date of the audit report, the Sheriff has not notified the District Attorney or the Legislative Auditor's office of the matter.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

**Summary Schedule of Current and Prior Year Audit Findings
and Management's Corrective Action Plan (Continued)**
For the Year Ended June 30, 2023

The Sheriff has concluded the investigation which failed to disclose any evidence of misappropriations by a specific employee. Additionally, the Sheriff has not received any restitution and no insurance claim has been filed.

RECOMMENDATION: The Sheriff should review their policies and procedures to ensure the collections and deposits for cash bonds are properly reconciled daily. The collections received for cash bonds should be reconciled to the bank deposit and any discrepancies should be addressed timely.

MANAGEMENT'S CORRECTIVE ACTION PLAN: Iberia Parish Sheriff's investigation was concluded as non-sustained as to all parties. The Iberia Parish Sheriff's Office has adopted a policy that requires the employee bringing any deposits from the Jail to accounting to obtain a written receipt from the employee accepting the deposit.

B. Compliance finding –

2023-003 Uninsured Bank Balances

CRITERIA: The Sheriff should have bank balances secured by federal deposit insurance or collateralized by the financial institution with designated securities as defined by R.S. 39:1224.

CONDITION: The Sheriff had uninsured bank balances in the amount of \$585,099. LA R.S. 39:1218-1229 requires that bank balances be secured by federal deposit insurance or collateralized by the financial institution with designed securities as defined by R.S. 39:1224.

CAUSE: The Sheriff had excess bank balances unsecured by federal deposit insurance or collateralized by the financial institution with designated securities.

EFFECT: Failure to adequately secure bank balances could result in the loss of those bank balances if the bank was insolvent.

RECOMMENDATION: The Sheriff should coordinate with the appropriate financial institution to ensure any deposits in excess of federal deposit insurance are properly collateralized.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff has determined that it will secure all bank balances with federal deposit insurance or collateralized by the financial institution with designated securities as defined by R.S. 39:1224.

2023-004 Failure to Notify the District Attorney and Legislative Auditor of Misappropriation of Public Funds

CRITERIA: The Sheriff should notify the District Attorney and Legislative Auditor whenever the Sheriff has actual or reasonable knowledge of misappropriation of public funds in accordance with LA R.S. 24:523.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

**Summary Schedule of Current and Prior Year Audit Findings
and Management's Corrective Action Plan (Continued)**
For the Year Ended June 30, 2023

CONDITION: The Sheriff did not notify the District Attorney or Legislative Auditor when it discovered a misappropriation of assets during the fiscal year.

CAUSE: The Sheriff had a misappropriation of public funds during the fiscal year but did not notify the District Attorney or Legislative Auditor.

EFFECT: The Sheriff was not in compliance with LA R.S. 24:523.

RECOMMENDATION: The Sheriff should ensure that District Attorney and Legislative Auditor are notified when the Sheriff has actual or reasonable knowledge of a misappropriation of public funds.

MANAGEMENT'S CORRECTIVE ACTION PLAN: The Sheriff will notify the District Attorney and the Legislative Auditor regarding the misappropriation discovered. Moving forward, the Sheriff will notify the District Attorney and Legislative Auditor as soon as possible regarding any potential misappropriations of public funds that may occur.

Part II. Prior Year Audit Finding

Internal control finding –

2022-001 Inadequate Segregation of Accounting Functions

Fiscal year finding initially occurred: Unknown

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

RECOMMENDATION: The Sheriff should establish and monitor mitigating controls over functions that are not completely segregated.

CURRENT STATUS: Unresolved. See internal control finding 2023-001.

2022-002 Inadequate Controls Over Inmate Funds

Fiscal year finding initially occurred: 2021

CONDITION: The Sheriff did not have adequate controls in place to ensure the deposits recorded on the individual inmate accounts agreed to the collections deposited in the bank.

RECOMMENDATION: The Sheriff should review their policies and procedures to ensure the collections and deposits for inmate accounts are properly reconciled daily. The collections credited to inmate accounts should be reconciled to the bank deposit and any discrepancies should be addressed timely.

CURRENT STATUS: Resolved.

IBERIA PARISH SHERIFF

New Iberia, Louisiana

Agreed-Upon Procedures Report

Year Ended June 30, 2023

KOLDER, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Thomas S. Romero, Sheriff
and the Louisiana Legislative Auditor

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

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

The procedures and associated findings are as follows:

Written Policies and Procedures

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

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Board or Finance Committee

(The following procedures were not applicable to the Sheriff)

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) Observe that the minutes reference or include monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - c) Obtain the prior year audit report and observe the unassigned fund balance in the General Fund. If the General Fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period reference or include a formal plan to eliminate the negative unassigned fund balance in the General Fund.
 - d) Observe whether the board/finance committee received written updates of the progress of resolving audit findings, according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Bank Reconciliations

3. Obtain a listing of the Sheriff's bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Sheriff's main operating account. Select the Sheriff's main operating account and randomly selected 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected accounts, and observe that:
 - a) Bank reconciliations included written evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations included written evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Collections (excluding electronic fund transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing was complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, we inquired of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under #8 above, obtain the Sheriff's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe whether by paper or electronic means, the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe that the disbursement documentation includes evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3 above, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was:
 - a) Approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy.
 - b) Approved by the required number of authorized signers per the entity's policy.

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

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, describe the nature of the transaction and noted whether management had compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1g).

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

Contracts

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

Payroll and Personnel

- 17. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 18. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe that supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the Sheriff's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 19. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the Sheriff's policy on termination payments. Agree the hours to the employee or officials' cumulate leave records, agree the pay rates to the employee/officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
- 20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Ethics

21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
 - a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
 - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Debt Service

(The following procedures were not applicable to the Sheriff)

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued as required by Article VII Section 8 of the Louisiana Constitution.
24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Fraud Notice

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing was complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Sheriff reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Sheriff is domiciled as required by R.S. 24:523.
26. Observe that the Sheriff has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Information Technology Disaster Recovery/Business Continuity

27. We performed the following procedures, **verbally discussed the results with management, and reported "We performed the procedure and discussed the results with management."**
 - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

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

Prevention of Sexual Harassment

- 29. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- 30. Observe the Sheriff has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- 31. Obtain the Sheriff's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observed it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - e) Amount of time it took to resolve each complaint.

Exceptions:

No exceptions were found as a result of applying the procedures listed above except:

Written Policies and Procedures

- 1. The Sheriff does not have written policies and procedure for receipts, contracting, debt service, and information technology disaster recovery/business continuity.

Bank Reconciliations

- 2. Of the five bank reconciliations selected, one bank reconciliation for a fiduciary account did not have evidence of management researching outstanding items greater than 12 months.

Collections

- 3. Of the six deposits selected, three deposits were not made within one business day of receipt.

Ethics

4. Documentation could not be provided to demonstrate that one of the five employees selected for testing had completed at least one hour of ethics training during the fiscal period.

Fraud Notice

5. As required by R.S. 24:523, the entity did not report an instance of misappropriation to the legislative auditor or the district attorney in the domiciled parish.

Prevention of Sexual Harassment

6. Of the five employees selected, one employee did not have documentation to reflect completion of at least one hour of the required sexual harassment training during the calendar.

Management's Response:

Management concurs with the exceptions noted and is working to address the deficiencies identified.

We were engaged by the Sheriff to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

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

Kolder, Slaven & Company, LLC

Certified Public Accountants

New Iberia, Louisiana
December 20, 2023