

**LINCOLN PARISH SHERIFF**  
**Ruston, Louisiana**

**Annual Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended**  
**June 30, 2024**  
**With Supplemental Information Schedules**

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended June 30, 2024  
With Supplemental Information Schedules

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Society of Louisiana Certified  
Public Accountants

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

### Independent Auditor's Report

HONORABLE STEPHEN WILLIAMS  
LINCOLN PARISH SHERIFF  
Ruston, Louisiana

#### *Opinions*

I have audited the accompanying financial statements of the governmental activities, major fund, fiduciary funds, and aggregate remaining fund information of the Lincoln Parish Sheriff, a component unit of the Lincoln Parish Police Jury, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Lincoln Parish Sheriff's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, fiduciary funds, and aggregate remaining fund information of the Lincoln Parish Sheriff as of June 30, 2024, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

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

#### *Responsibilities of Management for the Financial Statements*

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



LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Independent Auditor's Report,  
June 30, 2024

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 Lincoln Parish Sheriff's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Lincoln Parish Sheriff's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Lincoln Parish Sheriff's ability to continue as a going concern for a reasonable period of time.

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Independent Auditor's Report,  
June 30, 2024

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

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedules and notes to required supplementary information, the Schedule of Changes in Net OPEB Liability and Related Ratios, the Schedules of Employer's share of the Net Pension Liability, and the Schedules of Employer Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Lincoln Parish Sheriff's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head, affidavit, Justice System Funding Schedules for Collecting/Disbursing, and Justice System Funding Schedules for Receiving Entities, as listed in the Table of Contents, are presented for purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financials statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion the schedule of compensation, benefits and other payments to agency head, affidavit, Justice System Funding Schedules for Collecting/Disbursing, and Justice System Funding Schedules for Receiving Entities, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

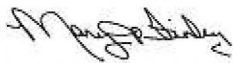
LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Independent Auditor's Report,  
June 30, 2024

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated September 6, 2024, on my consideration of the Lincoln Parish Sheriff's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Lincoln Parish Sheriff's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Lincoln Parish Sheriff's internal control over financial reporting and compliance.

***Report on Other Legal and Regulatory Requirements***

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated September 6, 2024, on the results of my state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state side agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana  
September 6, 2024

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

**Management's Discussion and Analysis**  
June 30, 2024

As management of the Lincoln Parish Sheriff, I offer readers of the Lincoln Parish Sheriff's financial statements this narrative overview and analysis of the financial activities of the Lincoln Parish Sheriff for the fiscal year ended June 30, 2024. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

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

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

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

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

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



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

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

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

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

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

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

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

The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the required supplementary information.

## **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the Lincoln Parish Sheriff exceeded assets by \$3,159,693. Assets (e.g., equipment) of the Lincoln Parish Sheriff's exceed net position due to the Net OPEB and Net Pension liabilities. These assets are not available for future spending.

An additional portion of the Lincoln Parish Sheriff's net position represents resources that are subject to external restrictions (e.g., debt service). The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Lincoln Parish Sheriff to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION		2024	2023
<b>ASSETS</b>			
Cash and cash equivalents		\$6,013,771	\$4,973,106
Investments		2,188,705	2,109,630
Receivables		509,651	535,597
Capital assets (net of accumulated depreciation)		<u>6,854,745</u>	<u>7,021,217</u>
<b>TOTAL ASSETS</b>		<u>15,566,872</u>	<u>14,639,550</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension and OPEB related		<u>7,545,841</u>	<u>8,982,365</u>
<b>LIABILITIES</b>			
Accounts payable		73,016	56,560
Salaries payable		165,929	115,891
Deferred revenue		3,767	3,000
Long-term liabilities:			
Compensated absences payable		413,564	382,611
Net pension liability		6,189,597	6,207,013
Net OPEB Obligation		<u>13,049,047</u>	<u>12,800,010</u>
<b>TOTAL LIABILITIES</b>		<u>19,894,920</u>	<u>19,565,085</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension and OPEB related		6,377,486	11,247,930
<b>NET POSITION</b>			
Invested in capital assets		6,854,745	7,190,238
Unrestricted		<u>(10,014,438)</u>	<u>(10,234,634)</u>
<b>TOTAL NET PENSION</b>		<u><u>(\$3,159,693)</u></u>	<u><u>(\$3,044,396)</u></u>

STATEMENT OF ACTIVITIES		2024	2023
Public safety:			
Personal services and related benefits		\$9,800,702	\$8,946,308
Operating services		1,418,292	1,342,752
Materials and supplies		625,657	580,942
Travel and other charges		140,602	135,912
Intergovernmental		2,255,309	2,324,370
Depreciation expense		<u>399,958</u>	<u>394,243</u>
Total Program Expenses		<u>14,640,520</u>	<u>13,724,527</u>
Program revenues:			
Charges for services:			
Commissions on licenses and taxes		340,643	216,948
Civil and criminal fees		373,877	314,678
Court attendance		9,826	9,826
Transportation of prisoners		427,984	256,366
Bond forfeiture		<u>22,917</u>	<u>1,229</u>
Total program revenues		<u>1,175,247</u>	<u>799,047</u>
Net Program Expenses		<u>(13,465,273)</u>	<u>(12,925,480)</u>
General revenues:			
Taxes:			
Ad valorem		6,425,202	6,222,634
Sales		2,903,967	2,792,288
Grants and contributions not restricted to specific programs:			
Federal sources		104,188	141,612
State sources		808,461	842,441
Local sources		464,306	458,375
Interest earned		189,486	31,048

Intergovernmental	\$2,138,515	\$2,227,313
Miscellaneous	77,354	448,546
Special items:		
gain on disposal of assets	748	(1,028)
Total General Revenues	<u>13,112,227</u>	<u>13,163,229</u>
Change in Net Position	(353,046)	237,749
Net Position - Beginning of year	<u>(2,806,647)</u>	<u>(3,044,396)</u>
Net Position - End of year	<u><u>(\$3,159,693)</u></u>	<u><u>(\$2,806,647)</u></u>

### **Financial Analysis of the Government's Funds**

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

As of June 30, 2024, combined governmental fund balances of \$8,469,415 showed an increase of \$1,026,533 over June 30, 2023. The General Fund's portion of the unassigned fund balance of \$8,371,138 shows an increase (of approximately \$1,037,241) from the prior year amount.

### **General Fund Budgetary Highlights**

The differences in the original and final budgeted revenues were due to increases ad valorem tax, sales tax, state revenue sharing, local grants, commissions on licenses and taxes, civil and criminal fees, transportation of prisoners, bond forfeitures, use of money and property, other revenue, and proceeds from disposal of assets and decreases in federal grants, state supplemental pay, other state grants, and intergovernmental. Expenditures required a decrease in operating services, travel and other charges, capital outlay and intergovernmental and increases in personal services and benefits and materials and supplies.

### **Capital Asset and Debt Administration**

**Capital assets.** The Lincoln Parish Sheriff's investment in capital assets for its governmental activities as of June 30, 2024, amounts to \$6,854,745 (net of accumulated depreciation). This investment includes furniture, vehicles and equipment. The increase in capital assets for the year was \$240,944. There were decreases of \$155,941 for the year. Increases and decreases do not agree due to completion of construction in progress.

**Long-term debt.** At the end of the fiscal year, Lincoln Parish Sheriff had debt outstanding of \$19,652,208. Of this amount, \$413,564 is for compensated absences payable. The Lincoln Parish Sheriff contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the sheriff's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at June 30, 2024 is \$13,049,047. Net Pension liability associated with the Pension Plan at June 30, 2024 is \$6,189,597.

### **Requests for Information**

This financial report is designed to provide a general overview of the Lincoln Parish Sheriff's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Lincoln Parish Sheriff, 100 West Texas Avenue, Ruston, LA 71270.



## **BASIC FINANCIAL STATEMENTS**

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

STATEMENT OF NET POSITION  
June 30, 2024

**ASSETS**

Cash and cash equivalents	\$6,013,771
Investments	2,188,705
Receivables	509,651
Capital assets (net of accumulated depreciation)	<u>6,854,745</u>
<b>TOTAL ASSETS</b>	<u><b>15,566,872</b></u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension and OPEB	<u>7,545,841</u>
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**LIABILITIES**

Accounts payable	73,016
Salaries payable	165,929
Deferred revenue	3,767
Long term liabilities:	
Compensated absences payable	413,564
Net pension liability	6,189,597
Net OPEB obligation	<u>13,049,047</u>
<b>TOTAL LIABILITIES</b>	<u><b>19,894,920</b></u>

**DEFERRED INFLOWS OF RESOURCES**

Pension and OPEB	6,377,486
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**NET POSITION**

Invested in capital assets	6,854,745
Unrestricted	<u>(10,014,438)</u>
<b>TOTAL NET POSITION</b>	<u><b>(\$3,159,693)</b></u>

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

STATEMENT OF ACTIVITIES  
June 30, 2024

Public Safety:	
Personal services and related benefits	\$9,800,702
Operating services	1,418,292
Materials and supplies	625,657
Travel and other charges	140,602
Intergovernmental	2,255,309
Depreciation expense	399,958
Total Program Expenses	<u>14,640,520</u>
Program revenues:	
Charges for services:	
Commissions on licenses and taxes	340,643
Civil and criminal fees	373,877
Court attendance	9,826
Transportation of prisoners	427,984
Bond Forfeiture	22,917
Total program revenues	<u>1,175,247</u>
Net Program Expenses	<u>(13,465,273)</u>
General revenues:	
Taxes:	
Ad valorem	6,425,202
Sales	2,903,967
Grants and contributions not restricted to specific programs:	
Federal sources	104,188
State sources	808,461
Local sources	464,306
Interest earned	189,486
Intergovernmental	2,138,515
Miscellaneous	77,354
Special items-	
Gain (loss) on disposal of assets	748
Total General revenues	<u>13,112,227</u>
Change in Net Position	<u>(353,046)</u>
<b>NET POSITION</b>	
Beginning of year	<u>(2,806,647)</u>
End of year	<u><u>(\$3,159,693)</u></u>

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, June 30, 2024

	MAJOR FUND	NON MAJOR FUND	TOTAL
	GENERAL FUND	DRUG TASK FORCE	(MEMORANDUM) ONLY
<b>ASSETS</b>			
Cash and cash equivalents	\$5,917,209	\$96,562	\$6,013,771
Investments	2,188,705		2,188,705
Receivables	504,042	5,609	509,651
<b>TOTAL ASSETS</b>	<b>\$8,609,956</b>	<b>\$102,171</b>	<b>\$8,712,127</b>
<b>LIABILITIES AND FUND BALANCE</b>			
Liabilities:			
Accounts payable	\$69,122	\$3,894	\$73,016
Deferred revenue	3,767		3,767
Salaries payable	165,929		165,929
Total Liabilities	238,818	3,894	242,712
Fund Balance:			
Committed		98,277	98,277
Unassigned	8,371,138		8,371,138
Total Fund Balance	8,371,138	98,277	8,469,415
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$8,609,956</b>	<b>\$102,171</b>	<b>\$8,712,127</b>

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

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

For the Year Ended June 30, 2024

Total Fund Balances at June 30, 2024 - Governmental Funds (Statement C)		<u>\$8,469,415</u>
Deferred outflows - pension and OPEB related		7,545,841
Cost of capital assets at June 30, 2024	\$12,089,679	
Less: Accumulated depreciation as of June 30, 2024	<u>(5,234,934)</u>	<u>6,854,745</u>
Compensated absences	(413,564)	
Net pension liability	(6,189,597)	
Net OPEB obligation	<u>(13,049,047)</u>	(19,652,208)
Deferred inflows - pension and OPEB related		<u>(6,377,486)</u>
Net Position at June 30, 2024 (Statement A)		<u><u>(\$3,159,693)</u></u>

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

**Statement D**

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND  
Statement of Revenues, Expenditures, and  
Changes in Fund Balance  
For the Year Ended June 30, 2024

	MAJOR FUND	NON MAJOR FUND	
	GENERAL FUND	DRUG TASK FORCE	TOTAL
<b>REVENUES</b>			
Taxes:			
Ad valorem taxes	\$6,425,202		\$6,425,202
Sales taxes	2,903,967		2,903,967
Intergovernmental revenues:			
Federal grants	92,050	\$12,138	104,188
State grants:			
State revenue sharing (net)	168,013		168,013
State supplemental pay	487,403		487,403
Other	153,045		153,045
Local grants	411,320	52,986	464,306
Fees, charges, and commissions for services:			
Commissions on licenses and taxes	340,643		340,643
Civil and criminal fees	373,877		373,877
Court attendance	9,826		9,826
Transportation of prisoners	427,984		427,984
Bond forfeiture	22,917		22,917
Use of money and property	189,319	167	189,486
Intergovernmental	2,138,515		2,138,515
Other	46,469	30,885	77,354
Total revenues	<u>14,190,550</u>	<u>96,176</u>	<u>14,286,726</u>
<b>EXPENDITURES</b>			
Public safety:			
Current:			
Personal services and related benefits	8,587,595		8,587,595
Operating services	1,403,558	14,734	1,418,292
Materials and supplies	605,433	20,224	625,657
Travel and other charges	74,009	66,593	140,602
Capital outlay	235,610	5,333	240,943
Intergovernmental	2,255,309		2,255,309
Total expenditures	<u>13,161,514</u>	<u>106,884</u>	<u>13,268,398</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	1,029,036	(10,708)	1,018,328
<b>OTHER FINANCING SOURCE</b>			
Proceeds from disposal of assets	8,205		8,205
<b>TOTAL OTHER FINANCING SOURCE</b>	<u>8,205</u>	<u>NONE</u>	<u>8,205</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES</b>	<u>1,037,241</u>	<u>(10,708)</u>	<u>1,026,533</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>7,333,897</u>	<u>108,985</u>	<u>7,442,882</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$8,371,138</u></u>	<u><u>\$98,277</u></u>	<u><u>\$8,469,415</u></u>

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

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

For the Year Ended June 30, 2024

Total net change in fund balances - governmental funds (Statement D)	\$1,026,533
Amounts reported for governmental activities in the Statement of Activities are different because:	
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(179,369)
In the Statement of Activities, certain operating expenses - compensated absences - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).	(30,953)
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlay in the period.	(159,015)
Governmental funds do not report gain or loss on disposition of assets. In the Statement of Activities, gain on disposition of assets increased when the asset is disposed.	(7,457)
Non-employer contributions to cost-sharing pension plan.	339,060
Pension expense	<u>(1,341,845)</u>
Change in net position of governmental activities (Statement B)	<u><u>(\$353,046)</u></u>

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Statement of Fiduciary Net Position

June 30, 2024

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>ASSETS</b>				
Cash and equivalents	<u>\$136,081</u>	<u>\$89,190</u>	<u>\$263,938</u>	<u>\$489,209</u>
<b>LIABILITIES</b>				
Due to others			\$195	\$195
Unsettled deposits due to others	<u>\$136,081</u>	<u>\$89,190</u>	<u>263,743</u>	<u>489,014</u>
TOTAL	<u>\$136,081</u>	<u>\$89,190</u>	<u>\$263,938</u>	<u>\$489,209</u>

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



LINCOLN PARISH SHERIFF  
Ruston, Louisiana

Statement of Changes in Fiduciary Net Position  
For the Year Ended June 30, 2024

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>UNSETTLED BALANCES</b>				
<b>JUNE 30, 2023</b>	<u>NONE</u>	<u>\$86,334</u>	<u>\$244,743</u>	<u>\$331,077</u>
<b>ADDITIONS</b>				
Deposits:				
Sheriff's sales		\$1,790,382		\$1,790,382
Fines, bond forfeitures, and costs			\$1,996,220	1,996,220
Garnishments		282,389		282,389
Other deposits		116,523	6,750	123,273
Taxes, fees, etc. paid to tax collector:				
Ad valorem taxes	\$44,195,918			44,195,918
Protest taxes	136,081			136,081
State revenue sharing	896,220			896,220
Insurance licenses	216,713			216,713
Interest on:				
Now account	42,460			42,460
Delinquent taxes	83,827			83,827
Prior year taxes	707			707
Tax notices, etc.	270,767			270,767
Redemptions	89,336			89,336
Collection for others	113,002			113,002
Total additions	<u>46,045,031</u>	<u>2,189,294</u>	<u>2,002,970</u>	<u>50,237,295</u>
Total	<u>46,045,031</u>	<u>2,275,628</u>	<u>2,247,713</u>	<u>50,568,372</u>

(Continued)

## LINCOLN PARISH SHERIFF

Ruston, Louisiana

## Statement of Changes in Fiduciary Net Position

For the Year Ended June 30, 2024

	TAX COLLECTOR FUND	CIVIL FUND	CRIMINAL FUND	TOTAL
<b>REDUCTIONS</b>				
Deposits, taxes, fees, etc. settled to:				
Louisiana Tax Commission	\$21,978			\$21,978
Louisiana Forestry Commission	18,155			18,155
Sheriff's General Fund	6,734,616	\$227,099	\$251,164	7,212,879
Other Sheriffs		295,731		295,731
Police jury	8,582,444		465,821	9,048,265
School board	25,199,442			25,199,442
Assessor	1,121,183			1,121,183
Municipalities			55,544	55,544
Law enforcement agencies			3,243	3,243
District Attorney			222,826	222,826
Clerk of Court	6,090	24,859	88,526	119,475
Indigent defender board			243,120	243,120
City of Ruston	1,957,723			1,957,723
Coroner			3,297	3,297
Litigants		809,024		809,024
Attorneys, appraisers, etc.		24,598		24,598
Pension funds	1,186,456			1,186,456
Northwest Crime Lab			125,328	125,328
Judicial clerk			153,449	153,449
Fire Protection Service District No. 1	659,247			659,247
Victim's restitution			28,925	28,925
Other settlements	335,370	805,127	75,477	1,215,974
Redemptions	86,246			86,246
Refunds			267,250	267,250
Total reductions	<u>45,908,950</u>	<u>2,186,438</u>	<u>1,983,970</u>	<u>50,079,358</u>
<b>UNSETTLED BALANCES</b>				
<b>June 30, 2024</b>	<u>\$136,081</u>	<u>\$89,190</u>	<u>\$263,743</u>	<u>\$489,014</u>

(Concluded)

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 2024

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

The accompanying financial statements of the Lincoln Parish Sheriff have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999.

**A. REPORTING ENTITY**

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

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

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

Because the police jury maintains the sheriff's office and provides funds for various operations of the parish jail, the sheriff was determined to be a component unit of the Lincoln Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the sheriff and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Lincoln Parish financial reporting entity.

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

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

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

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

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

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

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

### C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the sheriff are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the sheriff. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

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



## LINCOLN PARISH SHERIFF

Ruston, Louisiana

### Notes to the Financial Statements (Continued)

opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The sheriff's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the sheriff are described as follows:

#### **Governmental Fund Types**

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

**Non Major Fund** - The Drug Task Force Special Revenue Fund consists of federal grants from the United States Department of Justice passed through the Louisiana Commission on Law Enforcement and Administration of Criminal Justice, and local matching grants. The purpose of the fund is to increase the apprehension, prosecution, adjudication, detention, rehabilitation, eradication, and treatment of persons who violate state and local laws relating to the production, possession, and transfer of controlled substances.

#### **Fiduciary Fund Type - Custodial Funds**

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

#### **D. BASIS OF ACCOUNTING**

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

**1. Accrual:**

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

**2. Modified Accrual:**

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

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

**Revenues**

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

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

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

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

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

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

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, 2024, the sheriff has cash and cash equivalents (book balances) totaling \$6,502,980 as follows:

Demand deposits	\$6,080,777
Time deposits	411,778
Petty cash	<u>10,425</u>
Total	<u><u>\$6,502,980</u></u>

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10



LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

days of being notified by the Sheriff that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Sheriff's name. The Sheriff does not have a policy concerning custodial risk.

Cash and cash equivalents (bank balances) at June 30, 2024, are secured as follows:

Bank balances	<u>\$7,137,137</u>
Federal deposit insurance	<u>\$842,625</u>
Pledged securities (uncollateralized)	<u>7,512,584</u>
Total	<u>\$8,355,209</u>

#### F. INVESTMENTS

Under state law, the sheriff may invest funds in direct United States Treasury obligations fully guaranteed by the government of the United States, bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by federal agencies, provided such obligations are backed by the full faith and credit of the United States of America or issued or guaranteed by United States government instrumentalities which are federally sponsored. The Sheriff categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are observable inputs such as quoted prices in active markets for identical assets; level 2 inputs are inputs, other than the quoted prices in active markets, that are observable either directly or indirectly; level 3 inputs are unobservable inputs where there is little or no market data, which require the Sheriff to develop its own assumptions.

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

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

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

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

At year-end, the sheriff's investment balances are in United State government securities totaling \$2,188,705, which is also fair market value. There is an no unrealized gain or loss. Sheriff's office reported a loss on investments due to a decrease in market value.

**G. SALES TAX**

The voters of the parish approved to levy a 1/4% of one percent sales and use tax in perpetuity, beginning July 1, 2012. The proceeds of the sales tax are dedicated for the purpose of providing financial support to the Lincoln Parish Sheriff's office. The sheriff's office has entered into an agreement with the Lincoln Parish Sales and Use Tax Commission for collection of the tax. For its services, the tax commission receives a pro-rated percentage of costs based on gross collections for the year ended June 30, 2024.

**H. CAPITAL ASSETS**

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

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

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

**I. VACATION AND SICK LEAVE**

After one year of service, all employees are granted 10 days of vacation leave each year. After 10 years of cumulative full time employment, one additional day of vacation per year shall be granted until the number of vacation days reaches the maximum of 15 days. Employees will be allowed 10 days of sick leave each year. Any unused vacation is converted to sick time. Sick time is accrued with no limit. At termination or retirement, sick time is forfeited.

Employees are allowed to accrue K-time and holiday time. It was determined that this leave time has accumulated and is now material to the audit and was included during this audit period. The sheriff's office has an accrued liability of \$413,564 at June 30, 2024.

**J. RISK MANAGEMENT**

The sheriff is exposed to various risk of loss related to law enforcement liability; torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle risk of loss, the sheriff maintains commercial insurance covering; automobile liability; general liability; commercial crime; law enforcement; public officials liability; and worker's compensation and employer's liability. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

**K. PENSION PLANS**

The Lincoln Parish Sheriff's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 6. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

**L. EQUITY CLASSIFICATIONS**

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

LINCOLN PARISH SHERIFF

Ruston, Louisiana

Notes to the Financial Statements (Continued)

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

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

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

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

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

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

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

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

The General Fund has an unassigned fund balance of \$8,371,138. If applicable, the Sheriff would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The Sheriff considers restricted amounts have been spent when an expenditure has been incurred for the purpose for which both restricted and unrestricted fund balance is available.

**M. INTERFUND TRANSACTIONS**

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

**N. ELIMINATION AND RECLASSIFICATIONS**

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

**O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

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



**P. ESTIMATES**

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

**Q. TOTAL COLUMN ON THE BALANCE SHEET**

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

**2. LEVIED TAXES**

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

Constitutional	4.62	indefinite
Law Enforcement Sheriff	<u>7.83</u>	expires 2031
Total	12.45	

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

Assessment date	January 1
Levy date	June 30
Tax bills mailed	October 25
Total taxes due	December 31
Penalties & interest added	January 7 of ensuing year
Tax Sale	June 6 of ensuing year

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

The assessed value was \$585,900,747 in 2023. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property tax. In 2023, this homestead exemption was \$60,009,129 of the total assessed value. The following are the principal taxpayers for the parish:

	2023 Assessed Valuation	% of Total Assessed Valuation
TGNR TVL LLC	\$37,989,863	6.48%
Penntex North Louisiana LLC	34,187,507	5.84%
ETC Texas Pipeline, LTD	15,941,598	2.72%
Roseburg Forest Products South LP	13,612,862	2.32%
Origin Bancorp Inc	10,560,567	1.80%
Total	<u>\$112,294,420</u>	<u>19.17%</u>

### 3. RECEIVABLES

The receivables of \$509,651 at June 30, 2024, are as follows:

Intergovernmental - federal, state and local grants	\$65,674
Fees, charges & commissions	60,041
Ad valorem tax	24,752
Sales tax	248,536
Other	110,648
Total	<u>\$509,651</u>

### 4. ON-BEHALF PAYMENTS

Certain employees of the Lincoln Parish Sheriff receive supplemental pay from the State. In accordance with GASB Statement No. 24, the Sheriff has recorded revenues and expenditures for these payments in the General Fund. Revenues and expenditures under this arrangement totaled \$487,403.

### 5. CHANGES IN CAPITAL ASSETS

A summary of changes in office furnishings and equipment for the year ended June 30, 2024, follows:

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

	Beginning Balance	Additions	Deletions	Ending Balance
Construction in Progress	NONE	\$82,776	(\$82,776)	NONE
Buildings and Improvements	8,012,420	82,776		\$8,095,196
Furniture and equipment	2,851,603	147,209		2,998,812
Vehicles	1,140,653	10,959	(155,941)	995,671
Total assets	12,004,676	323,720	(238,717)	12,089,679
Less accumulated depreciation	4,983,459	399,958	(148,483)	5,234,934
Net capital assets	\$7,021,217	(\$76,238)	(\$90,234)	\$6,854,745

Depreciation expense of \$399,958 was charged to the public safety function.

## 6. PENSION PLAN

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

### *Summary of Significant Accounting Policies.*

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

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



***Plan Fiduciary Net Position.***

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

***Pension Amount Netting.***

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

***Plan Description.***

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

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

***Plan Benefits***

**Retirement Benefits**

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

## LINCOLN PARISH SHERIFF

Ruston, Louisiana

### Notes to the Financial Statements (Continued)

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

For a member whose first employment making him eligible for membership in the system began on or after January 1, 2012: Members with twelve years of creditable service may retire at age sixty-two; members with twenty years of service may retire at age sixty; members with thirty years of creditable service may retire at age fifty-five. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service; the accrual rate is 3.33 percent. The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

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

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

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

#### Disability Benefits

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

Survivor Benefits

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

Deferred Benefits:

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

Back Deferred Retirement Option Plan (Back-DROP)

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

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ending June 30, 2024, the actual employer contribution rate was 11.5%.

In accordance with state statute, the Fund also receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contribution revenue for the year ended June 30, 2023 was \$339,060.

The Sheriff's contractually required composite contribution rate for the year ended June 30, 2023 was 11.50% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. The Lincoln Parish Sheriff's contributions to the Fund for the years ended June 30, 2024 and 2023 were \$669,631 and \$649,269, respectively, equal to the required contributions for each year.

The Sheriff has elected under state statute to pay both the employer and the employee contributions to the retirement system. Due to this election, the Sheriff contributed an additional \$595,921 on behalf of the employees for the year.

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

For the years ending June 30, 2024 and 2023, the Sheriff reported a liability of \$6,189,597 and \$6,207,013, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023 and 2022, respectively, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Sheriffs' proportion of the net pension liability was based on a projection of the Sheriffs' long-term share of contributions to the pension plan relative to the projected contributions of all participating sheriffs', actuarially determined. At June 30, 2023, the Sheriffs' proportion was .7043 percent, which was a decrease of .059 from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the Sheriff recognized pension expense of \$2,019,682. 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	\$1,148,641	\$113,283
Changes in assumptions	475,752	
Net difference between projected and actual earnings on pension plan	1,236,452	



LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

Changes in employer's proportion of beginning NPL	81,216	376,804
Differences between employer and proportionate share of contributions	35,458	22,200
Sheriff contributions subsequent to the measurement date	669,631	
Total	\$3,647,150	\$512,287

\$669,631 reported as deferred outflows of resources related to pensions resulting from the Lincoln Parish Sheriffs' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2024	\$638,963
2025	392,572
2026	1,399,846
2027	33,851
Total	2,465,232

**Actuarial assumptions.** The total pension liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2023
Actuarial cost Method	Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return	6.85%, net of investment expense
Discount Rate	6.85%
Projected salary increases	5.0% (2.50% inflation, 2.50% merit)
Mortality rates	<p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and 115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.</p>

LINCOLN PARISH SHERIFF

Ruston, Louisiana

Notes to the Financial Statements (Continued)

Expected remaining service lives	2023-5 years, 2022 - 5 years 2021 - 5 years, 2020 - 6 years, 2019 - 6 years, 2018 - 6 years, 2017 - 7 years, 2016 - 7 years, 2015 - 6 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted

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

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

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

Asset Class	Expected Rate of Return		
	Target Asset Allocation	Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	62%	6.69%	4.15%
Fixed Income	25	4.92	1.23
Alternative Investments	13	5.77	0.75
Totals	100%		6.13
Inflation			2.49
Expected Arithmetic Nominal Return			8.62%

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

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

	1% Decrease (5.85%)	Current Discount Rate (6.85%)	1% Increase (7.85%)
Sheriffs' proportionate share of the net pension liability	\$10,968,070	\$6,189,597	\$2,204,434

## 7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

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

**Benefits Provided -** Benefits are provided through comprehensive plans and are made available to employees upon actual retirement. The employer pays 100% of the medical coverage for the retired employees and for their dependents hired before July 1, 2010. For employees hired on and after July 1, 2010, only retiree coverage is provided by the employer. For employees hired on and after September 1, 2013 the employer pays 50% if services is less than 30 years. See the section below for details on Life Insurance benefits. Employees are covered by a retirements system whose retirement eligibility (D.R.O.P. entry) provisions as follows: 30 years of service at any age or, age 55 and 12 years of service; or age 55 and 30 years of service, or age 60 and 20 years of service, or age 62 and 12 years of service, for employees hired on and after January 1, 2012 and prior to September 1, 2013; or age 55 and 30 years of service, or age 60 and 20 years of service, for employees hired on and after September 1, 2013. Notwithstanding this there is a minimum service requirement or 15 years for benefits.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but is reduced to 75% of the original amount at age 65 and to 50% of the original amount at age 70, though not below amount \$10,000.

***Employees covered by benefit terms -*** At June 30, 2024, the following employees were covered by the benefit terms:

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

Inactive employees or beneficiaries currently receiving benefit payments	39
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	81
Total employees	<u>120</u>

**Total OPEB Liability**

The Sheriff's total OPEB liability of \$13,049,047 was measured as of June 30, 2024 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* - The total OPEB liability in the June 30, 2024 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0% annually
Salary increases	3.0% annually
Prior Discount rate	3.65% annually
Discount rate	3.93% annually
Healthcare cost trend rates	Getzen model, initial trend of 5.5%
	120% of Pub-2010 for General Employees and Healthy Retirees
Mortality	with MP-2021 scale.

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2024, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2024 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2024.

**Changes in the Total OPEB Liability**

Balance at June 30, 2023	\$12,800,010
Changes for the year:	
Service cost	309,950
Interest	472,857
Changes of benefit terms	NONE
Differences between expected and actual	420,481
Changes of assumptions	(557,002)
Benefit payments and net transfers	(397,249)
Net Changes	<u>\$249,037</u>
Balance at June 30, 2024	<u>\$13,049,047</u>



LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

*Sensitivity of the total OPEB liability to changes in the discount rate* - The following presents the total OPEB liability of the Sheriff, as well as what the Sheriff's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.93%) or 1-percentage-point higher (4.93%) than the current discount rate:

	<b>1.0% Decrease (2.93%)</b>	<b>Current Discount Rate (3.93%)</b>	<b>1.0% Increase (4.93%)</b>
Total OPEB liability	\$15,360,936	\$13,049,047	\$11,213,821

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

	<b>1.0% Decrease (4.5%)</b>	<b>Current Discount Rate (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$11,461,515	\$13,049,047	\$15,084,471

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

For the year ended June 30, 2024, the Sheriff recognized OPEB expense of \$576,619. At June 30, 2024, the Sheriff reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual expenditures	\$1,054,800	(\$3,098,141)
Changes in assumptions	2,843,891	(2,767,058)
Total	<u>\$3,898,692</u>	<u>(\$5,865,199)</u>

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

Year ended June 30:	
2025	(\$206,188)
2026	(206,188)
2027	(206,188)
2028	(206,188)

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

2029	(206,188)
Thereafter	(\$935,568)

## 8. DEFERRED COMPENSATION

All of the employees of the Lincoln Parish Sheriff are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed IRS established maximum allowable) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Sheriff matches a percentage based on the number of service years. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Lincoln Parish Sheriff does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2024, the Sheriff's matching funds totaled \$153,132.

## 9. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for the year ended June 30, 2024:

	Compensated Absences
Long-term obligations at July 1, 2023	\$382,611
Additions	172,117
Deductions	(164,976)
Adjustments	23,812
Long-term obligations at June 30, 2024	<u>\$413,564</u>

Adjustment to compensated absences balance at June 30, 2024, was made to reflect differences due to changes in beginning and ending pay rates.

## 10. TAX COLLECTOR ENDING CASH BALANCE

At June 30, 2024, the tax collector has cash and equivalents (book balances) totaling \$136,081.

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

**11. AD VALOREM TAXES COLLECTED**

The tax collector has collected and disbursed the following taxes for the year ended June 30, 2024, by taxing body as follows:

Louisiana Forestry Service	\$18,117
Louisiana Tax Commission	21,965
Lincoln Parish Assessor	1,072,494
Lincoln Parish Police Jury	8,080,928
Lincoln Parish School Board	24,811,450
Lincoln Parish Sheriff	6,412,235
Fire Protection District #1	655,955
City of Ruston	<u>1,952,058</u>
Total	<u><u>\$43,025,202</u></u>

**12. TAX UNCOLLECTED AND UNSETTLED**

The tax collector has not collected and disbursed the following taxes for the year ended June 30, 2024, by taxing body as follows:

Lincoln Parish Assessor	\$2,249
Lincoln Parish Police Jury	17,262
Lincoln Parish School Board	55,020
Lincoln Parish Sheriff	13,724
Fire Protection District #1	6,768
City of Ruston	<u>5,431</u>
Total	<u><u>\$100,454</u></u>

The majority of uncollected taxes consist of bankruptcy, adjudications, moveable and immovable property. The Sheriff has hired an outside firm to collect outstanding taxes.

**13. COLLECTIONS FOR OTHERS**

At June 30, 2024, the tax collector has collected and disbursed the following:

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
Notes to the Financial Statements (Continued)

	<u>Total</u>	<u>Collection</u>	<u>Final</u>
Occupational Licenses			
Lincoln Parish Police Jury	\$216,619	\$32,493	\$184,126
Ad Valorem Taxes:			
City of Ruston	1,213,456	27,000	1,186,456
Fire District No.1	690,846	34,891	655,955
Total Collection for Others	<u>\$2,120,92</u>	<u>\$94,384</u>	<u>\$2,026,537</u>

**14. LITIGATION AND CLAIMS**

At June 30, 2024, the Lincoln Parish Sheriff is involved in several lawsuits which are fully covered by the sheriff's liability insurance.

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

The Lincoln Parish Sheriff's office is located in the parish courthouse and they have just completed a new building. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Lincoln Parish Police Jury.

**REQUIRED SUPPLEMENTARY INFORMATION**  
**PART II**

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND

For the Year Ended June 30, 2024

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes:				
Ad valorem tax	\$6,207,000	\$6,422,153	\$6,425,202	\$3,049
Sales tax	2,760,000	2,819,867	2,903,967	84,100
Intergovernmental revenues:				
Federal grants	89,145	71,378	92,050	20,672
State grants:				
State revenue sharing (net)	167,398	168,013	168,013	
State supplemental pay	496,200	488,051	487,403	(648)
Other	170,655	144,590	153,045	8,455
Local grants	407,000	411,320	411,320	
Fees, charges, and commissions for services:				
Commissions on licenses and taxes	207,867	329,909	340,643	10,734
Civil and criminal fees	297,020	351,355	373,877	22,522
Court attendance	9,690	9,760	9,826	66
Transportation of prisoners	349,670	470,986	427,984	(43,002)
Bond forfeitures	1,000	22,917	22,917	
Use of money and property	21,290	184,203	189,319	5,116
Intergovernmental	2,240,250	2,111,545	2,138,515	26,970
Other revenue	6,640	35,158	46,469	11,311
Total revenues	<u>13,430,825</u>	<u>14,041,205</u>	<u>14,190,550</u>	<u>149,345</u>
<b>EXPENDITURES</b>				
Public safety:				
Current:				
Personal services and benefits	8,486,372	8,658,105	8,587,595	70,510
Operating services	1,594,662	1,445,055	1,403,558	41,497
Materials and supplies	552,476	643,792	605,433	38,359
Travel and other charges	66,260	57,607	74,009	(16,402)
Capital outlay	392,578	238,711	235,610	3,101
Intergovernmental	2,338,477	2,230,607	2,255,309	(24,702)
Total expenditures	<u>13,430,825</u>	<u>13,273,877</u>	<u>13,161,514</u>	<u>112,363</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	NONE	767,328	1,029,036	261,708
<b>OTHER FINANCING SOURCE (Use):</b>				
Proceeds form disposal of assets		13,658	8,205	(5,453)
Total Other Financing Source (Use)	NONE	13,658	8,205	(5,453)
<b>EXCESS OF REVENUES AND OTHER SOURCE OVER EXPENDITURES</b>	NONE	780,986	1,037,241	256,255
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>7,171,008</u>	<u>7,333,897</u>	<u>7,333,897</u>	<u>NONE</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$7,171,008</u>	<u>\$8,114,883</u>	<u>\$8,371,138</u>	<u>\$256,255</u>

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



LINCOLN PARISH SHERIFF  
Ruston, Louisiana

NOTES TO BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2024

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

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

Schedule 2

Lincoln Parish Sheriff  
Schedule of Changes in Net OPEB Liability and Related Ratios  
FYE June 30, 2024

Total OPEB Liability	2018	2019	2020	2021	2022	2023	2024
Service cost	\$176,576	\$125,067	\$426,515	\$449,777	\$405,268	\$262,776	\$309,950
Interest	384,529	388,526	388,468	333,721	327,287	434,433	472,857
Changes of benefits terms	NONE	2,073,794	NONE	NONE	NONE	NONE	NONE
Differences between expected and actual experience	(509,446)	(3,705,332)	992,768	(1,394,949)	(60,231)	193,827	420,481
Changes of assumptions	NONE	1,324,888	2,561,114	1,013,843	(3,134,562)	144,774	(557,002)
Benefit payments	<u>NONE</u>	<u>(359,321)</u>	<u>(379,084)</u>	<u>(328,475)</u>	<u>(346,542)</u>	<u>(376,539)</u>	<u>(397,249)</u>
Net change in total OPEB liability	51,659	(152,378)	3,989,781	73,917	(2,808,780)	659,271	249,037
Total OPEB liability - beginning	<u>10,986,540</u>	<u>11,038,199</u>	<u>10,885,821</u>	<u>14,875,602</u>	<u>14,949,519</u>	<u>12,140,739</u>	<u>12,800,010</u>
Total OPEB liability - ending	<u>\$11,038,199</u>	<u>\$10,885,821</u>	<u>\$14,875,602</u>	<u>\$14,949,519</u>	<u>\$12,140,739</u>	<u>\$12,800,010</u>	<u>\$13,049,047</u>
Covered employee payroll	\$3,855,114	\$3,751,280	\$3,863,818	\$3,947,486	\$4,065,911	\$4,147,367	\$4,271,788
Net OPEB liability as a percentage of covered-employee payroll	286.33%	290.19%	385.00%	378.71%	298.60%	308.63%	305.47%
<i>Benefit Changes</i>	None	None	None	None	None	None	None
<i>Changes in Assumptions</i>							
<i>Discount Rate:</i>	3.50%	3.50%	2.21%	2.16%	3.54%	3.65%	3.93%
<i>Mortality:</i>	RP-2000	RP-2000	RP-2000	RP-2014	RP-2014	Pub-2010/2021	Pub-2010/2021
<i>Trend:</i>	5.50%	5.50%	5.50%	Variable	Variable	Getzen Model	Getzen Model

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

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

**Lincoln Parish Sheriff**  
**Schedule of Employer's Share of Net Pension Liability**  
**June 30, 2024**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.776062%	\$3,073,210	\$4,992,801	61.55%	87.34%
2015	0.793519%	\$3,537,125	\$5,256,383	67.29%	86.61%
2016	0.753087%	\$4,779,764	\$5,144,835	92.90%	82.09%
2017	0.916088%	\$3,966,912	\$6,343,592	62.53%	88.49%
2018	0.982850%	\$3,768,884	\$6,764,842	55.71%	90.41%
2019	0.757666%	\$3,583,934	\$5,294,179	67.70%	88.91%
2020	0.755880%	\$5,231,561	\$5,092,911	102.72%	84.73%
2021	0.720625%	(\$357,106)	\$5,264,186	(6.78)%	101.04%
2022	0.763671%	\$6,207,013	\$5,664,674	109.57%	83.90%
2023	0.704342%	\$6,189,597	\$5,645,821	109.63%	83.94%

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

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

**Lincoln Parish Sheriff**  
**Schedule of Employer Contributions**  
**June 30, 2024**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$693,500	\$693,500	\$0	\$4,992,801	13.89%
2015	\$749,035	\$749,035	\$0	\$5,256,383	14.25%
2016	\$707,415	\$707,415	\$0	\$5,144,835	13.75%
2017	\$840,530	\$840,530	\$0	\$6,343,592	13.25%
2018	\$862,517	\$862,517	\$0	\$6,764,842	12.75%
2019	\$648,537	\$648,537	\$0	\$5,294,179	12.25%
2020	\$623,913	\$623,913	\$0	\$5,092,911	12.25%
2021	\$644,863	\$644,863	\$0	\$5,264,186	12.25%
2022	\$693,923	\$693,923	\$0	\$5,664,674	12.25%
2023	\$649,269	\$649,269	\$0	\$5,645,821	11.50%

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

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

STATE OF LOUISIANA

PARISH OF LINCOLN

**AFFIDAVIT**

**J. STEPHEN WILLIAMS, SHERIFF OF LINCOLN PARISH**

BEFORE ME, the undersigned authority, personally came and appeared, J. STEPHEN WILLIAMS, SHERIFF OF LINCOLN PARISH, State of Louisiana, who after being duly sworn, deposed and said:

The following information is true and correct:

\$136,081 is the amount of cash on hand in the tax collector account on June, 30, 2024.

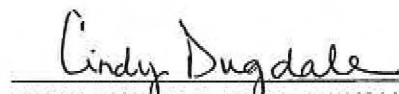
He further deposed and said:

All itemized statements of the amount of taxes collected for the tax year, 2023, 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.

  
\_\_\_\_\_  
J. STEPHEN WILLIAMS, SHERIFF  
SHERIFF & EX-OFFICIO TAX COLLECTOR

SWORN to and subscribed before me, Notary, this 6<sup>th</sup> day of September, 2024, in my office in Ruston, Louisiana.

  
\_\_\_\_\_  
CINDY DUGDALE, NOTARY PUBLIC # 133936  
LINCOLN PARISH, LOUISIANA

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**



LINCOLN PARISH SHERIFF  
Ruston, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended June 30, 2024

STEPHEN WILLIAMS, SHERIFF

PURPOSE	AMOUNT
Salary	\$178,594
Expense allowance	17,859
Benefits-insurance	20,136
Benefits-retirement	48,042
Benefits-deferred compensation	3,900
Benefits-medicare	3,187
Meals	182
Registration fees	125
Housing and lodging	2,581
Membership dues-Sheriffs Association	16,371

See independent auditor's report.

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY  
For the Year Ended June 30, 2024

CASH BASIS PRESENTATION	First Six Month Period Ended 12/30/2023	Second Six Month Period Ended 6/30/2024
<b>Receipts From:</b>		
Lincoln Parish Police Jury, Criminal Court Costs/Fees	\$2,584	\$7,242
Third Judicial District Attorney - Asset Forfeiture	11,423	11,494
Third Judicial District Attorney - Asset Forfeiture (MJ Task)	37,646	14,349
<b>Subtotal Receipts</b>	<u>\$51,653</u>	<u>\$33,085</u>
<b>Total: Ending Balance of Amounts</b>		
Assessed but not Received	<u>NONE</u>	<u>NONE</u>

See independent auditor's report.

LINCOLN PARISH SHERIFF  
Ruston, Louisiana  
JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY  
For the Year Ended June 30, 2024

CASH BASIS PRESENTATION	First Six Month Period Ended 12/30/2023	Second Six Month Period Ended 6/30/2024
<b>Beginning Balance of Amounts Collected</b>	\$331,272	\$516,434
<b>Add: Collections</b>		
Civil Fees	874,847	1,294,604
Bond Fees	375,347	177,025
Criminal Court Costs/Fees	655,221	693,525
Restitution	27,390	1,674
Probation/Parole/Supervision Fees	21,247	29,311
Service/Collection Fees	9,971	9,872
Interest Earnings on Collected Balances	2,897	3,726
Other	3,038	3,982
<b>Subtotal Collections</b>	<b>1,969,958</b>	<b>2,213,719</b>
<b>Less: Disbursements To Governments &amp; Nonprofits</b>		
Louisiana State Police, PEI - Criminal Court Costs/Fees	1,304	1,910
Louisiana Wildlife and Fisheries - Criminal Court Costs/Fees	5	10
Lincoln Parish Coroner - Criminal Court Costs/Fees	1,635	1,662
Third Judicial Indigent Defender Board - Criminal Court Costs/Fees	88,981	94,057
Third Judicial Indigent Defender Board - Bond Fees	29,345	30,737
Case Management Information Systems - Criminal Court Costs/Fees	5,403	5,735
North Louisiana Crime Laboratory - Criminal Court Costs/Fees	59,737	61,839
North Louisiana Crime Laboratory - Bond Fees	2,086	1,666
Crimestoppers North Delta - Criminal Court Costs/Fees	3,605	3,826
Third Judicial District Attorney, Criminal Court Costs/Fees	37,432	39,929
Third Judicial District Attorney, Criminal Fines Other	38,439	40,681
Third Judicial District Attorney, Bond Fees	32,761	32,774
Third Judicial District Attorney, Other	354	456
Lincoln Parish Police Jury - Criminal Fines Other	211,930	218,890
Lincoln Parish Police Jury - Other	16,480	18,521
Lincoln Parish Detention Center - Bond Fees	15,645	12,495
Third Judicial District Judge's Office - Criminal Court Costs/Fees	37,226	40,093
Third Judicial District Judge's Office - Bond Fees	27,259	29,071
Third Judicial District Judge's Office - Other	9,900	9,900
Louisiana Commission on Law Enforcement - Criminal Court Costs/Fees	6,994	7,202
Louisiana Traumatic Head & Spinal Cord - Criminal Court Costs/Fees	6,165	6,407
Louisiana Supreme Court - Criminal Court Costs/Fees	895	949
City of Ruston - Bond Fees	1,799	2,128
City of Ruston, Clerk of Court - Bond Fees	514	608
Ruston Police Department - Criminal Court Costs/Fees	28	NONE
Village of Choudrant - Criminal Court Costs/Fees	21,374	28,880
Village of Dubach - Criminal Court Costs/Fees	242	NONE
East Baton Rouge Parish Clerk of Court-Service/Collection Fees	79	NONE
Bienville Parish Sheriff - Service/Collection Fees	65	35
East Baton Rouge Parish Sheriff - Service/Collection Fees	303	79
Jackson Parish Sheriff - Service/Collection Fees	61	121
Jefferson Parish Sheriff - Service/Collection Fees	180	NONE

LINCOLN PARISH SHERIFF  
JUSTICE SYSTEM FUNDING SCHEDULE-  
COLLECTING/DISBURSING ENTITY  
RUSTON, LA  
FYE 6/30/2024

CASH BASIS PRESENTATION	First Six Month Period Ended 12/30/2023	Second Six Month Period Ended 6/30/2024
Ouachita Parish Sheriff - Service/Collection Fees	262	139
Rapides County Sheriff - Service/Collection Fees	34	NONE
St. Tammany Parish Sheriff - Service/Collection Fees	30	NONE
Winn Parish Sheriff - Service/Collection Fees	63	NONE
Louisiana Department of Justice/Baton Rouge - Civil Fees	4,047	3,524
State of Louisiana Attorney General Office - Civil Fees	32	23
Lincoln Parish Clerk of Court - Civil Fees	2,363	1,260
Lincoln Parish Clerk of Court - Criminal Court Costs/Fees	41,757	44,140
Lincoln Parish Clerk of Court - Bond Fees	1,572	1,058
Lincoln Parish Clerk of Court - Asset Forfeiture/Sale	200,149	646,629
<b>Less: Amounts Retained by Collecting Agency</b>		
Lincoln Parish Sheriff - Criminal Court Costs/Fees	29,416	31,023
Lincoln Parish Sheriff - Criminal Fines Other	38,444	40,682
Lincoln Parish Sheriff - Bond Fees (fixed)	3,277	2,386
Lincoln Parish Sheriff - Bond Fees (percentage)	118,339	87,000
Lincoln Parish Sheriff - Probation Fees	21,247	29,311
Lincoln Parish Sheriff - Asset Forfeiture/Sale	6,712	6,664
Lincoln Parish Sheriff - Service/Collection Fees	36,158	35,738
Lincoln Parish Sheriff - Interest Earnings	2,897	3,726
Lincoln Parish Sheriff - Other	520	709
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Bond Fee Refunds	49,270	202,500
Restitution Payments to Individuals	27,390	1,674
Other Disbursements to Individuals	534,078	532,093
Payments to 3 <sup>rd</sup> Party Collection/Processing Agencies	8,513	16,084
<b>Subtotal Disbursements/Retainage</b>	1,784,796	2,377,024
<b>Total: Ending Balance of Amounts collected but not Disbursed/Retained</b>	<u>\$516,434</u>	<u>\$353,129</u>
<b>Other Information :</b>		
Ending Balance of Total Amounts Assessed but not yet Collected		\$3,856,970
Total Waivers During the Fiscal Period	<u>\$50,719</u>	<u>\$59,426</u>

See independent auditor's report.

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

**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***

**LINCOLN PARISH SHERIFF**  
Ruston, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, the major fund, the fiduciary funds, and the aggregate remaining fund information of the Lincoln Parish Sheriff, a component unit of the Lincoln Parish Police Jury, as of and for the year ended June 30, 2024 and the related notes to the financial statements, which collectively comprise the Lincoln Parish Sheriff's basic financial statements, and have issued my report thereon dated September 6, 2024.

**Report on Internal Control Over Financial Reporting**

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

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

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



LINCOLN PARISH SHERIFF

Ruston, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

June 30, 2024

**Report on Compliance and Other Matters**

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

**Purpose of this Report**

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



West Monroe, Louisiana

September 6, 2024

LINCOLN PARISH SHERIFF  
Ruston, Louisiana

Schedule of Audit Results  
For the Year Ended June 30, 2024

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on the annual financial statements of the Lincoln Parish Sheriff.
2. No instances of noncompliance material to the financial statements of the Lincoln Parish Sheriff were disclosed during the audit.
3. No material weaknesses relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**LINCOLN PARISH SHERIFF**  
Ruston, Louisiana

**Summary Schedule of Prior Audit Findings**  
**For the Year Ended June 30, 2024**

There were no audit findings reported in the audit for the year ended June 30, 2023.

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

Lincoln Parish Sheriff  
P.O. Box 2070  
Ruston, LA 71270

To the Lincoln Parish Sheriff

I have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. Management of Lincoln Parish Sheriff is responsible for those C/C areas identified in the SAUPs.

Lincoln Parish Sheriff has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**AGREED-UPON PROCEDURES**

**1) WRITTEN POLICIES AND PROCEDURES**

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - iii. **Disbursements**, including processing, reviewing, and approving,

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation)
- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement** , including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)** , including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statement, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity** , including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment** , including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

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

## 2) BOARD OR FINANCE COMMITTEE

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

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on all proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the process of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

The prior year audit report contained no audit findings.

### **3) BANK RECONCILIATIONS**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - ii. Bank reconciliations include evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and,
  - iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The agency provided me with a certified list of all bank accounts. January, 2024 was randomly selected to be tested. For the 5 bank accounts selected for testing it was determined that all bank



reconciliations were performed by the accounting deputy and reviewed by the chief financial officer. There was evidence that the reconciliations are performed within 60 days of the bank statement date. 1 of the 5 accounts selected to test had outstanding reconciling items over 12 months.

#### 4) COLLECTIONS

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

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

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
- i. Employees responsible for cash collections do not share cash drawers/registers.
  - ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

The agency has 2 collection locations with one cash drawer at the Sheriff's office and one at the complex. Multiple deputies work out of the cash drawer for tax collections and criminal fund. The Sheriff's office has surety bond coverage that covers the sheriff and the chief financial officer. The Sheriff's office does not have any other theft insurance coverage. One of the deputies reconciles the cash drawer and another deputy makes the deposit. After the deposit is made, the employee assigned to each fund posts the deposits to the Software and Services (GFA) accounting system. Bank reconciliations are prepared by the accounting deputy and there was written documentation that the reconciliations are reviewed by the chief financial officer.



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

The Lincoln Parish Sheriff's office has surety bond coverage on the Sheriff and the chief financial officer. There is no other employee dishonesty coverage for the sheriff's office employees that handle cash and cash equivalents.

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

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

The Sheriff does not use pre-numbered receipts. The system generates receipts when money is collected. Deposit documentation was traced to the supporting documentation for the deposits. The deposit slips selected were traced to the bank statement. The Sheriff's office location makes daily deposits. The complex money is less than \$100 per day and is deposited weekly. The deposits were traced to the posting in the Software and Services (GFA) accounting software.

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

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

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

- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - ii. At least two employees are involved in processing and approving payments to vendors.
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - v. Only employee/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

The Sheriff does not use a purchase order system or purchase requisitions. The employees initiate purchases and command staff approves all purchases. Of the disbursements selected to be tested, all were processed with all of the required support. The Sheriff has ultimate approval on all major purchases. The accounting deputy initiates disbursements for the general fund and the chief financial officer approves all purchases and signs all checks. The employee assigned to a particular agency fund initiates the checks. The employee that initiates the checks does not sign the checks. The chief financial officer signs all checks. The chief financial officer add vendors to the funds. The designated employee mails all check payments.

- C. For each location selected under #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B above, as applicable.

All disbursements selected to be tested had the proper support documentation. The employees assigned to the fund initiates the disbursements and the chief financial officer signs all checks. The accounting deputy reconciles all bank statements and there is evidence that the chief financial officer reviews the reconciliations.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

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

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

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

- B. Using the listing prepared by management, randomly select 5 cards, (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing, (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and .
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.

The Sheriff has 3 credit card accounts with multiple individual cards and 1 fuel card account with multiple individual cards. The Sheriff is ultimately responsible for all purchases. The chief financial officer and the accounting deputy review all credit card statements (excluding fuel), then the accounting deputy initiates the payment and the chief financial officer approves the payment. The accounting deputy reconciles the bank accounts and the chief financial officer review the reconciliations. The Sheriff and deputies are the authorized card holders.

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

deputy gives exceptions report to the patrol major, who reviews and investigates any exceptions. No exceptions were noted.

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

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

The credit card accounts were selected to test and January, 2024 was selected as the test month. 10 transactions were selected to test on Visa credit cards. The credit charges tested were for business purposes. There was proper documentation for the credit card purchases. There were no charges on the credit card that meet the requirements for using the bid law.

## **7) TRAVEL AND EXPENSE REIMBURSEMENT**

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete. I randomly selected 5 reimbursements to be tested.

- i. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policies and procedures #1A(vii); and



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

The agency has written policies or procedures for travel. The 5 randomly selected reimbursements for travel were tested against the policy - no exceptions were noted. It was noted the expenditures were for business purposes. All reimbursements were supported by proper documentation. The chief financial officer or the command staff review and approve all travel reimbursements. The agency uses receipts for meal reimbursements and charges tested were in compliance with agency policies and procedures.

## 8) CONTRACTS

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

The agency provided a certified statement for all contracts in effect during the test period.

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- iii. If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval);
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

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

## 9) PAYROLL AND PERSONNEL

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

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

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

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

Of the 5 employees selected, all employees that are eligible to earn leave time documented their leave time taken. Timesheets were properly approved by the supervisors. The agency tracks leave time earned and used. The employees are allowed to accumulate leave time and carry forward, and are compensated upon termination. The 5 employees that were chosen to be tested were paid in accordance with the terms and conditions of their employment. All changes to the salaries of the 5 employees chosen were approved by the Sheriff in writing.

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

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

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

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

## **10) ETHICS (EXCLUDING NONPROFITS)**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management and:
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and.
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethic policy during the fiscal period, as applicable.

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

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

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

## **11) DEBT SERVICE**

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

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

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).



The Lincoln Parish Sheriff had no outstanding debt at the end of the fiscal period.

## 12) FRAUD NOTICE

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

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

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

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

## 13) INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

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

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

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

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

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment

I randomly selected 5 employees/officials and verified that all of the 5 employees have completed cybersecurity training.

#### **14) PREVENTION OF SEXUAL HARASSMENT**

- A. Using the 5 randomly selected employees/officials from procedure #9A under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

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

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

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

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

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

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

For the current fiscal period the sheriff prepared an annual report in February, 2024 for fiscal period 2023. The agency did not have any complaints noted during the test period.

I was engaged by Lincoln Parish Sheriff to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs.

Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of Lincoln Parish Sheriff and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my agreed-upon procedures engagement.

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



Mary Jo Finley, CPA  
September 6, 2024





# LINCOLN PARISH SHERIFF'S OFFICE

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P.O. Box 2070  
Ruston, Louisiana 71273

J. STEPHEN WILLIAMS  
Sheriff and Ex-Officio Tax Collector

Phone: 318.251.5111  
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September 6, 2024

Louisiana Legislative Auditor  
1600 N. 3<sup>rd</sup> Street  
Baton Rouge, LA 70802

RE: AUP Exception Response

An audit was recently conducted on the Lincoln Parish Sheriff's Office control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures, for the fiscal period from July 1, 2023, through June 30, 2024. During this audit, two exceptions were noted as follows:

3.A regarding outstanding items over 12 months for the Criminal Fund bank account. The Lincoln Parish Sheriff's Office (LPSO) will research these outstanding items, and reissue payment to those payees that can be located or remit the funds to the State.

4.C. regarding employee theft insurance on all employees handling cash or cash equivalents. The Lincoln Parish Sheriff's Office (LPSO) understands that there is no requirement that the agency have employee theft insurance on all employees handling cash or cash equivalents. A surety bond is in place for the Chief Financial Officer. The LPSO recognizes that having an employee theft policy in place would be a best practice and will discuss appropriate options with our local insurance broker and the broker that handles the surety bonds currently held.

We anticipate having this review completed and taking the appropriate action prior to December 31, 2024.

Sincerely,

J. Stephen Williams  
Sheriff

"WE ARE HERE TO HELP"